LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIPS (LURA)

APPLICATION PACKET
(Download from http://laspace.lsu.edu)

LaSPACE UNDERGRADUATE

RESEARCH ASSISTANTSHIPS

(LURA)

A MENTORED RESEARCH PROGRAM

for

UNDERGRADUATE STUDENTS IN AERONAUTICS

and

SPACE RELATED FIELDS

offered by

THE LOUISIANA SPACE CONSORTIUM

under the authority of

THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

and the

LOUISIANA BOARD OF REGENTS

Rev. 09/15/09

LaSPACE Undergraduate Research Assistantships (LURA)

(Modified September, 2009 -- Replaces Previous Guidelines)

PROGRAM SUMMARY

The LaSPACE Undergraduate Research Assistantship (LURA) is a program that replaces the LaSPACE Undergraduate Scholarship program. The Louisiana Space Consortium no longer offers the tuition-assistance scholarship, as previously awarded under the LaSPACE Scholars competition. This LURA award is intended to convey the same honor and prestige for the students as the LaSPACE Scholars Program.

The LURA program is a reflection of NASA's focus on workforce development. Coupled with the national trend to engage undergraduate science and engineering students in hands-on research, LURA is designed to be the most effective and meaningful use of scholarship funds which will mutually benefit the student and NASA/LaSPACE.

This award provides for student support for outstanding LaSPACE Undergraduate Research Assistants to engage in faculty-mentored, NASA-related aerospace, space sciences, or aeronautics research on a LaSPACE consortium campus. Other fields of study such as space history, space psychology, space journalism, space agriculture, etc. are eligible with sufficient justification.

Program Summary

The LURA Program is described in detail in this RFP (Request for Proposals) and is briefly summarized below.

- A LURA project is intended to support NASA's focus on influencing the higher education pipeline in STEM (science, technology, engineering, and mathematics) fields required for future NASA workforce participants.
- A LURA project is intended to give STEM students exposure to the cycle of a research project from proposal writing, through research and data analysis, to budget and time management, finishing with final reporting.
- A LURA award is granted in $6,000. blocks with a duration of one 12-month academic period.
- Proposals to the LURA RFP are submitted by qualified faculty members (PI) at a consortium institution **who are engaged in NASA-related research**.
- The sponsoring PI/Student team, together, will propose the research project as well as one or two LaSPACE Undergraduate Research Assistants to work on the project.
- This assistantship could be used as a recruiting tool to attract and retain promising students, and should be viewed as an honor.
- The award may include wage support for the student(s), funds for travel for a student research presentation, and a token amount of funds for research supplies. The award funds are not intended to pay for the research project.

- The student and the PI will, together, submit a final technical report and may have an opportunity to present the project at the LaSPACE Forum and/or other venues. Failure to submit the final report on time will result in elimination from future LaSPACE competitions and may result in forfeiture of funding.

LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIPS (LURA)
A NASA SPACE GRANT PROGRAM

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LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIPS (LURA) PROGRAM

Louisiana Space Consortium
364 Nicholson Hall
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803
225-578-8697
laspace@lsu.edu

Application Guidelines

INTRODUCTION AND PROGRAM BACKGROUND

This document describes the Louisiana Space Consortium Undergraduate Research Assistantship (LURA) Program. The program supports undergraduate students, who are U. S. citizens and who undertake a curriculum of math, science, or engineering at a college/university that is a member of the Louisiana Space Consortium, to work on **an Aerospace-related research project**.

A list of consortium member institutions and respective campus coordinators is given in Section I, along with general information about the LURA Program and this competition for a Research Assistantship.

Section II describes the LURA program, its objective, the eligibility requirements, award amounts, assessment process, and competition due dates. The Evaluation Form used by the reviewers is given in Appendix I.

Sections III and IV of this document give requirements and instructions for submission of the application. The application forms are included in Appendix II and Appendix III.

Appendix IV gives instructions for submitting the Final Technical Report and LURA Student Evaluation and Information Form.

I. GENERAL INFORMATION

A. BASIS OF AUTHORITY

The Louisiana Space 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.

B. PURPOSE OF THE LOUISIANA SPACE CONSORTIUM

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 are:

- To increase, in quantity and in quality, Louisiana's production of aerospace and related science and engineering graduates and professionals.

- To enhance in scope, depth, and number, research and development activities in aerospace and related sciences and engineering.

- To indirectly increase aerospace and related industries in the state -- not only for economic development but also for economic diversification.

