

LOUISIANA SPACE CONSORTIUM (LaSPACE)

A NASA SPACE GRANT PROGRAM

GUIDELINES

FOR

RESEARCH INITIATION GRANTS

with a

- **MINORITY SERVING INSTITUTION FOCUS**

or

- **COLLEGE FOCUS**

for research in

SPACE AND AEROSPACE FIELDS

APPLICATION PACKET

(Available at <http://laspace.lsu.edu/RFP/>)

Proposals accepted anytime on an unsolicited basis.

**Guidelines for
RESEARCH INITIATION GRANTS (RIG)
A NASA SPACE GRANT PROGRAM**

**Louisiana Space Consortium
Department of Physics and Astronomy
Nicholson Hall, Room 364
Louisiana State University
Baton Rouge, LA 70803-4001**

TABLE OF CONTENTS

INTRODUCTION.....	1
I. GENERAL INFORMATION.....	1
A. Basis of Authority.....	1
B. Objectives of the LaSPACE Program.....	2
C. Public Nature of Applications Submitted to this LaSPACE Program.....	2
D. LaSPACE Program Administration and Campus Coordinators.....	3
E. NASA Mission Directorates.....	3
II. THE LaSPACE RESEARCH INITIATION GRANTS PROGRAM.....	5
A. Objectives.....	5
B. Sub-Division Descriptions.....	6
C. Eligibility.....	7
D. Diversity.....	7
E. Number, Duration, and Amounts of Awards.....	7
F. Cost Sharing and Allowability of Costs.....	7
G. Assessment of Applications.....	8
H. Final Selection.....	8
I. Timetable.....	8
J. Reporting Requirements.....	8
III. PROCEDURE AND DEADLINE FOR SUBMISSION OF PROPOSALS.....	9
IV. SPECIFIC PROPOSAL REQUIREMENTS AND FORMAT.....	9
V. HINTS FOR SUCCESS.....	11

Appendix I Proposal Evaluation Criteria

Appendix II Forms and Format for Research Initiation Grants Program Proposals

Appendix III Templates for LaSPACE Billing Form and Cost Sharing Certification Form

Appendix IV Student Information Form

Rev. 09/15/09

Guidelines for RESEARCH INITIATION GRANTS PROGRAM

with a

- **Minority Serving Institutions Focus (RIG-MF)**
- **College Focus (RIG-CF)**

(Available at <http://laspace.lsu.edu/RFP/>)

INTRODUCTION

This document describes the Louisiana Space Consortium (LaSPACE) Research Initiation Grants (RIG) Program. The program provides, on an unsolicited, first-come, first-served basis, “seed” grants for initiating scientific research at:

- Four Year Colleges without major graduate programs (RIG-CF)
- Minority Serving Institutions/HBCUs (RIG-MF)

that are members of the LaSPACE consortium. A list of all LaSPACE consortium member institutions and respective campus points of contact ("Campus Coordinators") is given in Section I, with the institutions eligible for this program marked by an asterisk. Each research award will begin as soon as the proposal is reviewed/accepted, and the subcontract is established.

Section II describes the RIG Program and its two sub-divisions, the eligibility requirements, award amounts and cost sharing requirements, and the assessment and selection process. The proposal evaluation criteria used by the reviewers is given in Appendix I, for your information.

Section III defines the procedure for submission of proposals, while Section IV defines the specific proposal requirements and format. The forms to be used for the proposal are given in Appendix II.

I. GENERAL INFORMATION

A. BASIS OF AUTHORITY

The Louisiana Space Consortium currently comprises eighteen 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 RIG and other LaSPACE programs 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 and BORSF regulatory stipulations, in particular.

B. OBJECTIVES OF THE LaSPACE PROGRAM

The Louisiana Space Consortium is an affiliate network of institutions of higher education and state education boards, along with business, industry, and non-profit organizations, that work to realize the LaSPACE **Mission**: *To enhance Space and Aerospace related research, education, and public awareness throughout the State of Louisiana, and thereby promote math and science education, training of professionals, and economic development.*

In support of the U. S. President's *Vision for Space Exploration*, LaSPACE conducts programs to strengthen the Science, Technology, Engineering, and Math (STEM) education of a diverse workforce, and to develop the research and economic infrastructure to boost Louisiana's contribution to the aerospace "frontier."

