

LOUISIANA SPACE CONSORTIUM (LaSPACE)

A NASA SPACE GRANT PROGRAM

GUIDELINES

FOR

**RESEARCH ENHANCEMENT
AWARDS**

IN

SPACE AND AEROSPACE FIELDS

OFFERED BY

THE LOUISIANA SPACE CONSORTIUM

THE LOUISIANA BOARD OF REGENTS

UNDER THE AUTHORITY OF

THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

LOUISIANA BOARD OF REGENTS SUPPORT FUND

APPLICATION PACKET

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

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**Guidelines for
RESEARCH ENHANCEMENT AWARDS (REA)
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**

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Guidelines for RESEARCH ENHANCEMENT AWARDS PROGRAM A NASA SPACE GRANT PROGRAM

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

INTRODUCTION

This document describes the Louisiana Space Consortium (LaSPACE) Research Enhancement Awards (REA) Program. The program provides, on a competitive basis, small “seed” grants for scientific researchers at colleges/universities that are members of the consortium. A list of consortium member institutions and respective campus points of contact is given in Section I, along with general information about this program and competition.

Section II describes the REA Program and its two subprograms, the eligibility requirements, award amounts and cost sharing requirements, the assessment and selection process, and the due dates. The proposal evaluation criteria used by the out-of-state reviewers is given in Appendix I, for your information.

Section III defines the procedure and deadline 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 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 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.

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) -- Experimental Program to Stimulate Competitive Research (EPSCoR) -- an initiative funded by the National Science Foundation whose major goal is to increase the competitiveness of Louisiana's scientists, engineers, and mathematicians for federal research funds. ***The enhancement of space and aerospace related research and development throughout Louisiana is a central program of LaSPACE.***

C. PUBLIC NATURE OF APPLICATIONS SUBMITTED TO THIS LaSPACE PROGRAM

Once a proposal is received in the LaSPACE office, it becomes 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 of the application, 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 / Dr. T. Gregory Guzik
LaSPACE Research Enhancement Awards Program
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803
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.

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 **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," 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 REA proposals.

II. THE LaSPACE RESEARCH ENHANCEMENT AWARDS PROGRAM

The Louisiana Space Consortium is pleased to announce its Research Enhancement Awards (REA) Program. This opportunity is intended to provide support for faculty (and students) at LaSPACE member institutions, **particularly aimed at the emerging researcher or an established researcher who wishes to pursue new research directions**, 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.

The REA 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.

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

The REA Program is funded by state matching funds, through the Board of Regents Support Fund. 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 (both graduate and undergraduate) will be involved in REA 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, contacts/collaborations/ties to NASA centers and NASA researchers are strongly encouraged.**

A. OBJECTIVES

The overall goal for this Program is to effectively utilize the resources available through LaSPACE as incentive for 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.

B. SUBPROGRAM DESCRIPTIONS

The NASA-BOR sponsored REA Program has been conducted since the inception of the Louisiana Space Grant Consortium, with the first round of awards made in Spring, 1992. The REA Program is separated into two component parts or subprograms with the following specific objectives:

THE RESEARCH FACILITATION/ INITIATION AWARDS SUBPROGRAM is intended to support LaSPACE **Goals** with the objective to build research infrastructure.

1. To increase, in quantity and in quality, Louisiana's production of aerospace and related science and engineering graduates and professionals,
2. To enhance in scope, depth, and number, research and development activities in aerospace and related sciences and engineering, and
3. To indirectly increase aerospace and related industries in the state -- not only for economic development but also for economic diversification.

Thus, this subprogram 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; summer support at facilities not covered by existing programs; or development of new interdisciplinary areas of research or technology that can contribute to the U. S. *Vision for Space Exploration*.

THE VISITING RESEARCHERS SUBPROGRAM will provide funds to bring outside researchers to LaSPACE campuses for extended visits to work with faculty and students in developing new research directions. Funds may also be used to support a LaSPACE campus faculty member visiting another Louisiana campus or NASA Center, federal laboratory or business/industry, for the purpose of furthering research efforts. This Subprogram is not intended to support short colloquium/seminar trips but, rather, visits of weeks to months during which time significant progress can be made.

