

LaSPACE

Minority Research Scholars (MRS) Program

Offered by the Louisiana Space Grant Consortium



Under the authority of the
NASA Space Grant College and Fellowship Program

Louisiana Space Grant Consortium (LaSPACE)
364 Nicholson Hall, Department of Physics and Astronomy
Louisiana State University, Baton Rouge, LA 70803
225.578.8697 | Fax: 225.578.1222
<http://laspace.lsu.edu/> | laspace@lsu.edu

Revised April 2016

All previous versions of these guidelines are now null and void.

MRS Program Summary Page

About the MRS Program

The LaSPACE Minority Research Scholars (MRS) Program is directed at undergraduate STEM students interested in space/aerospace science and technology, and who are members of groups that are traditionally underrepresented in science and engineering professions. The intent of the MRS program is to enhance the undergraduate curriculum by providing the student with a hands-on, mentored research experience relevant to space sciences with significant financial support going directly to the student. This project will be a joint effort between a faculty researcher, who serves as mentor and project Principal Investigator (PI), and an undergraduate researcher.

Program Summary

- An MRS project is intended to support NASA's goal of strengthening the higher education pipeline for the future NASA workforce specifically by recruiting traditionally underrepresented participants.
- The project should expose funded students to the full cycle of a research project from proposal writing, through research and data analysis, to budget and time management, and concluding with final technical reporting and professional development.
- Proposals must be co-written by the Faculty Mentor and undergraduate student with a clear plan for the student's research work, and signed off by the Faculty Mentor PI and the Designated Institutional Representative for Sponsored Programs at your institution.
- Student applicants must be U.S. citizens, enrolled full-time in a LaSPACE affiliated university or college, engaged in a space/aerospace-related STEM academic degree program, and affirm that they are a member of 1 or more underrepresented groups in STEM (Hispanics and Latinos, African Americans, American Indians, Alaska Natives, Native Hawaiians and Pacific Islanders, people with disabilities, and women).
- Awards are for \$6000 with no match requirement. The majority of the funds (\geq \$5k) are to be distributed directly to the student. It is recommended that some funds be budgeted for the student to attend at least one professional meeting; including, if possible, the LaSPACE Council Meeting held in the early fall each year. No more than \$500 can be used for materials and supplies.
- All invoices and a final technical report co-written by the Faculty Mentor & student must be submitted to the LaSPACE office within 30 days of the project end date. Photographs and copies of papers, presentations, and posters generated should be shared with LaSPACE as they occur and collected/referenced in the final report. *Updated Final Report Guidelines will be released in early 2016.*

Proposal Submissions

- **Submit all properly executed proposals via email as fully searchable pdf documents to laspace@lsu.edu by 11:59 pm on Monday, May 30, 2016.**
- Important Dates:
 - Proposal Release Date: Monday, April 4, 2016
 - Proposal Due Date: Monday, May 30, 2016
 - Anticipated Award Announcements: Late June/Early July 2016
 - Anticipated Period of Performance: ~August 15, 2016 – August 14, 2017

LaSPACE General Guidelines

Introduction to the Space Grant Program

The Louisiana Space Grant Consortium (LaSPACE) is a Designated Consortium in the NASA National Space Grant College and Fellowship Program, which was designed to network colleges, universities, and state education boards with partners in business, industry, and the non-profit sector in order to promote, develop, and strengthen aerospace science, research, technology, education, and awareness. Our mission is “To enhance Space and Aerospace related research, education, and public awareness throughout the State of Louisiana and thereby promote math/science education, training of professionals, and economic development.” LaSPACE promotes scientific research, workforce development, and public outreach to develop and strengthen long-term research capabilities within Louisiana that will make significant contributions to the research and technology Mission Directorates of NASA while supporting the goals of the state.

Basis of Authority

The Louisiana Space Grant Consortium (LaSPACE) currently comprises Louisiana public and private colleges and universities in addition to business/industry partners and other organizations. The consortium is funded jointly by the National Aeronautics and Space Administration (NASA) and by the Louisiana Board of Regents Support Fund (BORSF). The consortium is administered by the LaSPACE Council, under the aegis of NASA and the Board of Regents. The basis of authority for this and other programs of LaSPACE rests in part on the above funding. It is important, therefore, to note that the implementation of LaSPACE-supported projects must conform to applicable Federal and State regulations, in general, and to the NASA stipulations, in particular.

