Call for Proposals
Hands-on STEM Engagement Grant

Goals of the Hands-on STEM Engagement Grant Program

The goal of this grant program is to encourage the development and implementation of new science, technology, engineering, math (STEM) engagement programs for students in 4th through 8th grades, especially for underrepresented, low-income, first-generation, and female students.

STEM Engagement projects can focus on competitions, camps, mentoring, outreach, or other activities – as long as the proposed project aligns with the intent of the grant and benefits multiple students. There is no minimum proposal amount. The maximum ISGC contribution is $11,000. All ISGC grants require a non-federal cash or in-kind match equal to the amount requested.

If proposers seek to utilize a graduate or undergraduate student to assist with their proposed project, the student may apply for the ISGC STEM Education Fellowship. This is not a requirement, just another possibility. Additional details can be found in the Proposal Requirements section of this document.

All proposed projects must align with one or more of the goals of the NASA ISGC.

Vision, Mission, Goals, and Strategies of the NASA Idaho Space Grant Consortium

Vision: For Idahoans to be engaged in NASA’s missions of exploration and discovery.
Mission: To support NASA’s missions in science, technology, aeronautics, and space exploration through a portfolio of education and research opportunities that benefit both NASA and Idaho.

Strategic Goals

- Goal 1: To contribute to the development and diversity of NASA’s future workforce in disciplines needed to achieve NASA’s strategic goals through scholarship, fellowship, and internship opportunities.
- Goal 2: To attract, educate, and retain students and educators of diverse backgrounds in STEM disciplines through hands-on and other experiential research opportunities.
- Goal 3: To develop partnerships with NASA, other STEM-related organizations, and companies to provide opportunities for Idaho’s researchers to contribute to NASA’s missions through innovative research opportunities.
- Goal 4: To engage K-12 students and the public in the excitement of NASA’s missions to encourage the pursuit of higher education in Idaho.

Crosscutting Strategies (Applied across all ISGC goals and activities)

- **Increase STEM engagement and inclusion:** Broaden participation in ISGC programs and projects through a focus on increasing diversity of participants and on STEM disciplines engaged.
- **Strengthen evaluation and assessment:** Strengthen the ISGC’s programs and projects through data-driven evaluation and assessment.
- **Expand the ISGC network:** Seek out new partnerships with the commercial aerospace industry and other agencies with STEM-focused missions.
- **Increase outreach efforts:** Integrate more K-12 and public outreach into all ISGC programs and projects to communicate the excitement and value of ISGC’s activities.

Eligible Organizations

ISGC affiliate institutions and their employees/members can apply for these grants. For a list of ISGC affiliate institutions, please visit [http://www.idahospacegrant.org/#!/affiliates/c1j1d](http://www.idahospacegrant.org/#!/affiliates/c1j1d). Other organizations may partner with an ISGC affiliate to submit a proposal.
Proposal Preparation

All proposals submitted by the deadline and meeting the following proposal requirements are eligible for funding consideration. Proposals from higher education institutions must have approval from the appropriate higher education institution research/grant office prior to submission.

Proposals must be in 12-point font with no less than 1 inch margins and single-spaced. Proposals are limited to five pages, excluding the title page, prior supported projects, project timeline, budget, budget justification, and vita(e).