Succinctly stated, the Goals and Objectives of the Louisiana Space Consortium, as per the training grant proposal approved by NASA, the Board of Regents, the Board of Elementary and Secondary Education (BESE), and the LaSPACE Campuses, support the intent that:

Louisiana, through its colleges and universities, should play a significant role in our nation's aerospace future.

The **Objectives** of the LaSPACE Program are to:

- Promote aerospace research/training opportunities and infrastructure development.
- Address the critical issue of training the next generation of aerospace scientists/engineers through workforce development projects, graduate student fellowships, undergraduate student mentored research, and enhancement of higher education.
- Support strong K-12 science, mathematics, and technology education through teacher professional development and pre-college student involvement programs.
- Encourage collaborative programs within the consortium, with the private sector, NASA centers, and government.
- Enhance recruitment and retention of women, minorities and disabled individuals in aerospace fields.
- Provide visibility for aerospace activities statewide through public outreach projects.
- Collaborate with the state EPSCoR committee to enhance statewide capabilities in aerospace science and technology.

C. PUBLIC NATURE OF APPLICATIONS SUBMITTED TO THIS LaSPACE PROGRAM

Proposals received by the LaSPACE office become public record. Although the staff will not disseminate proposals to individuals other than to reviewers, investigators should be aware that, if a request for a proposal is made by the public (e.g., a representative of the news media), a copy, by law, must be provided.

D. PROGRAM ADMINISTRATION AND CAMPUS COORDINATORS

Specific questions concerning this document and the requirements set forth herein should be directed to the applicant's LaSPACE Campus Coordinator listed below, or to the project principals:

Dr. John P. Wefel, Director / Dr. T. Gregory Guzik, Assistant Director
LaSPACE Research Initiation Grants Program
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803-4001
Phone: 225-578-8697 FAX: 225-578-1222
E-mail: wefel@phunds.phys.lsu.edu or guzik@phunds.phys.lsu.edu

This is also the address to which completed proposals should be sent.

The following list comprises all current LaSPACE university member institutions and their respective Campus Coordinators. Institutions eligible for the RIG program are marked by an asterisk.

*Dillard University	Dr. Abdalla Darwish	504-816-4840
*Grambling State University	Dr. Matthew F. Ware	318-274-2687
Louisiana State University	Dr. Keith Gonthier	225-578-5792
Louisiana Tech University	Dr. Dick Greenwood	318-257-2302
*Loyola University	Dr. Creston King	504-865-3644
LSU Agricultural Center	Lyda C. Gatewood	225-578-8231
*LSU Shreveport	Dr. Laura Whitlock	318-797-5238
*McNeese State University	Dr. Giovanni Santostasi	337-475-5759
*Nicholls State University	Dr. Chadwick H. Young	985-448-4879
*Northwestern State University of Louisiana	Dr. Austin L. Temple Jr.	318-357-6699
*Southeastern Louisiana University	Dr. Nick Norton	985-549-3740
Southern University and A & M College	Dr. Michael A. Stubblefield	225-771-3290 225-771-2730
*Southern University in New Orleans	Dr. Diola Bagayoko	
Tulane University	Dr. Joe Omojola	504-368-0589
University of Louisiana at Lafayette	Dr. Mark J. Fink	504-862-3568
*University of Louisiana at Monroe	Dr. Terrence L. Chambers	337-482-6517
University of New Orleans	Dr. Lisa Colvin	318-342-1036
*Xavier University of Louisiana	Dr. Kenneth Holladay	504-280-6124
	Rachel Cruthirds	504-520-5600

E. NASA MISSION DIRECTORATES

The NASA **Mission** is:

*To pioneer the future in space exploration, scientific discovery,
and aeronautics research*

To achieve this Mission, the NASA program of exploration, discovery and research has been re-organized into Mission Directorates, following the President's 2004 announcement of the new *Vision for Space Exploration*. All NASA subprograms must relate to and support one or more of these Directorates. Likewise, all programs

supported by LaSPACE must also support these new NASA Directorates. In addition, all Space Grant programs must align with and support the *Vision for U. S. Space Exploration* - - see (www.nasa.gov/pdf/55583main_vision_space_exploration2.pdf).