NASA Agency Information

NASA Vision

We reach for new heights and reveal the unknown for the benefit of humankind.

NASA Mission

Drive advances in science, technology, aeronautics, and space exploration to enhance knowledge, education, innovation, economic vitality, and stewardship of Earth.

From the 2014 NASA Strategic Plan: “NASA’s Vision and Mission statements remind us of our purpose and our path. NASA’s Vision leads to a future with an American-made launch capability supporting cutting-edge science, technology, and human exploration with strong technology and aeronautics programs. We will develop new technologies for use in air, space, and on the ground. We will be a part of a strong, high-tech economy, and we will continue to partner with other nations to create a better world. We will increase our understanding of the universe and our place in it. Our Mission statement outlines our fundamental purpose and role in bringing that Vision to life. As the Nation’s leading organization for research and development in aeronautics and space, we are explorers and innovators who create and use our unique tools and capabilities for the benefit of the Nation and the world.”

Complete Plan available: http://www.nasa.gov/sites/default/files/files/2014_NASA_Strategic_Plan.pdf

NASA Education

NASA contributes to national efforts for achieving excellence in STEM education through a comprehensive education portfolio implemented by the Office of Education, the Mission Directorates, and the NASA Centers. The National Space Grant College and Fellowship Program, from which LaSPACE is derived, is managed through the NASA Office of Education based at NASA Headquarters in Washington D.C., <http://www.nasa.gov/offices/education/about/index.html>. The 2015-2017 NASA Education Implementation Plan (NEIP) provides an understanding of the role of NASA in advancing the nation's STEM education and workforce pipeline. The document outlines the roles and responsibilities that NASA Education has in approaching and achieving the agency's and the administration's strategic goals in STEM Education. The specific purpose of the 2015-2017 NASA Education Implementation Plan is to present and describe the following:

- The alignment of NASA Education with national priorities and the 2014 NASA Strategic Plan;
- The framework for specific and measurable outcomes to guide and monitor performance within the education portfolio;
- The roles, responsibilities and management of the Associate Administrator for Education, the Office of Education, Mission Directorate Leads, and Education Offices;
- The key agency stakeholders responsible for strategic coordination and requirements development;
- The monitoring and control structure for determining the outcomes of NASA's education portfolio across the agency.

In addition, this document describes the processes and principles of strategic planning and management for all of NASA's education efforts. It also explains how NASA Education is governed and managed and what internal and external requirements drive this strategy. Complete NEIP available here: http://www.nasa.gov/sites/default/files/atoms/files/nasa_education_implementation_plan_2015-2017.pdf

NASA Education Mission

Advance high-quality STEM education using NASA's unique capabilities.

NASA Mission Directorates

Research and technology priorities are aligned with one or more of NASA's Mission Directorates:

The Aeronautics Research Mission Directorate (ARMD),

http://www.aeronautics.nasa.gov/about_us.htm

Human Exploration and Operations Mission Directorate (HEOMD),

<http://www.nasa.gov/directorates/heo/home/about.html#.VXtCQUZURmM>

Science Mission Directorate (SMD), <http://science.nasa.gov/about-us/>

Space Technology Mission Directorate (STMD),

http://www.nasa.gov/directorates/spacetech/about_us/index.html

All NASA subprograms must relate to and support one or more of these directorates. Likewise, all programs supported by LaSPACE must support the NASA organization, align with the NASA Strategic Plan and the NEIP, and support the goals of one or more directorates and the Office of Education.

LaSPACE Program

The Louisiana Space Grant Consortium, part of the National Space Grant College and Fellowship Program and in partnership with the Louisiana Board of Regents, supports programs at affiliated academic institutions and other Louisiana organizations that address the NASA mission, federal CoSTEM goals, and state education and economic priorities. LaSPACE programs for Research, Higher Education, Workforce Development, K-12 Teacher Development, and Public Outreach, strengthen the Science, Technology, Engineering, and Math (STEM) education needed for a diverse technical workforce, and develop the research and economic infrastructure to boost Louisiana's contribution to the aerospace frontier.