Proposal Requirements

- **Title Page**: Include proposal type; name of project; project lead – include contact information (phone, email and mailing address); and names of all collaborators.
- **Abstract**: This brief summary of the project should not exceed 250 words.
- **Project Description**: The project description should provide enough detail for reviewers to discern:
  - What the project seeks to accomplish
  - Who will be involved in the project (i.e., students/teachers/the public/researchers, etc.)
  - What are the expected outcomes/outputs of the project?
  - How the project aligns with ISGC’s Goals and Strategies and benefits ISGC, Idaho, NASA, the public, or other groups
- **Project Management and Timeline**:  
  - The proposal should address how the project will be managed, identify any possible challenges associated with the project’s implementation, and how the project management will address those challenges.
  - A project timeline should be included and should clearly indicate milestones, metrics, and deliverables to demonstrate progress. The timeline will not count toward the 5-page proposal limit.
- **Budget and Budget Justification, including 1:1 non-federal matching**  
  - The budget should clearly outline both the funds requested from ISGC as well as the matching funds and their source.
  - All ISGC grants require a non-federal cash or in-kind match equal to the amount requested from the ISGC. The ISGC contribution for these grants is limited to $11,000. Although a minimum 1:1 cost share is required, any additional cost share above the amount requested from ISGC is welcomed.
  - All individuals (including students) supported with ISGC funds or contributing cost share (e.g., their time) must be U.S. citizens.
  - ISGC funding cannot be used for food, international travel, marketing materials, or capital outlay (equipment). Although food is not allowed, per diem for travel is allowed.
  - Indirect costs for higher education institutions are limited to the federally negotiated rate of the institution.
  - The budget should be submitted as an MS Excel spreadsheet along with the main proposal in PDF.
- **Additional student support**:  
  - If proposers seek to utilize a graduate or undergraduate student to assist with their proposed project, the student may apply for the ISGC STEM Education Fellowship (valued at $18,000; no cost share required). This is not a requirement, just a possibility. However, the proposal should specify if a student associated with the project will be applying for the fellowship. The proposal should also address how the project will proceed in the event the proposed student does not receive a fellowship.
- **Vita(e) of Project Lead**: The project lead vita must be two pages or less. Collaborator(s) vita must be one page or less.
- **Prior ISGC and/or NASA EPSCoR-Supported Projects**, if any: List any prior project(s) supported by ISGC and/or NASA EPSCoR and the outcome/result(s) of each.
**Additional proposal guidance**

The following suggestions may strengthen your proposal, but are not required:

- When creating a project description, proposers may include examples of how the proposed program has been piloted or implemented already. If the proposed program has been piloted already, consider including:
  - How the conditions of the pilot or other implementation are similar to, or different from, the conditions under which the proposed program will be implemented.
  - What outcomes were achieved in the pilot or other implementation.
  - Cite reports or peer reviewed articles when possible.
- When describing the potential impact of a project, proposers may describe how the proposed program will align with Idaho Core Standards for science or math.
  - Proposers aligning to science standards can choose to describe how their program aligns with Science and Engineering Practices (SEP), Disciplinary Core Ideas (DCI), and/or Crosscutting Concepts (CCC).
  - Proposers aligning to the math standards can choose to describe how their program aligns with standard(s) for mathematical practice and/or standard(s) for mathematical content.
- When citing previous pilot programs or alignment to science or math standards, be sure to cite the source.

**Grant Duration and Required Reporting**

The project period is up to 1 year.

Progress reports and a final report are required. Both the progress and final report formats are available online. Additional reporting information will be provided at the time of award. Any publications or presentations related to the project should also be submitted to ISGC.

Any students participating on the project will need to complete student participation forms which will be submitted to NASA.

**Proposal Evaluation Criteria**

Proposals will be evaluated according to the following criteria:

- **Merit of Proposed Project (30%)** - Will the proposed project contribute to engaging Idaho middle school students in science, technology, engineering, or math (STEM) activities?
- **Involvement of students typically underrepresented in STEM fields (20%)** – Does the proposed project seek to increase the involvement of underrepresented, low-income, and/or female students in STEM activities?
- **Alignment with NASA and ISGC Goals and Strategies (15%)** - Does the proposed project help NASA, or the ISGC achieve its goals or strategies?
- **Proposed timeline/metrics/deliverables (15%)** - Is there a realistic and detailed management plan for ensuring progress toward measurable milestones, metrics, and deliverables?
- **Proposed budget and anticipated cost share (20%)** - Is the proposed budget realistic for the proposed project? Does the narrative give sufficient detail to evaluate the estimated budget?

*Please note: All ISGC Hands-on STEM Engagement grants are contingent upon funding.*

**Proposal Submission**

STEM Engagement grant proposals should be submitted in a PDF file, along with the budget in an MS Excel file, via email to isgc@uidaho.edu

**Submission Deadline: Monday, March 28, 2016 (11:59 pm PDT)**