The current Mission Directorates are:

- **Aeronautics Research** - - *Enable a safer, more secure, efficient, and environmentally friendly air transportation system.*
- **Exploration Systems** - - *Direct the identification, development, and validation of exploration systems and technologies.*
- **Science** - - *Exploring the Earth-Sun system, our own solar system, and the universe beyond.*
- **Space Operations** - - *Extend the duration and boundaries of human space flight to create new opportunities for exploration and discovery.*

More information about the NASA Mission Directorates can be found at <http://www.nasa.gov/centers/hq/organization/index.html>. Each Mission Directorate has a unique set of goals, objectives, and strategies that addresses the requirements of its primary external customers.

Although NASA's broad mission is driven by the Space Act, the specific programs that are conducted within its Directorates, and the priorities placed on them, are driven by the directives of the Administration and Congress, and, therefore, change over time. Current specific content for the Mission Directorates is presented within their own Strategic Plans available on the web. (<http://www.education.nasa.gov/about/nasaent/index.html>.)

In addition to the Directorates, NASA's **Office of Education** coordinates education efforts from K-16, including educational products and technology. As stated in the 2006 *Education Strategic Coordination Framework*, (<http://education.nasa.gov/about/strategy/index.html>) the Education Office has three **Goals**:

- to strengthen NASA and the nation's future workforce
- to attract and retain students in STEM disciplines
- to engage Americans in NASA's Mission

The National Space Grant College and Fellowship Program, from which The Louisiana Space Consortium derives, is managed through the NASA Office of Education. Thus, emphasis on workforce development (to influence the "pipeline" of a highly trained future workforce that will lead NASA into the Exploration Era) means that the involvement of students in Space Grant research projects is highly desirable and is strongly encouraged for RIG proposals.

II. THE LaSPACE RESEARCH INITIATION GRANTS PROGRAM

The Louisiana Space Consortium is pleased to announce the Research Initiation Grants (RIG) Program. This opportunity is intended to provide support for faculty (and students) at LaSPACE four-year colleges and minority serving institutions/HBCUs for the development of projects, contacts and collaborations that will bring Louisiana scientists into the mainstream of NASA related research activity, thereby increasing their chances to successfully compete in the aerospace R&D marketplace, involve their students in aerospace R & D, and introduce new career opportunities.

The RIG Program is one of three LaSPACE research programs designed to build research infrastructure in the state:

- **Research Enhancement Awards (REA) Program**
Competitively awards subgrants for Principal Investigators at LaSPACE affiliate institutions.
- **Unsolicited Research Proposals (URP) Program**
Awards research subgrants on a funds available basis.
- **Research Initiation Grants (RIG) Program**
 - Minority Focus
Aims to increase diversity of students/faculty engaged in research.
 - College Focus
Encourages small college participation in LaSPACE programs.

RIG complements REA by adding a new focus and a different set of stakeholders. It is hoped that RIG awardees may move on to successful proposals to the REA subprogram.

As is true with all LaSPACE Programs, minority participation is strongly encouraged.

The RIG Program is funded by NASA. The awards are intended to develop expertise and to contribute to research competitiveness. However, awards are not intended purely to support faculty salaries or graduate student stipends. It is anticipated (and strongly advised) that students (graduate and/or undergraduate) will be involved in RIG projects, but the overriding goal is the development of research capabilities and infrastructure in support of the country's space/aerospace endeavors. **In that regard, development of contacts/collaborations/ties to NASA centers and with NASA researchers is encouraged, but not required.** To identify potential NASA contacts/collaborators, contact the LaSPACE office or the University Affairs Officer (UAO) at each NASA Center. A list of NASA UOA's and their contact information is given on the NASA Education web site at <http://education.nasa.gov/about/contacts/highed-page.html>.

A. OBJECTIVES

The overall goal for the RIG Program is to effectively utilize the resources available through LaSPACE to expand the involvement of faculty and students: 1) to develop research competitiveness 2) to develop new research projects or directions, and 3) to foster collaborations among the campuses, as well as with NASA centers and/or other federal laboratories, and with the business/industry community.