Goals and Objectives

LaSPACE Goals and Objectives are directly aligned with NASA Office of Education (OE) Lines of Business (LOB) and National Program Emphases on Diversity, Workforce Development, Community Colleges, Pre-College teacher engagement, Competitiveness, NASA Research Relevance, Industry Relations, and State Government Involvement. The updated LaSPACE 2015 Strategic Plan (posted on our website) describes a comprehensive program of Research, Education, and Service via 5 strategic goals, each in line with one or more NASA OE LOB, to (1) Foster aerospace research and education (LOB 2&3), (2) Encourage aerospace industries within Louisiana (LOB 1), (3) Contribute to pre-college STEM education excellence (LOB 4), (4) Engage and educate the general public (LOB 3&4), and (5) Maintain an effective consortium of institutions involved in LaSPACE (LOB 1).

Major objectives for the achievement of these goals includes (1) Support for student and faculty research at consortium institutions, (2) Strengthening interactions between Louisiana aerospace industries, faculty, and students, (3) Increased participation in Space Grant programming with the state's HBCUs and Community & Technical Colleges, (4) Provide support to undergraduate and graduate students for research, design, and internship opportunities, (5) Engage students in experiential learning environments, (6) Support middle and high school educator training, and (7) Foster informal education and public outreach. Proposals to LaSPACE programs should explicitly support one or more of these seven objectives.

LaSPACE Program Administration & Institutional Coordinators

General administration and management is the responsibility of the LaSPACE Staff headquartered at Louisiana State University (LSU). Questions about applications to any LaSPACE programs should be directed to the Director or Program Manager. Unless otherwise directed, all proposals should be submitted via email to the program email address (laspace@lsu.edu). Contact info for the program management team is included below.

LaSPACE Program Office
LSU Department of Physics & Astronomy
364 Nicholson Hall, Baton Rouge, LA 70803
Phone: 225.578.8697 Fax: 225.578.1222
T. Gregory Guzik, Director, guzik@phunds.phys.lsu.edu
Colleen H. Fava, Manager, colleenf@lsu.edu

Additionally, all member institutions have appointed an institutional coordinator who sits on the LaSPACE Advisory Council and is available to discuss opportunities and processes related to LaSPACE programs. Contact information for all advisors is provided below. For institutions with a vacancy, contact the program manager listed above.

LaSPACE Affiliate Institutional Coordinators

Baton Rouge Community College (BRCC)	Asoka Sekharan	sekharan@mybrcc.edu	225-216-8118
Delgado Community College (DCC)	Raymond Duplessis	rduple@dcc.edu	504-671-6419
Dillard University (Dillard)	Abdalla Darwish	adarwish@dillard.edu	504-816-4840
BREC / Highland Road Park Observatory (HRPO)	Christopher Kersey	observatory@brec.org	225-768-9948
Cain Center for STEM Literacy (Cain Center)	Brenda Nixon	bnixon@lsu.edu	225-578-4082
Grambling State University (GSU)	Matthew F. Ware	waremf@gram.edu	318-274-2391
Jacobs Technology, Inc. at Michoud (Jacobs)	Chip Howat	carl.j.howat@nasa.gov	504-257-0478
Louisiana Arts and Science Museum (LASM)	vacant	vacant	vacant
La Board of Elementary & Secondary Education (BESE)	Ann Wilson	Ann.wilson@la.gov	225-342-0140
Louisiana Board of Regents (BOR)	Jessica Patton	jessica.domingue@la.gov	225-342-4253
Louisiana Business and Technology Center (LBTC)	Roy Keller	rkeller@lsu.edu	225-578-3985
Louisiana State University and A&M College (LSU)	Ram Devireddy	devireddy@me.lsu.edu	225-578-5891
Louisiana State University Agricultural Center (LSU-Ag)	Wade Baumgartner	wbaumgartner@agcenter.lsu.edu	225-578-7742
Louisiana State University Health Sciences (LSUHSC)	Lynn Harrison	lclary@lsuhsc.edu	318-675-4213
Louisiana State University of Shreveport (LSU-S)	Urska Cvek	urska.cvek@lsus.edu	318-795-4266
Louisiana Tech University (LaTech)	Niel Crews	ncrews@latech.edu	318-257-5109
Loyola University (Loyola)	Martin McHugh	mmchugh@loyno.edu	504-865-2451
McNeese State University (McNeese)	Ning Zhang	nzhang@mcneese.edu	337-475-5873
Nicholls State University (Nicholls)	Chadwick H. Young	chad.young@nicholls.edu	985-448-4879
Northwestern State University of Louisiana (NWSU)	Austin L. Temple Jr.	temple@nsula.edu	318-357-6699
River Parishes Community College (RPCC)	Esperanza Zenon	ezenon@rpcc.edu	225-743-8713
SciPort Louisiana's Science Center (SciPort)	Ann S. Fumarolo	afumarolo@sciport.org	318-242-3466
Southeastern Louisiana University (SELU)	vacant	vacant	vacant
Southern University and A & M College (SUBR)	Diola Bagayoko	bagayoko@aol.com	225-771-2730
Southern University of New Orleans (SUNO)	Illya Tietzel	itietzel@suno.edu	504-286-5111
Tulane University (Tulane)	Mark J. Fink	fink@tulane.edu	504-862-3568
University of Louisiana at Lafayette (ULL)	Afef Fekih	afef.fekih@louisiana.edu	337-482-5333
University of Louisiana at Monroe (ULM)	Leonard Clark	leclark@ulm.edu	318-342-1036
University of New Orleans (UNO)	Kevin L. Stokes	klstokes@uno.edu	504-280-1038
Xavier University of Louisiana (Xavier)	Ashwith K. Chilvery	achilver@xula.edu	504-520-5149