The stimulus and planning activities of LaSPACE, as delineated in the above objectives, have been modeled in part after those of the Louisiana Stimulus for Excellence in Research (LaSER). The development of space and aerospace human resources is a central program of LaSPACE, and the Consortium considers this LaSPACE under-graduate program to be a key component of long term human resource development.

C. PUBLIC NATURE OF APPLICATIONS SUBMITTED IN THE LaSPACE LURA PROGRAM

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. Sensitive information such as the Social Security number will be redacted.

D. LaSPACE 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 Assistant Director:

T. Gregory Guzik, Assistant Director
LURA Program
Nicholson Hall – 364
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803
Phone: 225-578-8697
email: **guzik@phunds.phys.lsu.edu**

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

The following list comprises all current LaSPACE member institutions and their respective campus coordinators (for additional information on each campus, refer to individual institution web sites).

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
	Dr. Diola Bagayoko	225-771-2730
Southern University in New Orleans	Dr. Joe Omojola	504-368-0589
Tulane University	Dr. Mark J. Fink	504-862-3568
University of Louisiana at Lafayette	Dr. Terrence L. Chambers	337-482-6517
University of Louisiana at Monroe	Dr. Lisa Colvin	318-342-1036
University of New Orleans	Dr. Kenneth Holladay	504-280-6124
Xavier University of Louisiana	Rachel Cruthirds	504-520-5600

E. NASA MISSION DIRECTORATES

The NASA program of discovery and development has been re-organized into four Mission Directorates, following the President's announcement in 2004 of the new "Vision for Space Exploration." All subprograms under the NASA mission must relate to and support one or more of these Directorates. *Likewise, all programs supported by LaSPACE, including the LaSPACE Undergraduate Research Assistantship, must support these NASA Mission 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** - - *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.*

The NASA Mission Directorates identify what NASA does and for whom, focusing on the ends, not the means. Each Mission Directorate has a unique set of goals, objectives, and strategies that address 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 Missions, 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 Missions 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. The Education Office's goal is "to inspire the next generation of explorers" and to develop the Workforce that will lead NASA into the exploration era.

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 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 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 issue.

II. THE LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIP (LURA) PROGRAM

This program replaced the LaSPACE Undergraduate Scholarship program. In the paragraphs below, the LURA program is described, along with the relationship to previous programs and the state TOPS Scholarship Program.

A. PROGRAM BACKGROUND AND OBJECTIVES

The President's Commission on Implementation of United States Exploration Policy noted that "...a workforce of great technical skill in their chosen disciplines will be required to implement the 'system of systems' that will accomplish the space exploration vision," and that "the workforce required for the United States to prosper as a nation is not being trained adequately." Recognizing the large segment of the NASA technical workforce that will retire in the next five years, NASA has intensified its focus on supporting and influencing the education "pipeline" to increase the numbers and diversity of a well-prepared technical workforce to fill the future workforce needs of NASA and at NASA related industry and academic research institutions. This LaSPACE LURA Program supports NASA Workforce Development goals, through hands-on mentored research experiences for undergraduates in STEM fields related to NASA/Aerospace.

The purposes of the LURA program are: to recruit superior undergraduate 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.

A LURA award can be held in addition to a TOPS award, since TOPS allows for additional compensation through campus employment. TOPS (Tuition Opportunity Program for Students) provides full tuition at a state school for any high school

graduate with a C^+ average plus a median score on the ACT exam. The goal of TOPS is to guarantee that all Louisiana high school students who meet the requirements have a chance to attend a public university.

LURA, therefore, is designed to help students who want to work, part time, in a research project/laboratory during their undergraduate years. This program is competitive and involves finding a match between researchers and students. It is anticipated that the students and their faculty mentor will present their results at our Louisiana Aerospace Forum and, for some, at national exhibitions (for example, the CUR (Council on Undergraduate Research) poster sessions in Washington or meetings of technical societies).

B. PROGRAM DESCRIPTION

The LaSPACE Undergraduate Research Assistantship (LURA) Program is directed at undergraduate science and engineering students who are interested in space/aerospace science and technology. The intent of the LURA program is to supplement and enhance the undergraduate academic curriculum by providing the science/engineering student with hands-on, mentored research experience relevant to space sciences, experiencing the complete life cycle of a project. A LURA project will be a joint effort between a faculty researcher, who serves as mentor and project Principal Investigator, and one or two undergraduate research assistants. This team may work on the PI's existing space related research or may develop a new Aerospace-related project.