The Objectives are (i) to involve more faculty and their students in actual research, (ii) increase the diversity of the participating students and faculty, (iii) develop infrastructure on campuses not normally involved in R & D, and (iv) increase consortium membership participation.

With this program, LaSPACE aims to: increase the number of institutions responding, and numbers of participants in LaSPACE programs; foster alignment of proposed research with NASA goals; and increase numbers of collaborations formed and institutional commitment to the project. Follow-on successes includes future research participation, collaborations formed, and grants/contracts submitted/won, and student success.

Outcomes expected by project participants include more participation in consortium activities, improved institutional appreciation of the role of research in the educational process, infrastructural improvements, an increase in student retention (as measured through longitudinal tracking) and, possibly, research involvement/collaboration extending for some time.

B. SUB-DIVISION DESCRIPTIONS

This new RIG Program was made possible by the upgrade of the LaSPACE program in 2005 from a "Capability Enhancement" level program to "Designated" status, thereby increasing the annual program funding level.

The RIG Program is separated into two sub-divisions with the specific objective to involve more students and faculty in research activities. On most non-graduate campuses, and at the state's HBCUs, there is interest in, but little impetus for, involvement in research. These institutions generally do not participate in the LaSPACE REA program, perhaps feeling that they cannot compete successfully. Yet, there is an emerging consensus among faculty and administrators that they must get their students involved in research for the educational value. The RIG subprogram is designed to address this need. It is offered in two sub-divisions:

- Minority Focus (RIG-MF) focusing on HBCUs.
- College Focus (RIG-CF) which will focus upon the four year colleges without major graduate programs.

In general, the RIG program targets the members of the consortium indicated by asterisk in the list in Section I.D.

RIG intends to provide faculty and their students with research support to initiate/facilitate aerospace-related activities, in order to build competitiveness and

research infrastructure, such as (but not limited to): a pre-proposal visit to a field center; support for a graduate student to join a faculty member at a NASA field center for part of a summer term; support to develop a new research project among scientists at several LaSPACE campuses; or development of new interdisciplinary areas of research or technology that can contribute to the U. S. *Vision for Space Exploration*.

C. ELIGIBILITY

Only faculty affiliated with LaSPACE campuses, four-year colleges and HBCUs are eligible to apply. See the annotated list in Section I.D.

D. DIVERSITY

It is a national priority to increase diversity in the Science, Technology, Engineering and Mathematics (STEM) marketplace from university students to employees. Traditionally, minority groups, women, and the handicapped 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 concern and utilizing its programs, to the degree possible, to increase the diversity among its awardees. **All proposers are encouraged to help address the diversity objective.**

E. NUMBER, DURATION, AND AMOUNTS OF AWARDS

The funds requested can be used for summer salary, student support, laboratory supplies, research travel and the like. Students must be involved in the work, and results are expected to be published/presented, in addition to being included in the required final report.

LaSPACE expects to make varying numbers of awards in the Research Initiation Grants Program. The duration of the stimulus projects resulting from responses to this request for proposals should be one year. A shorter duration, depending on the project, may be proposed.

F. COST SHARING AND ALLOWABILITY OF COSTS

The requirements for a RIG award involve a 1:1 match for amounts in excess of \$20K (i.e. for a \$40K award request, \$20K of match is required; while for a \$20K request, no match is required.) The match should include re-assigned time for the proposing faculty member. LaSPACE permits indirect (F & A) costs on all RIG proposals. (Unrecovered F & A may form part of the match.) Cost sharing indicates an institution's commitment to the proposed project and is one of the criteria used by reviewers in their evaluation.

Applications solely to support a faculty member or a graduate student, will not be funded. LaSPACE offers two Fellowship programs for graduate students. However, some support for graduate and undergraduate students is allowed. No capital equipment may be purchased with RIG funds and only domestic travel is allowed.

RIG funds are intended to be used to support research related activities of the participants. Research-related travel funds may be included in the budget, including conference registration fees to present results of LaSPACE funded research and/or for students to participate in a student paper/poster session. (Louisiana State travel regulations apply to all travel.)