LaSPACE Requirements and Restrictions

In this section, requirements and restrictions applied to all LaSPACE programs are summarized. Additional requirements and restrictions pertaining to individual programs offered by LaSPACE are detailed later in these guidelines.

Public Nature of Applications to LaSPACE

Once an application is received in the LaSPACE office, it becomes public record. Although the staff will not disseminate applications to individuals other than to reviewers, applicants should be aware that, if a request for information is made by the public (e.g., the news media), a copy of the application, by law, must be provided.

Disclosure of Information

All LaSPACE programs must conform to applicable Federal, State and NASA regulations and stipulations. This includes annual reporting of award participant information to both the Louisiana Board of Regents and NASA. Part of this information will include both directory information such as name, address, telephone number, date of birth, and demographic information such as gender, ethnicity, and race for all award participants including faculty, staff, and students. Further, LaSPACE outreach includes public dissemination of its supported programs through *The Spaceporter Newsletter*, the LaSPACE website (<http://laspace.lsu.edu/>), as well as papers and/or presentations at Space Grant or related Education & Public Outreach conferences. The contents of award reports, including participant names, titles, institution, project summaries, results or conclusions and images, might be included in such public outreach articles. It is not intended that these public articles will disclose directory or demographic information except as aggregated statistical data.

Diversity

It is a national priority to increase diversity in Science, Technology, Engineering, and Mathematics (STEM), from university students, faculty, and staff to industry employees. Traditionally, minority groups, persons with disabilities, and women have been under-represented in the STEM disciplines as students and faculty as well as in the workplace after graduation. LaSPACE is committed to addressing this priority and utilizing its programs, to the degree possible, to increase the diversity among its awardees. All proposers are encouraged to help recruit diverse participants to their proposed projects.

Animal Use

Any project proposing the use of an animal model for validation must include a local IACUC approval letter, fully signed, which specifies a validity period longer than the proposed project period. Failure to obtain the Institutional Animal Care and Use Committee's approval in advance, is grounds for returning the proposal unreviewed. Attach the IACUC material as an additional appendix.

Human Subjects

Projects that involve human subjects are not acceptable for this program.

Eligibility

PI must be associated with a LaSPACE affiliated institution. PI must be a research or tenure-track faculty member or designated institutional representative recognized by LaSPACE. All NASA funded participants must be U.S. citizens. Additional, or altered, restrictions may apply to specific programs.

Concurrent, Overlapping, and Consecutive Awards

PIs may hold more than one LaSPACE Award concurrently with some restrictions. First, no student may be funded simultaneously via multiple awards in the scholarship/fellowship programs (GSRA, Fellows, LURA, MRS, & Scholars programs). Consecutive, non-overlapping awards in these program areas may be issued to exceptional students in the midst of extended research. Proposals for additional year(s) of funding may be submitted if 1) the previous period of performance has recently past or is 60 days or less from completion, 2) must explicitly reference the completion of proposed tasks from the current/previous award within the new proposal, 3) must include a final report, or preliminary final report if still in progress, in an appendix, and 4) must clearly state the objectives and goals for the new proposal differentiating said goals from the prior work.