C. ELIGIBILITY

Only faculty affiliated with LaSPACE campuses are eligible to apply. In cases where support is requested for visiting scientists, the application must be submitted by, and be the responsibility of, a LaSPACE faculty member.

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 annual budget from the BORSF that makes the REA Program possible is \leq \$200K. LaSPACE expects to make varying numbers of awards in the subprograms of the Research Enhancement Awards 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. Historically, the Research Facilitation awards have been in the vicinity of \$30K, while Visiting Researcher awards have been about \$15-20K.

F. COST SHARING AND ALLOWABILITY OF COSTS

LaSPACE permits indirect (F & A) costs at the BOR rate (currently calculated as 25% of Salaries, Wages and Fringe) on all REA proposals. (Unrecovered F & A is an allowed form of cost sharing.) Further, a significant cost sharing by the submitting institutions and by collaborators is required (1:1). Cost sharing indicates an institution's commitment to the proposed project and is one of the criteria used by the reviewers in their evaluation. Further, LaSPACE is a federal-state partnership -- a 'seed' program -- that requires local matching funds to be generated.

Applications solely for the acquisition of equipment, or solely to support a graduate student, will not be funded. LaSPACE offers two Fellowship programs for graduate students. However, some support for graduate and undergraduate students is anticipated.

In the Research Facilitation/Initiation and Visiting Researchers Subprograms, 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.)

Equipment purchases of research-specific equipment are allowed. Purchase of general office computers/software is not allowed unless it is specifically designated for the research, such as a dedicated laptop used on a research vessel, or the like. Other research-related expenditures will be considered on a case-by-case basis.

G. ASSESSMENT OF APPLICATIONS BY OUT-OF-STATE CONSULTANTS

All applications that meet the eligibility requirements and guidelines established for this program will be reviewed by out-of-state consultants 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 out of state reviewers, the LaSPACE Executive Committee will prepare a report on the evaluations and the recommendations for the Board of Regents.

I. TIMETABLE

The due date for REA proposals will be announced on the LaSPACE website and via e-mail.

Allow 2 – 3 months for reviewing.

Allow 1 – 2 months for subaward preparation.

The effective date of awards will be 5 - 6 weeks after approval. Subcontract approval by the Division of Administration (when required) can introduce significant delays and campuses are asked to take this into account.

In the event that all of the available funds are not committed as a result of a particular Round of competition, LaSPACE reserves the right to offer a subsequent competition.

J. REPORTING REQUIREMENTS

Acceptance of a LaSPACE award obligates the awardee to certain requirements and subcontract deliverables. LaSPACE requires a comprehensive and informative Final Technical Report and a Final Financial Report, including documentation of all institutional commitments/cost sharing. The latter is to be prepared by the financial

office on the receiving campus. **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 sub-contracts negotiated with each campus, or in a "Summary of Terms and Conditions" for awardees on the Louisiana State University campus.

III. PROCEDURE 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:

1. Cover Page.
2. Prior LaSPACE Awards.

Please use the Forms in Appendix II. This RFP is available on-line, with the forms in PDF (portable document format). 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 subprogram 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 REA subprogram 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.

5.4. Relevance to NASA Mission.

While direct collaboration with a NASA Center is not a requirement of the REA 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 a follow-up proposal to NASA, other federal agencies, BORSF or non-public sources. 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. Note that indirect is calculated at the BOR rate of 25% (salaries, wage and fringe). (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 (an e-mail is acceptable). 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 requested information. 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.

APPENDIX I

PROPOSAL EVALUATION CRITERIA

Each proposal submitted under this Research Enhancement Awards Program will be evaluated by out-of-state 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 ENHANCEMENT AWARDS
PROGRAM PROPOSALS**

(Duplicate as needed)

LaSPACE
RESEARCH ENHANCEMENT AWARDS 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)

(City, State)

(Zip Code)

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

7. Circle Subprogram to which proposal is being submitted:

A. Research Facilitation/Initiation

B. Visiting Researcher

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: 6/08

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)
AND LOUISIANA BOARD OF REGENTS (BOR)
RESEARCH ENHANCEMENT AWARDS 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: F & A (indirect) costs are allowed at BOR rate (25% of Subtotal A) Unrecovered F & A is an allowed Institutional Contribution. Please attach budget explanations.

*Must be reported on final financial report.

Revised: 6/08

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.