G. ASSESSMENT OF APPLICATIONS

All applications that meet the eligibility requirements and guidelines established for this Program will be reviewed for merit. Applications will be rated based upon the extent to which they meet specific criteria and ranked in each subprogram, according to their scores on the following criteria. A strong proposal will clearly address each of the following:

1. Scientific and Technical merit of the proposed project.
2. Relevance of the project to Aerospace goals and alignment with the *Vision for Space Exploration*.
3. Competency of the project personnel with emphasis on the potential degree of enhancement and of the probability for the project to lead to increased competitiveness and subsequently funded work.
4. Degree to which new research directions and capabilities are to be developed.
5. Contribution of the project to increasing diversity, particularly under-represented groups, women and persons with disabilities.
6. Degree to which the project will contribute to workforce development and 'human capital' needs, both locally and nationally.

Specific evaluation criteria that will be used by the reviewers are given in Appendix I for your information.

H. FINAL SELECTION

After receiving the recommendations of the reviewers, LaSPACE will commence the award process.

I. TIMETABLE

Proposals are accepted on an unsolicited, first-come, first-served basis.

The effective date of awards will be 5 - 6 weeks after approval.

J. REPORTING REQUIREMENTS

Acceptance of a LaSPACE award obligates the awardee to certain requirements and subcontract deliverables as described in the subaward. The institution and faculty PI

should carefully review the subaward. Specifically, LaSPACE requires a comprehensive and informative Final Technical Report and a Final Financial Report. The Final Financial Report must document all expenditures as well as institutional commitments/cost sharing and must be prepared by the financial office on the receiving campus. The templates for the LaSPACE Billing Form ("invoice") and Cost Sharing Certification Form are included in Appendix III. The institution should submit a Billing Form and Cost Sharing Certification at least quarterly. Financial Offices should note that LSU will not pay a billing (invoice) unless the Cost Sharing Certification accompanies it.

Any investigator not submitting the required reports cannot participate in subsequent LaSPACE programs. Additionally, LaSPACE reserves the right to review projects and/or require additional reports whenever such actions are deemed necessary or are requested by sources supporting LaSPACE (NASA and the Board of Regents). The detailed reporting requirements will be delineated in the subaward negotiated with each campus.

III. PROCEDURE AND DEADLINE FOR SUBMISSION OF PROPOSALS

All proposals require a cover page signed by the Authorized Institutional Representative. Proposals may be submitted electronically, as a PDF file, to eads@phys.lsu.edu. In this mode, the signed cover page should be scanned and included in the PDF file.

If a proposal is submitted electronically without the signed cover page, then that signed page must be received by fax (225-578-1222) or courier or mail within a week of the electronic submission.

Proposals may also be submitted in hard copy to the LaSPACE office at the address given in Section I of this RFP.

IV. SPECIFIC PROPOSAL REQUIREMENTS AND FORMAT

The proposal package should be constructed as follows (see Appendix II for Forms and Formats):

1. Cover Page.
2. Prior LaSPACE Awards.

Please use the Forms in Appendix II. This RFP is available on-line, with the forms in MSWord (.doc). See <http://laspace.lsu.edu/RFP/>. An interactive on-line form version is under development, however, on-line submission of forms is not currently an available feature.

3. Table of Contents.
4. Project Summary.

The project summary (also called abstract) must be 250 words or less and the form provided in Appendix II must be used. It should concisely describe the proposed project, giving the objectives, key features, and proposed outcomes, and provide a timetable for project implementation. The sub-division must be indicated underneath the title. Summaries are to be written in general terms, understandable by a non-expert in the field.

5. Project Narrative.

The project narrative should be about ten (10) single-spaced pages (12 point font). Typical subsections of the narrative should include in the order listed, the following:

5.1. Introduction.

Indicate RIG sub-division and state the technical or scientific problem to be addressed.

5.2. Objectives of the Project.

Scientific, technical objectives, workforce development, diversity objectives, and research capability development should be concisely delineated.