Budgeting

Capital Equipment purchases and Foreign Travel are, in general, not allowable costs. Funds cannot be requested from LaSPACE for tuition. Funds for these items may be applied as a cost-match.

Disbursement of Funds

LaSPACE Award fund distribution will be managed by the applicant's college or university, either via a cost-reimbursable subcontract if the applicant is at an affiliate other than LSU, or by transfer of funds from LaSPACE to the applicant's department for projects at LSU. The institution/department will assume responsibility for administering, distributing, and documenting costs charged to this program.

Period of Performance

Unless otherwise stated, LaSPACE programs have a default period of performance of no greater than 12 months. Shorter periods of performance may be proposed, or even required by the LaSPACE office, to meet any requirements or restrictions related to the parent grant. *A proposed period of performance is provided for each program cycle on the summary page; proposers may request a different period within 60 days from our proposed start date, unless otherwise indicated.* No cost extensions (NCEs) for ongoing projects may be submitted to the LaSPACE program office no later than 60 days before the initial project end-date. All NCE requests must include a status report which addresses all accomplishments made to-date on the project (including all publications, proposals, presentations, patents, etc), where the project is in relation to the originally proposed end date, reasons why the project has been delayed, and a proposed plan for completing the project. This status report must also identify all participants on the project and include demographics for each (students, post-docs, faculty, and staff).

LaSPACE Minority Research Scholars (MRS) Program

Application Guidelines

About the MRS Program

The intent of the MRS program is to supplement and enhance the undergraduate academic curriculum of traditionally underrepresented students by providing a hands-on, mentored research experience relevant to space sciences with significant financial support going directly to the student, as well as opportunities for professional development.

Background and Objectives

The State of Louisiana's prime goal is to develop a well-trained, technical workforce capable of moving the state forward in R & D, attracting high tech industries, and promoting economic development. This is precisely what NASA desires and what LaSPACE is working to achieve. The core focus of the overall LaSPACE program continues to be student involvement in genuine scientific research and engineering projects.

The purposes of the MRS program are: to recruit & retain undergraduate underrepresented students into aerospace and aeronautical related fields of study; to strengthen the educational base in Louisiana by increasing the number of students training for careers in space-related science, engineering, and mathematics; to enhance the research capability and infrastructure in Louisiana through the support of outstanding undergraduates in mentored research; and, to develop an appreciation for space and aerospace related careers for Louisiana students.

Program Description

The LaSPACE Minority Research Scholars (MRS) Program is directed at undergraduate STEM students interested in space/aerospace science and technology, and who are members of groups that are traditionally underrepresented in science and engineering professions. According to the 2013 National Science Foundation (NSF) report “Women, Minorities, and Persons with Disabilities in Science and Engineering,” women, persons with disabilities, and three racial/ethnic groups—blacks, Hispanics, and American Indians—are considered underrepresented in science and engineering because they constitute smaller percentages of science and engineering degree recipients and of employed scientists and engineers than they do of the general population.

This project will be a joint effort between a faculty researcher, who serves as mentor and project Principal Investigator (PI), and an undergraduate researcher. This PI/student team will usually work on the PI's existing space-related research but may develop a new NASA-relevant project.

An MRS award is set at \$6 k per student for a 12 month period and is used for a supplemental student stipend (\geq \$5K) plus travel/fees for a professional experience for the student, with a minimum amount

available for research supplies (\leq \$500). A joint application is submitted by both the student and the faculty mentor. Student applicants must coordinate their effort with a faculty mentor and be able to devote 10-20 hours per week to the project. Faculty mentors must 1) be affiliated with a LaSPACE campus, 2) be engaged in NASA Mission Directorate related aerospace research or education, and 3) serve as the student faculty mentor. Applications are judged by the relevance of the research project to the NASA mission, the student's future career plans, scholastic accomplishment, science experience, leadership, and intellectual ability as well as the faculty mentor plan for student academic development and opportunities for student professional development.