The LURA award provides for student wages for the research assistant, who will be designated as a LaSPACE Undergraduate Research Assistant. Upon completion of the project and submission of all final reports and subcontract deliverables, the students and faculty mentor will receive award certificates to recognize their accomplishments. Funding for supplies and travel to present research results is also available. Supplies will be limited to $750. LURA funding is not intended to pay for the research project.

This joint project, with a team consisting of the faculty mentor PI and the Undergraduate Research Assistant(s), will require an application process that is dual in nature. First, the faculty PI and the proposed research project must meet LaSPACE consortium research project criteria. Simultaneously, the student worker(s) must qualify as a LaSPACE Undergraduate Research Assistant. This dual application process may seem cumbersome at first, but actually is intended to allow the faculty PI more freedom to select research assistants. (This approach has been adopted after reviewing several similar programs sponsored by other state space grants. Those programs utilize two separate competitions - - one to select the students and one to accept the faculty mentors - - and then coordinate the "match-making" of student-mentors, campuses, research interests, etc. Some programs in some states have as many as 200 student applicants, the vast majority of whom cannot be accommodated. Our approach to this match-making is to cut out the "middle man" and let the faculty and students form their own teams.)

C. ELIGIBILITY

To be eligible to apply for a LaSPACE LURA award, an applicant must meet each of the following criteria:

UNDERGRADUATE RESEARCH ASSISTANT

1. She/he must be a U.S. Citizen.

2. At the time of application, an applicant must be in his/her senior year of high school, a recent high school graduate, must have applied for admission to a LaSPACE member college or university or currently be enrolled 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. An applicant must pursue his/her undergraduate degree on a full time basis.

5. The applicant must coordinate with a faculty/mentor who will file a joint application with the student.

6. The student applicant must be able to devote 10-20 hours per week to the project.

NOTE: Occasionally, a student originally included in the project proposal cannot participate. It is allowed to replace the student, but only with prior approval by the LaSPACE office and upon LaSPACE approval of the new student's application.

FACULTY MENTOR/PRINCIPAL INVESTIGATOR

1. The faculty member must be affiliated with a LaSPACE campus.

2. The faculty member must serve as mentor to the student researcher(s) 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.

NOTE: PI's can be substituted only with prior LaSPACE approval.

D. NUMBER, DURATION, AND AWARD AMOUNTS

LaSPACE expects to make awards in $6,000. blocks. Applications will be accepted for assistantships at two-year and/or four-year institutions. So that more students and more campuses can participate, a project is limited to two students and single awards are limited to $12,000. Unused funds at the end of the project term will be returned to LaSPACE.

LaSPACE expects to fund 6 - 10 LURA students per year, on average.

Equal Opportunity

As with all LaSPACE programs, applicants from groups under-represented in Math, Science and Engineering are especially encouraged. African Americans, Native Americans, Mexican Americans, Puerto Ricans, Alaskan Natives, Native Pacific Islanders, women, and persons with disabilities are strongly urged to apply. No applicant shall be denied consideration or appointment as a LaSPACE Undergraduate Research Assistantship on the grounds of race, creed, color, age, sex or disability.

Supplies

The supplies budget category is limited to $750.

Travel

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

Equipment

The use of LaSPACE LURA grant funds for the purchase of equipment is prohibited.

Award Duration

A LURA award is usually for a 12-month period. Awards for fewer than 12 months are also possible. Award funds will be provided to the LaSPACE College or University in which a winning PI/student candidate team is enrolled, via subcontract. The campus will assume responsibility for administering and distributing these monies according to its standard procedures. It is understood by all LaSPACE member campuses that these funds are to be used for stipends paid to the award recipient and for supplies and/or travel. In order to complete goals, and with prior **written justification**, a No Cost Extension may be granted.

PI/student teams are allowed to continue projects for subsequent years, but must re-apply through each annual competition, and only after all final reports are submitted and accepted by the LaSPACE office.

NOTE: In recognition of the state of flux sometimes associated with undergraduates, the LURA program makes allowances for replacement of student team members. The PI shall write a letter of justification and recommendation for the replacement student. The new student must fill out the student application form (Appendix II) and submit it to the LaSPACE office. The new student must meet all the original qualifications set forth in this document. Any changes in the proposed research project must be documented.

E. INDIRECT COSTS

Indirect/overhead charges should not be applied on student support funds.