5.3. Implementation Strategy or Scientific Method and Timetable.

The scientific and technological methodology to be employed in the work should be succinctly described. Strategies germane to the successful implementation of the project should be discussed. A concise timetable, preferably in a tabular form, should be provided. Key milestones toward the successful completion and possible continuation and expansion of the project should be shown in this table along with measurable outcomes from the project. (Give consideration to using the "SMART" model: (Specific, Measurable, Achievable, Realistic and Time bound) goals expressed in objective, quantifiable, and measurable forms.) Describe the relevance of the research to one or more of the NASA Mission Directorates.

5.4 NASA Collaboration.

While direct collaboration with a NASA Center is not a requirement of the RIG Program, it is desirable, if possible. Previous or potential collaborations with NASA may be mentioned.

5.5 Long Term Benefits.

Describe the expected long range benefits from the project to Space and Aerospace R & D and infrastructure at the institution, as well as to the project personnel. Describe your plan for dissemination of the results. Discuss plans and prospects for submitting follow-up proposals. Describe patent potential, if applicable.

5.6 Key Personnel.

Identify the key personnel and succinctly describe their qualifications and experiences as they relate to the successful execution, continuation, and expansion of the project. Discuss how the project contributes to creating a diverse workforce and meeting the human capital needs of government, industry and academia.

5.7 Student Participants.

NASA is strongly committed to the development of a strong aerospace workforce. Thus, it is strongly encouraged that undergraduate and/or graduate students be involved. NASA requires detailed longitudinal information on all participants, especially on students. Thus, the Final Technical Report must specify the student's: name, gender, ethnicity, matriculation level (F, S, J, S), major, contact information (e-mail, address, phone number), and, first job or graduate school if the student is graduating (See Appendix IV).

6. Budget, Budget Explanations and Current/Pending Support.

Please provide the project budget on the Budget Form in Appendix II. Guidelines for allowable costs were provided in section II.E. (Unrecovered indirect can be included as an institutional contribution; you will be required to document the institutional contributions in your financial reports.) Budget explanations, provided on a separate page, should be succinct but provide sufficient information for a reviewer to judge the need for and importance of the items requested. Following the budget, provide current and pending support information, for each Principal Investigator, in the suggested format in Appendix II.

7. Vita/Resume.

Attach a two page Vitae for each Principal Investigator.

8. Letter of Support (if applicable).

If the proposal involves work with a NASA center or other Federal laboratory or with a business-industry partner, attach a letter of support from the contact at the collaborating/participating institution. A strong letter of support, describing the specific contributions in personnel or facility/laboratory use, will reflect well.

V. HINTS FOR SUCCESS

Remember, the reviewers will not be expert in all sub-fields. They will be generalists, usually faculty members at other universities. Avoid technical "jargon" as much as possible and write at a level for the average scientist/engineer, i.e. what has been called the "Scientific American Level." Keep in mind also that the proposal is your opportunity to present yourself in the most positive light and to emphasize your best points and accomplishments (and/or research career plans) in your research efforts. Any prior or planned contacts with NASA or aerospace-related institutions may be mentioned. Follow the format instructions and respond clearly to the information requested in this RFP.

Diversity and involving undergraduates or graduate students in the research, along with opportunities for student papers/posters or as co-authors is strongly encouraged. Review the Proposal Evaluation Criteria (given in Appendix I) for additional hints for discussion points for a successful proposal.

Note that this is a program designed to help "initiate" (or provide additional impetus to existing) research at the targeted institutions. Thus, plans for using these initiation funds to build a program, or add a course, or support student projects, for example, should be discussed. These initiation grants may help, for example, establish a foundation for student research teams to participate in other LaSPACE or NASA education programs such as:

- LaACES
<http://laspace.lsu.edu/aces/>
- HASP (High Altitude Student Payload)
<http://laspace.lsu.edu/hasp/>
- LURA (LaSPACE Undergraduate Research Assistantships)
<http://laspace.lsu.edu/scholarships.html> # LURA
- NASA Academies
<http://www.nasa-academy.nasa.gov/>
- NASA USRP (Undergraduate Student Research Program)
- MRS (Minority Research Scholars Program)
<http://laspace.lsu.edu/RFP/index.html>

APPENDIX I

PROPOSAL EVALUATION CRITERIA

Each proposal submitted under this Research Initiation Grants Program will be evaluated by reviewers from Space/Aerospace fields, but not generally by an expert in any particular subject area. Sufficient information must be provided by the proposer to allow the reviewer to make an informed judgment. Failure to supply the appropriate information will lead to lower scores and non-funding of the project. Proposals will be evaluated using the following criteria which are reflective of LaSPACE Goals and Objectives and the NASA Mission.