Eligibility

To be eligible to apply for a LaSPACE MRS award, an applicant must meet these criteria:

Minority Research Scholar Requirements:

1. She/he must be a U.S. Citizen.
2. At the time of application, an applicant must currently be enrolled full-time at a LaSPACE College/University.
3. The current or prospective field of study of an applicant must be in a STEM discipline, with a space- or aerospace-related program. NASA Workforce Development goals imply that students must express interest in an aerospace related career.
4. The applicant must be and must explicitly affirm her/his status as a member of one or more specific groups identified as underrepresented in STEM (women, and/or persons with disabilities, and/or Black, Hispanic, American Indian, Alaskan/Hawaiian Native, Pacific Islander).
5. The applicant must coordinate with a faculty/mentor who will file a joint application with the student and will be ultimately responsible for managing the award and project as the PI.
6. The student applicant must be able to devote 10-20 hours per week to the project.
7. The proposal must include a project plan written with the PI & the student that details all the tasks and deliverables to be completed by the student.
8. A final report, also jointly written, must be produced with results that match the submitted project plan at the completion of the award period.

Faculty Mentor/Principal Investigator Requirements

1. The faculty member must be affiliated with a LaSPACE campus.
2. The faculty member must serve as mentor to the student researcher and be contractually responsible for the award.
3. The faculty/mentor must be engaged in space related research or education, which relates to one of the NASA Mission Directorates as discussed earlier.
4. The proposal must include a project plan written with the student that details all the tasks and deliverables to be completed by the student, and a final report, also jointly written, must be produced with results that match the submitted project plan.

NOTE: A change in PI is possible if justified in a written request and approved by LaSPACE.

MRS Award Funds, Duration, Number, and Restrictions

Award Funds

An MRS award is set at \$6k per student with no match requirement. The majority of the funds (\geq \$5k) are to be distributed directly to the student. It is recommended that some funds be budgeted for the student to attend at least one professional meeting; including, if possible, the annual LaSPACE Council Meeting held in the early fall each year. No more than \$500 can be used for materials and supplies.

Award funds will be provided to the LaSPACE College or University in which a winning PI/student candidate team is enrolled, via cost-reimbursable subcontract. The campus will assume responsibility for administering and distributing these monies according to standard procedures and consistent with all federal and state rules and guidelines. It is understood by all LaSPACE member campuses that these funds are to be used for support of the student award recipient and for supplies and/or travel.

Duration

An MRS award is usually for a 12-month period. Awards for fewer than 12 months are also possible, if justified.

Number of Awards

LaSPACE intends to award 4 to 6 MRS projects each year.

Student Support

The majority of the award (\geq \$5k) is expected to be distributed as direct student support.

Supplies

The supplies budget category is limited to a maximum of \$500.

Travel

The travel budget category is restricted to travel for the students. No foreign travel is allowed.

Equipment

The use of LaSPACE MRS Grant funds for the purchase of equipment is prohibited.

Indirect Costs

F & A (Indirect) charges are waived for GSRA awards as per the NASA grant. Indirect/overhead (F & A) charges should not be applied on student support funds.

Animal Use

Any project proposing the use of an 'animal model' for validation must include a local IACUC approval letter, fully signed, which specifies a validity period longer than the proposed project period. Failure to obtain the Institutional Animal Care and Use Committee's approval in advance, is grounds for returning the proposal unreviewed. Attach the IACUC material as an additional appendix.

Human Subjects

Projects that involve human subjects are not acceptable for this program.

MRS Proposal Requirements & Format

MRS proposals should be submitted as fully searchable pdf documents via email to laspace@lsu.edu. A proposal to the MRS Program must include the following completed sections in the order presented. All referenced forms, including the student application, are provided in the attachments.

