



Louisiana Space Consortium

“Outreach” Project Guidelines and Application Materials

for

- K-12 Programs
- General Public Programs
- Higher Education/Senior Design
- External Relations

Louisiana Space Consortium

Guidelines for "Outreach" Projects

NASA has divided Space Grant projects that are not research or fellowships/scholarships into four categories:

(1) K - 12 Programs

K-12 (or precollege) programs and activities enhance and broaden knowledge of both students and teachers, and include teacher preparation and enhancement, curriculum development, and student opportunities. Such activities generally occur in a formal education setting.

(2) Higher Education/Senior Design

Higher Education programs are those taking place at the collegiate level and encompass those activities which serve students, faculty, and/or the institution. Activities include, but are not limited to senior design projects, curriculum development, design/implementation of new major and/or minor areas of study, hands-on activities, conferences, other student support, research related activities, and workshops, as well as the development and dissemination of software, problem sets, videos, publications, and labs. Higher education programs are excellent vehicles for Space Grant to promote the use of mentors and role models as well as establish interdisciplinary courses and centers to enhance aerospace related education.

(3) General Public Programs

These programs bring Aerospace content to the general public. They may involve museums and/or other informal education venues.

(4) External Relations Programs

External Programs refer to those programs that involve the name, personnel, and facilities of the university or college that is running the program that serve institutions not covered by K-12 and the General Public sections. Target institutions include industry, federal (non-NASA), state and local government, professional societies, international organizations, and non-profit organizations such as philanthropies. It is expected that the programs will involve the provision of expert advice and/or training. It does not include consulting, which is considered a private arrangement not formally involving the name of the university or the Space Grant program.

While, in many cases, there may be overlap between these areas, each project should be classified as being predominately in one of the above areas. For each project supported by Space Grant, we are required to report to NASA on the project each year. The forms that are required to be used for the report will be provided when a project is approved.

Basically, each project must contain:

- 1) A Goal or Objectives that is/are well defined.
- 2) An audience to be reached.
- 3) A methodology to accomplish the overall goal and a time-scale for the work.
- 4) An evaluation procedure to determine to what extent the goal or objectives were actually attained and to acquire "feedback" (positive and negative) on the project.
- 5) An ending date, or a total time period of performance, following which the project's results will be reported.

LaSPACE is a NASA program, and one of the most important concerns will be the degree to which Aerospace related goals are achieved, or Space/Aerospace is utilized to achieve the stated goals, or Space/Aerospace materials are made available to the audience. "How does this project further NASA's overall goals?" is the question that must be answered. It should also be kept in mind that each project may be applicable in another region of the state or in a different state. Thus, careful and accurate evaluation and criticism of the project is needed.

Outreach projects will be funded on a "resources available" basis from the NASA grant that supports LaSPACE's efforts. Our priorities must be the Fellowship and the Research Enhancement Awards, first, followed by the Outreach projects. There will be no solicitation or due dates for proposals. Rather, the outreach projects will be treated as "unsolicited proposals" which can be submitted at any time. (First come, first served!)

Since the NASA funds will be used, certain restrictions apply. The biggest is that "No Capital Equipment May Be Purchased." Generally, any needed equipment is provided by the receiving institution as an Institutional Contribution (see below) and LaSPACE funds are used for salaries, supplies, travel, student support, airtime, etc. Another restriction is NO foreign travel.

All funds are disbursed by a sub-contract from LSU to the receiving institution, or by subaccount at LSU. The subcontract contains a statement-of-work, a period of performance, a budget, and deliverables requirement. The receiving institution manages the project, expends the funds, and bills LSU (quarterly or monthly) for the expenditures.

The "deliverables" in the subcontract are a final report (technical) and a final report (financial). The latter is keyed to the budget that was approved originally and shows the actual expenditures of project funds as well as the institutional contribution. Note that the Institutional Contribution that you include on your budget must be signed off by your institution, and must be reported at the end of the project. As you can see from the forms attached, NASA also wants a breakdown of the funds spent, from all sources, on each project.

In order that the projects all be reviewed on an equivalent basis, we are suggesting that each proposal follow the form below.

1. Cover Page (You may use the version attached. If you make your own, all of the required information, including signatures, must be included.)

2. Project Summary

The project summary (also called abstract) must be 250 words or less, and the form provided, or its equivalent, should be used. It should concisely describe the proposed project, giving the objectives, key features, and proposed outcomes, and a timescale for project implementation. The outreach area must be indicated at the top. Summaries are to be written in general terms, understandable by a non-expert in the field.

3. Project Narrative:

The project narrative must be limited to five (5) single-spaced or ten (10) double-spaced pages. Typical subsections of the narrative could include in the order listed, the following:

3.1. Introduction.

Indicate subprogram and state the problem to be addressed.

3.2. Objectives of the Project.

Outreach goals and objectives, including human resources development objectives, should be concisely delineated.

3.3. Implementation Strategy or Method and Timetable.

The 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 steps or milestones toward the successful completion and possible continuation and expansion of the project should be shown in this table. Background information should be provided as needed.

3.4 Long Term Benefits

Describe the expected long range benefits from the project to Space and Aerospace areas in Louisiana, as well as to the project participants. Comment on plans or prospects for submitting a follow-up proposal to LaSPACE, to NASA, to other federal agencies, to the Board of Regents, or to non-public sources. If the project has no follow-on, so state.

3.5 Evaluation Mechanisms/Plans

Describe the evaluation and/or tracking mechanisms that will be employed to ascertain the degree to which project goals and objectives have been met and to obtain feedback on the project.

3.6 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. (Attach Vitae, see below; these vitae are not included in page total for this section.)

4. Budget and Explanations

Please provide the project budget on the Budget Form attached. (Unrecovered overhead may 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, each of the items requested.

5. Vitae

Attach concise vitae (2 pages or less) for each of the key personnel.

6. Letters of Support or Commitment

Attach copies as needed.

All proposals will be reviewed. It is the proposer's responsibility to be sure that all of the relevant information to be considered by the reviewers is included in the proposal. In recommending projects for funding, the reviewers may recommend a lower support level than indicated in the proposal budget. In that case LaSPACE will contact the proposers to negotiate an acceptable level prior to issuing an award.

Attachments:

1. Sample Cover Sheet
2. Project Summary Form
3. Project Budget
4. Student Information Form

LaSPACE
"OUTREACH" PROJECT PROPOSAL

COVER PAGE

1. Title of Proposed Project: _____

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

(Department)

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

(Department)

4. Institution of Higher Education/Agency: _____

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

(City, State)

(Zip Code)

6. Contact: _____
(Phone) (Fax) (email)

7. Circle Subprogram In Which Proposal Is Being Submitted:

A. K - 12

C. General Public

B. Higher Education/Senior Design

D. External Relations

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

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.

9. Signature of Principal Investigator: _____

10. Signature of Campus Head or
Authorized Institutional Representative: _____

“OUTREACH” PROJECT SUMMARY

K-12 Higher Education General Public External Relations

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)
 "OUTREACH" PROJECT PROPOSAL

BUDGET

Title of Proposed Project: _____

Principal Investigator: _____

Institution: _____

I. PROPOSED BUDGET:

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

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.