- 1) The degree to which this proposal is relevant to Aerospace goals and to the *Vision for Space Exploration* (15%).
- 2) Scientific and technical merit of the proposed project (25%).
- 3) Competency of the proposer(s) to carry out the research plan and achieve the stated goals (10%).
- 4) Probability for the project to develop new capabilities and its potential for increased involvement in Space or Aerospace R & D for the investigator(s) (10%).
- 5) Adequacy of the project goals and objectives and the cited project outcomes (5%).
- 6) Appropriateness of the budget to carry out the project, including institutional contributions or other matching funds (10%).
- 7) Degree of student involvement in the Research Plan (10%).
- 8) Degree to which the project contributes to workforce development and/or economic development (5%).
- 9) Contribution of the proposed project to increased diversity (10%).

APPENDIX II

FORMS AND FORMATS

FOR

**RESEARCH INITIATION GRANTS
PROGRAM PROPOSALS**

(Duplicate as needed)

LaSPACE
RESEARCH INITIATION GRANTS PROGRAM

COVER PAGE

1. Title of Proposed Project: _____

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

(Department)

3. All Other Investigators: _____
(Name) (Highest Degree Earned)

(Department)

4. Institution of Higher Education: _____

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

6. Phone: _____ (City, State) FAX: _____ (Zip Code) e-mail: _____

7. Circle Sub-division to which proposal is being submitted:

A. College Focus

B. Minority Focus

8. Funds Requested: \$ _____ Institutional Commitment: \$ _____

9. Have you previously held a LaSPACE Award? _____ NO _____ YES
(If Yes, please complete the Previous Award Form.)

By signing and submitting this proposal, the signatories are certifying that the institution and the proposed project are in compliance with all applicable Federal and State laws and regulations (including, but not limited to, the required certifications set forth in: (1) Grants for Research and Education in Science and Engineering. NSF 90-77; and (2) Appendix C, 45 CFR 620, Subpart F [Requirements for a Drug-Free Workplace] and funding of this project does not supplant other forms of direct state support for the project.

10. Signature of Principal Investigator: _____

11. Signature of Authorized Institutional Representative: _____

12. Date: _____

PRIOR LaSPACE AWARDS FORM

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*

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

If yes,

Agency:

Title:

Date:

Status: _____Funded _____Declined _____Pending

5. Did one or more publications result? _____YES _____NO

If yes, give full bibliographic citations below.

(Add additional pages as necessary.)

Signature of PI: _____

*This report must accompany the present proposal to establish eligibility.

Revised: 9/09

PROJECT SUMMARY

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

ADDRESS (INCLUDE DEPARTMENT)

PRINCIPAL INVESTIGATOR(S)

TITLE OF PROJECT

ABSTRACT (DO NOT EXCEED 250 WORDS)

LOUISIANA SPACE CONSORTIUM (LaSPACE)
RESEARCH INITIATION GRANTS PROGRAM

BUDGET

Title of Proposed Research: _____

Principal Investigator: _____

Institution of Higher Education: _____

I. PROPOSED BUDGET:

	LaSPACE Funds Requested	Institutional Contribution*
A. <u>Salaries:</u>		
1. Research	\$ _____	\$ _____
2. Clerical	_____	_____
3. Graduate Asst.	_____	_____
4. UG Student(s)	_____	_____
5. Fringe Benefits	_____	_____
6. Subtotal A	\$ _____	\$ _____
B. <u>Supportive Expenses:</u>		
1. Travel	\$ _____	\$ _____
2. Supplies	_____	_____
3. Consultants	_____	_____
4. Rentals	_____	_____
5. Telephone, Fax, and Postage	_____	_____
6. Equipment	_____	_____
7. Printing	_____	_____
8. Other Expenses (Identify)	_____	_____
9. Subcontracts	_____	_____
10. Subtotal B	\$ _____	\$ _____
11. F & A (Indirect)	\$ _____	\$ _____
C. <u>Total Project Cost:</u>	\$ _____	\$ _____

Note: Unrecovered F & A is an allowed Institutional Contribution. Please attach budget explanations.