- LaSPACE MRS Proposal Program Cover Sheet
- Proposed Project Summary Form
- Prior LaSPACE Awards Form
- LaSPACE MRS Student Application
 - LaSPACE MRS Student Application Cover Sheet
 - Student Application Proposal Narrative (not to exceed 6 pages)
- PI Proposal Narrative (not to exceed 5 pages)
 - Overview of the PI/Faculty Mentor's research
 - Proposed workplan for the student, including a timeline with major milestones
 - Benefits to the Student (technical & scientific skills)
 - Professional Development Opportunities (lab meetings, authoring papers, poster presentations, etc.)
 - Benefit to the Research Project (how will the student researcher help advance your project)
- Letter of Recommendation from PI/Faculty Mentor for proposed student
- Budget (LaSPACE Budget Form followed by narrative explanation of all costs)

MRS Evaluation Criteria

Each proposal that meets the eligibility requirements will be evaluated and ranked on a scale of Poor, Fair, Average, Good, Unusual, or Outstanding on each of the following criteria:

1. (10 pts.) Scholastic achievements of the student applicant (considering GPA, awards & honors)
2. (15 pts.) Degree of demonstrated science/technical experience, aptitude, and proposed participation
3. (10 pts.) Demonstrated leadership qualities and intellectual capacity
4. (20 pts.) Relevance of the project & work plan to NASA science research & development
5. (20 pts.) Clarity and relevance of the proposed project tasks to the development of the student's academic and scientific knowledge
6. (15 pts.) Clarity and relevance of the proposed project tasks to the student's professional development and communications skills
7. (10 pts.) Demonstrated need for this award with clear explanation of how this financial support will impact education objectives

Proposals will be awarded based on rankings and available funds.

Attachments

Required Proposal Forms

Required Forms for Proposal

All proposals submitted to LaSPACE must use the forms included following this page. Proposals not using these forms may be rejected without review.

- Cover Sheet
- Proposed Project Summary Form
- Prior LaSPACE Awards Form
- MRS Student Application Form /Narrative Instructions
- Proposal Budget Form
- Student Demographic Form (to be completed for proposed projects where the participating student(s) have already been identified—required for LURA, GSRA, MRS, & Fellows; an updated version should be submitted with the final report AND upon request by LaSPACE staff).

LaSPACE MRS Program Proposal Cover Sheet

1. Title of Proposed Project: _____

2. Principal Investigator: _____
(Name) (Highest Degree Earned) (Citizenship)

(Department)

3. Institution of Higher Education: _____

4. Address: _____
(Street Address/P.O. Box Number)

(City, State) (Zip Code)

5. Telephone: _____ FAX: _____

E-mail: _____

6. Date of Submission: _____

7. Total Funds Requested: \$ _____ Institutional Match: \$ _____

Certification of Compliance with Applicable Executive Orders and U.S. Code: By signing and submitting this proposal, the signatories certify that the statements made in this proposal are true and complete to the best of their knowledge; they agree to comply with LaSPACE award terms and conditions if an award is made as a result of this proposal; and the institution and proposed project are in compliance with all applicable Federal and State laws and regulations including, but not limited to, Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities; Non-Discrimination; Certification against Lobbying imposed by section 1352, title 31, U.S. Code; Compliance with China Funding Restriction as detailed in Public Laws 112-10 Section 1340(a) and 112-55, Section 539; ACORN Compliance in accordance with 534 of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L.112-55); and does not have a federal tax liability or federal felony conviction (sections 544 and 543 of Public Law 112-55).

8. Signature of Principal Investigator: _____

9. Name of Authorized Institutional Rep: _____

10. Signature of Authorized Institutional Rep: _____

11. Date Signed: _____

Proposed Project Summary

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)

ADDRESS (INCLUDE DEPARTMENT)

PRINCIPAL INVESTIGATOR NAME & EMAIL

STUDENT RESEARCHER NAME & EMAIL

PROJECT TITLE

PROPOSED PROJECT START DATE (within 60 days from our proposed start date)

ABSTRACT (DO NOT EXCEED 250 WORDS)

Prior LaSPACE Awards

For each prior LaSPACE award, as a PI or a Co-I please provide the following:

1. Project Title:
2. Dates:
3. Was a final technical report submitted? _____YES _____NO*

If no, explain:

4. Did a proposal to a funding agency result? _____NO _____YES

If yes, Agency:

Title:

Date:

Status: _____Funded _____Declined _____Pending

(Add additional pages as necessary.)