F. ASSESSMENT OF APPLICATIONS

This award is intended to convey the same honor and prestige as the LaSPACE Scholars Program. Thus, all applications that meet the eligibility requirements and guidelines established for this Program will be reviewed for merit. Applications will be rated based on the extent to which they meet specific criteria and ranked according to their scores. These criteria include:

UNDERGRADUATE RESEARCH ASSISTANT

1. Relevance of the proposed research project to a future career, possibly in space/aerospace related fields.

2. Scholastic accomplishments of the applicants, as determined in part by their cumulative grade point averages and scores on standardized tests (ACT, SAT).

3. Pertinent science experiences and accomplishments (science fairs and rallies, research participation, science/mathematics courses, work experiences).

4. Leadership and recognitions (scholarship, academic honors, memberships).

5. Intellectual abilities and character.

A sample of the Rating Form used by the reviewers is included in Appendix I.

FACULTY MENTOR/PRINCIPAL INVESTIGATOR/RESEARCH PROJECT

1. Relevance of research project to the NASA mission and to Aerospace research.

   The research project that the LURA student will work on must be a project related to one of the NASA Mission Directorates.

2. Willingness of PI to serve as mentor.

3. Meaningfulness of the students' project tasks to the student's academic development.

4. Opportunities for student to present work (in class, to project team, at scientific conferences, etc.)

G. FINAL SELECTION OF APPLICATIONS TO BE FUNDED

After receiving the recommendations of the reviewers, the LaSPACE Staff will make final decisions on awards. Geographic distribution, diversity, and balance among aerospace related fields will be part of the decision process.

H. TIMETABLE

LURA competition due dates vary from year to year, but are announced on the LaSPACE website and via e-mail communications.

Following the deadline for receipt of applications, allow 4 – 6 weeks for reviewing before selections are announced. Following selection an additional 2 – 4 weeks may be needed to establish subawards (accounts) at the performing institution.

I. PROJECT DELIVERABLES

This project encourages hands-on research as well as the development of written and oral communication skills. Therefore, at least one final technical report is required at the end of the 12-month award (or whenever an individual student graduates or leaves the project.) **This annual report will be jointly submitted by the PI/Student team within 30 days of the end of the grant period.**

The format of the report consists of a 2-page LURA Student Evaluation Report to be filled out by each student, to accompany a several page write-up of the project results and the student's involvement. This report must be submitted before re-application for another year of support. Instructions for completing all reports are included in Appendix IV. One copy shall be forwarded to the LaSPACE office 30 days after the project end date.

Copies of any presentations or publications most accompany the report. All presentations or publications must cite support from this LaSPACE/NASA grant under the parent award number NNG05GH22H.

Each student participating in the project should fill out the LURA Student Evaluation Form. A copy is included in Appendix IV.

III. PROCEDURE AND DEADLINE FOR SUBMISSION OF APPLICATIONS

Applications for consideration under this Program may be submitted as hardcopy to The LaSPACE LURA Program, Louisiana Space Consortium, at the address listed previously by the application deadline. Applications may also be submitted by E-Mail as a PDF file with scanned signature pages. If an e-mail submission does not have the signed pages included, these signed pages must be received by Fax (225-578-1222) or courier or mail within one week of the application deadline.

IV. REQUIREMENTS AND FORMAT FOR LaSPACE LURA APPLICATIONS

Additional copies of these application guidelines are available from the LaSPACE web site, the LaSPACE campus coordinators or from the LaSPACE Office. Applicants are encouraged to talk with their campus coordinator as they develop their application.

The following format and requirements for applications must be followed. Applications which do not adhere to these guidelines will be returned for non-compliance and will not be considered further.

A "completed" application includes the following:

1. A properly executed Student LaSPACE LURA Application Form (Appendix II).

2. A signed letter of recommendation from the PI for each student.

3. A signed PI proposal (Appendix III), with appropriate campus authority signatures.

Signed paperwork is required before proposal review.

APPENDIX I

REVIEWER EVALUATION FORM

(This is provided here for information purposes.)

(This form will be completed by the reviewers.)

APPENDIX I

LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIP (LURA)
REVIEWER EVALUATION FORM

Applicant Name: _____ Application Number: _____

Institution: _____

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1. (15 pts.) Please rate the previous scholastic achievements of this applicant considering, for example, GPA (and ACT/SAT scores) as well as educational levels:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

2. (15 pts.) Degree of demonstrated science/technical experience and participation:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

3. (15 pts.) Leadership qualities and intellectual abilities:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

4. (20 pts.) Relevance of the project to Space/Aerospace areas.

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

5. (20 pts.) Relevance of the proposed project tasks to the academic development of the student.