*Must be reported on final financial report.

CURRENT AND PENDING SUPPORT FORM

This Form is to be filled out for each Principal Investigator. For each Project involving a Principal Investigator provide the following information: Funding Agency, Title, Funding Amount, Starting and Ending Dates, and Personnel Effort Committed to the Project (person-months or % of effort). Please add additional pages if needed.

1. Current Support

Agency/Grant No.:
Title:
Amount
Period:
Effort:
Location:

Agency/Grant No.:
Title:
Amount
Period:
Effort:
Location:

2. Pending Support (list this proposal first)

Agency: LaSPACE
Title:
Amount
Period:
Effort:
Location:

Agency:
Title:
Amount
Period:
Effort:
Location:

APPENDIX III

TEMPLATES

FOR

LASPACE BILLING FORM

AND

COST SHARING CERTIFICATION

BILLING FORM

Subcontractor: _____

Date: _____

Address: _____

Subcontract No: _____

Project PI Name: _____

Check Payable to: _____

Current Billing Period: _____

Final Billing: ____ Yes ____ No

Major Cost Elements	Approved Budget	Amount for Current Billing Period	Cumulative Amount from Inception
1. Direct Labor			
2. Fringe Benefit			
3. Travel			
4. Other Charges			
5. Supplies			
6. Other Direct Costs			
7. Total Direct Costs			
8. Indirect Costs			
9. Total Subcontract			

Certification:

I certify to the best of my knowledge and belief the billed costs or disbursement are in accordance with the terms and conditions of the subcontract and that payment is due and has not previously been requested.

Date: _____

Signature: _____

Approved for Payment:

Typed Name: _____

Title: _____

John P. Wefel
Louisiana Space Consortium

For questions concerning this billing, please contact:

Name: _____

Phone: _____

E-mail: _____

PI Name: _____

Subcontract No: _____

COST SHARING CERTIFICATION

	Major Cost Elements	Approved Cost Sharing	Cost Sharing Amount for Current Billing Period	Cumulative Cost Sharing Amount from Inception
1.	Direct Labor			
2.	Fringe Benefit			
3.	Travel			
4.	Other Charges			
5.	Supplies			
6.	Other Direct Costs			
7.	Total Direct Costs			
8.	Indirect Costs			
9.	Total Subcontract			

Certification:

I certify to the best of my knowledge and belief the billed costs or disbursement are in accordance with the terms and conditions of the subcontract and that payment is due and has not previously been requested.

Date: _____

Signature: _____

Approved for Payment:

Typed Name: _____

Title: _____

John P. Wefel
Louisiana Space Consortium

For questions concerning this CSC, please contact:

Name: _____

Phone: _____

E-mail: _____

APPENDIX IV

Student Information Form

(to be included in yearly/final reports)

Student Information Form

(The following is the information we must collect for each student participating in a LaSPACE Space Grant or NASA EPSCoR program.)

Name: _____

Permanent Address: _____

Permanent Telephone: _____ Permanent e-mail: _____

Current Telephone: _____ Current e-mail: _____

Citizenship: _____

Project in which participated: _____

Faculty advisor/mentor: _____

University: _____

Gender: ____ M ____ F Ethnicity*: _____

Do you have a disability that limits a life activity? ____ Yes ____ No

(*Caucasian; African-American; Hispanic; Asian; American Indian/Eskimo/Aleut/Filipino)

Undergraduate: ____ Yes ____ No

If Yes: Year in School: _____

Major: _____

Anticipated Graduation date (mo./yr.): _____

Post-graduation plans (if known): _____

Graduate Student: ____ Yes ____ No

If Yes: Degree Sought: _____

Major: _____

Anticipated Graduation date (mo./yr.): _____

Post-graduation plans (if known): _____

Note: No individual student data will be reported. NASA receives only aggregate data.