LaSPACE MRS STUDENT APPLICATION FORM
Cover Sheet

Date of Submission: _____

Name: _____ Date of Birth _____

Permanent Address: _____

Cell Phone #: _____ Primary e-mail: _____

Secondary Phone#: _____ Secondary e-mail: _____

U.S. Citizen: _____ Yes _____ No Enrolled Full time: _____ Yes _____ No

University: _____ Current GPA: _____

Major Field: _____ Minor Field: _____

Current Classification (circle one): Freshman Sophomore Junior Senior

Anticipated Graduation (Month/Year): _____

U.S. Military Service? _____ Yes _____ No

NASA relevant research area of interest: _____

Faculty Advisor/PI Name & Department: _____

Advisor Phone: _____ Advisor E-mail: _____

Underrepresented in Science Identification:

Gender: M F Have a disability recognized under the American Disabilities Act: Yes No

If yes, please describe: _____

Hispanic/Latino: African-American/Black: American Indian/Alaskan Native:

Asian: Native Hawaiian/ Other Pacific Islander White:

I certify that the information provided on this form and the following pages are a true and accurate representation of myself,

Student Signature: _____

Student Name Printed: _____ Date: _____

LaSPACE MRS APPLICATION FORM

Instructions for Narrative Portion of the Student Application

In no more than 6 pages (single-spaced, 12-point font, one-inch margins), respond to each of the sections below.

1. List scholarships, academic honors, scientific or engineering student leadership roles, honorary societies, awards, and any other recognition relevant to your field.
2. List any work experiences, scientific research activities, or outside interests relevant to your field of study. Include any publications, patent applications, conference presentations, etc.
3. Describe your education plan, accomplishments to date, a brief time-table for completion of your degree, and introduce your proposed research project.
4. Describe the Space/ Aerospace/ NASA Research relevance to your proposed project and to your personal, educational, and professional goals.
5. Describe your need for this award. Address how the financial support will impact your ability to meet your education objectives.
6. Provide a summary of the project work plan detailed by the PI in the proposal, delineate the specific work you will do, capabilities & skills you will acquire, and list all expected deliverables or outcomes (including planned presentations, if known).

LaSPACE Proposed Budget Form

Include this form in your proposal. Be sure to only ascribe funds to categories explicitly open to the program area to which you are applying. Following this form, include a detailed narrative explanation of all proposed costs.

Proposal Title: _____

Principal Investigator: _____

Institution: _____

	LaSPACE Funds Requested	Institutional Match Funds*
A. Direct Labor		
1. Researchers	\$	\$
2. Graduate Student(s)	\$	\$
3. Undergraduate Student(s)	\$	\$
4. Fringe Benefits	\$	\$
5. Subtotal A	\$	\$
B. Supportive Expenses		
1. Travel	\$	\$
2. Supplies & Materials	\$	\$
3. Communications	\$	\$
4. Equipment	\$	\$
5. Other Expenses (Identify)	\$	\$
6. Subcontracts	\$	\$
7. Subtotal B	\$	\$
8. F&A (Indirect)	\$	\$
C. Total Project Cost		
	\$	\$

**Must be certified on all financial billings/reports.*

Student Information Form

(The following is the information we must collect from all students participating in a LaSPACE SG or NASA EPSCoR program.)

Date Completed/Submitted to LaSPACE: _____

Name: _____ Date of Birth _____

Permanent Address: _____

Primary Telephone: _____ Primary e-mail: _____

Secondary Telephone: _____ Secondary e-mail: _____

University: _____ Faculty advisor/mentor: _____

Advisor Phone: _____ Advisor E-mail: _____

Project (circle one): GSRA LURA MRS Scholars Senior Design Intern LaACES HASP REA RAP
Other (please explain): _____

U.S. Citizen: ____ Yes ____ No Gender: ____ M ____ F Hispanic/Latino: ____ Yes ____ No

Race: _____
(African-American/Black; Asian; American Indian/Alaskan Native; Native Hawaiian; Pacific Islander; White)

U.S. Military Service? ____ Yes ____ No

Do you have a disability recognized under the American Disabilities Act? ____ Yes ____ No

If yes, please list disability (write n/a, if you do not want to disclose): _____

Will you or your siblings be the first in your family to graduate from college? ____ Yes ____ No

Undergraduate Student: ____ Yes ____ No

Year in School: _____ Major: _____ Anticipated Graduation (mo./yr.): _____
(freshman/sophomore/junior/senior)

What do you intend to do after you graduate?

Graduate Student: ____ Yes ____ No

Degree Sought: _____ Dept/Major: _____ Anticipated Graduation (mo./yr.): _____

What do you intend to do after you graduate?