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

6. (15 pts.) Strength of the plan for presentation opportunities and development of communication skills.

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

APPENDIX II

LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIP (LURA)
APPLICATION FORM

One form must be completed for each student.

(MAY BE REPRODUCED AS NECESSARY)

LaSPACE UNDERGRADUATE RESEARCH ASSISTANTSHIP APPLICATION

A NASA SPACE GRANT PROGRAM

Date of Submission: _____

NAME: _____ _____Male _____Female
Last First MI

Current
Address: _____

_____ U.S. Citizen: _____ Yes _____ No

_____ Date of Birth: _____

Phone: __(_____)_____ Place of Birth: _____

Cell: __(_____)_____ Father's name: _____

Permanent _____ Mother's name: _____
Address:
(if different _____
from above)
_____

Permanent Phone: _____

Proposed University_____ Department/Division _____

Current email: _____

Check if you are a member of the following under-represented minority groups in science and engineering.

_____American Indian
_____Black
_____Hispanic
_____Native Alaskan (Eskimo or Aleut)
_____Pacific Islander (Polynesian or Micronesian)
_____Other _____

_____Disabled

ACT Scores: _____

or

SAT Scores: _____

Last Name: _____

List in REVERSE chronological order colleges/universities or high schools attended starting with current
institution.

Institution	City	State	Dates Attended	Degrees Earned or expected	GPA/Base
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____

If you have been or are currently enrolled in college, provide the following information:

Institution: _____

Major Field: _____ Minor Field _____

Current college classification: F S J S

1. List scholarships, academic honors, student leadership roles, honorary societies, awards, and any other recognition relevant to your application. *(Include any scholarship or office of any kind held at the time of the submission of this application.)*

2. List any work experiences, research activities, or outside interests relevant to your field of study.

(Attach additional sheets as needed.)

Last Name: _____

3. In a concise statement, summarize the objectives of your educational program and your long-range professional goals and how participation in this LURA program and this research project will help you achieve your goals. Provide sufficient information for evaluation by reviewers.

4. Discuss the Space/Aerospace relevance of the project and its relationship to your goals.

(Attach additional sheets as needed.)

Signature of Applicant _____ Date _____

Return to: LURA Program
Nicholson Hall – 364
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803-4001

APPENDIX III

LaSPACE LURA PROJECT APPLICATION

(To be completed jointly by PI/Student team.)

APPENDIX III

SPECIFIC PROPOSAL REQUIREMENTS AND FORMAT

1. Cover Page

2. Project Summary Page

3. Project Narrative:

   The project narrative must be limited to four (4) single-spaced pages. Typical subsections of the narrative should include in the order listed, the following:

   1. Introduction.

      State the technical or scientific problem to be addressed.

   2. Objectives of the Project.

      Scientific, technical objectives and human resources development objectives should be concisely delineated.

   3. Implementation Strategy or Scientific Method and Timetable.

      The scientific and technological methodology to be employed in the work or to be presented at a conference 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.

   4. Long Term Benefits

      Describe the expected long range benefits from the project to Space and Aerospace R & D as well as to the project personnel.

   5. Examples of specific tasks to be performed by each student investigator.

   6. Specific opportunities for student investigators to present results and develop communication skills.

4. Budget Explanation

LaSPACE LURA PROJECT

COVER PAGE

1. Title of Proposed Project:_____

_____

2. Principal Investigator(s): _____
(Name)

_____
(Department)

3. Student Investigators: (1) _____
(Name) (email)

_____
(Department)

(2) _____
(Name) (email)

_____
(Department)

4. Institution of Higher Education:_____

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

_____
(City, State) (Zip Code)

6. PI Phone:_____ FAX:_____ e-mail:_____

7. Funds Requested: $_____

9. Has the PI previously held a LaSPACE Award? _____ NO _____YES
If YES, please complete the following page.

****

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

(Add additional pages as necessary.)

Signature of PI: _____

*If the report is "overdue," it must accompany the present proposal to establish eligibility.

PROJECT SUMMARY

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)
ADDRESS (INCLUDE DEPARTMENT)
PRINCIPAL INVESTIGATOR(S)
STUDENT RESEARCH ASSISTANTS
PROJECT TITLE
ABSTRACT (DO NOT EXCEED 250 WORDS)

LURA

PROJECT NARRATIVE (DO NOT EXCEED FIVE PAGES):

BUDGET

Title of Proposed Research:_____

Principal Investigator(s):_____

Institution(s) of Higher Education:_____

I. PROPOSED BUDGET:

	LaSPACE Funds Requested	Institutional Commitment*
A. Salaries:		
1. Student(s)	$_____	$_____
2. Subtotal A	$_____	$_____
B. Supportive Expenses:		
1. Travel	$_____	$_____
2. Supplies ($750 max.)	$_____	$_____
3. Subtotal B	$_____	$_____
4. F & A (Indirect) (as applicable)	$_____	$_____
C. Total Project Cost:	$_____	$_____

PROVIDE EXPLANATIONS AS TO HOW FUNDS WILL BE USED.

*Must be certified in final financial report.

APPENDIX IV

Final Report Guidelines for LURA Projects

and

Student Evaluation Form

(To be submitted to LaSPACE within

30 days after the end of the project.)

FINAL TECHNICAL REPORT GUIDELINES FOR LURA PROJECTS

One of the conditions for awarding a LaSPACE LURA award is that each student/mentor team must complete a Final Technical Report on their activities for the year. A suggested format for this report is given below. The terms of the LURA award require that, in addition to the Final Technical Report, the institution must prepare and submit a Final Financial Report. These reports are due in the LaSPACE office no later that 30 days after the award expiration date. Please don't leave the report preparation to the last minute.

For those teams who receive their awards via subcontract (this applies to all awardees NOT on the LSU campus), please complete the Subcontract Closeout Report and return it along with the other required reports. Instructions for completing this report are provided.

FINAL TECHNICAL REPORT:

For the Final Technical Report, we need a several page write-up on the project that is suitable for transmission to the National Aeronautics and Space Administration. This is required by the NASA Training Grant that supplies the federal funds for LaSPACE. (We may also include the report in our annual report to the Louisiana Board of Regents.) This report should describe the activities undertaken, the participants, and the assessment by the student/mentor team of the success of the venture, the impact that it had (or will have), and any further plans for a continuation or for like projects. Please also include copies of reports, presentations, publications or publicity. These items should contain citations acknowledging LaSPACE/NASA support.

Deliver this final report according to the process on your campus. You may need to submit it through your Research Office first.

There is no form, specified format or page limit for this report. You may use your discretion in generating the document. However, at the least, there should be:

1. A cover page which includes the project title, PI and student names, subcontract or LSU account number, date, and institution.
2. The narrative, as described above. While there is no minimum page length, this section should adequately describe the research and results, yet remain succinct.

A suggested table of contents:

1. Abstract
2. Acknowledgement of LaSPACE Support
3. Table of Contents
4. Introduction
5. Objectives
6. Results/Accomplishments in Meeting Stated Goals and Objectives of the Project (include names of other undergraduate and graduate students who worked on the project, if applicable)
7. Conclusions/Overall Assessment
8. Bibliography
9. Follow-on Grant Applications/Patents/Publications derived from this work, if applicable

FINAL FINANCIAL REPORT:

We are required to keep official records of direct expenditures, and of any cost sharing generated, for each project that we support. Consequently, we require an official, signed report that shows the final expenditure of the funds and also shows any proposed certified cost sharing. Please ensure that this is submitted by your accounting office.

ADDITIONAL INFORMATION:

In addition to the two reports discussed above, NASA annual reporting requires that specific information be provided about each of our sub-grants, including collecting longitudinal data on all student participants via the attached Student Information Form. We are also interested in the students' evaluation of their LURA experience. Please include evaluation comments with your final report.

Please feel free to call T. Gregory Guzik, Assistant Director, at 225-578-8697 or e-mail at **guzik@phunds.phys.lsu.edu** if there are any questions or problems.

T. Gregory Guzik, Assistant Director
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CITATIONS:

All publications, presentations, etc. that emanate from the work supported by this award shall cite the support of NASA under grant NNG05GH22H unless the journal or book expressly forbids such citation. Such citation might take the form, '_____ thanks The Louisiana Space Consortium and NASA under grant NNG05GH22H for support during this project.'

Please call the office if you need help determining your contract support. Please also include a bibliographic list of all papers, talks, submissions, etc. as part of your year-end report, and attach copies of whatever is available.

These reports should be prepared carefully (please type). They are public property. Copies may be submitted to NASA, as per the Space Grant reporting requirements. Copies may also be distributed to the LaSPACE institutions.

If there are any questions or problems feel free to contact the LaSPACE office or to consult your institutional representative. We are happy to have you as part of the LaSPACE program and wish you success in the years ahead.

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.