

# New Mexico Space Grant Consortium Student Competition Program Application Guidelines

## About the Student Competition Program

The Student Competition Program provides funding for college and university student teams participating in NASA or STEM-related competitions. Funding may be used for travel or supplies. Award amount may be up to \$5,000. The overall goal for this program is to effectively utilize the resources available through NMSGC to support student participation in space and aerospace related design competitions. This opportunity is open year-round; however, it is contingent upon grant funding availability and period of performance.

## Application Submission

Submit application and all required elements in one combined PDF to [nmsgc@nmsu.edu](mailto:nmsgc@nmsu.edu)

## Note

Applications are accepted at any time and are contingent upon funding. Please note that if selected, the award process can take up to six weeks to be completed. If you have any questions, contact NMSGC at [nmsgc@nmsu.edu](mailto:nmsgc@nmsu.edu)

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NASA Artemis:  
<https://www.nasa.gov/stem/artemis.html>

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<https://www.jpl.nasa.gov/edu/learn/contests/>

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NASA Solve:  
<https://www.nasa.gov/solve/index.html>

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NASA STEM Opportunities and Activities for Students  
<https://www.nasa.gov/learning-resources/nasa-stem-opportunities-activities/>

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## Student Competition Program Application Guidelines

### Objectives

The overall goal for this program is to effectively utilize the resources available through NMSGC to support student participation in space and aerospace related design competitions such as, but not limited to:

- [NASA Artemis Student Challenges](#)
- [NASA Lunabotics Mining Competition](#)
- [AIAA Design/Build/Fly Competition](#)
- [Spaceport America Cup](#)

### Eligibility

Student teams at universities, colleges, and community colleges who are members of the New Mexico Space Grant Consortium are eligible to apply. **All students who receive funding must be U.S. citizens.** The following list comprises current NMSGC higher education member institutions:

- Central New Mexico Community College
- Doña Ana Community College
- Eastern New Mexico University
- Navajo Technical University
- New Mexico Highlands University
- New Mexico Institute of Mining and Technology
- New Mexico State University
- Northern New Mexico University
- San Juan College
- Santa Fe Community College
- Southwestern Indian Polytechnic Institute
- University of New Mexico
- Western New Mexico University

### Period of Performance and Award Amount

Awards will be made for up to \$5,000. All NMSGC-funded projects are required to have a period of performance (POP) with a start and end date. The POP can be specified in the application's cover page. The duration of the project is one year. A shorter duration, depending on the project, may be proposed. **The team must start spending funds within 3 months of the start date of the subaward.** No-cost extension (NCE) requests will be considered for approval at the discretion of the NMSGC director, Dr. Paulo Oemig, and must be submitted in writing 60 days prior to the end of the POP. NCEs are contingent upon the NMSGC funding cycle. ***Note: The start date of your project's period of performance (POP) cannot start prior to the date that your proposal was submitted.***

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### Assessment of Applications

Each application submitted under this program will be evaluated by the New Mexico Space Grant Consortium director. Sufficient information must be provided to allow the director to make an informed decision. If any sections in the submitted application are left incomplete or more details are needed, NMSGC will return your application for revisions as many times as necessary. Failure to submit a completed application or meet requirements may result in non-award.

### Budget

#### Allowable Expenses

If a portion of the project's budget is being used for the following, include the recommended items in the budget justification:

- a) Salary and Fringe: Faculty release time and summer support, support for undergraduate and graduate students, and hourly wages for staff and student employees are allowed. **All students who receive direct support must be U.S. citizens.**
- b) Domestic Travel: Must include name of persons who are traveling, purpose for travel, destination, dates of travel, per diem rate, and how the travel supports your research goal. Include all other costs in the budget justification: lodging, meals, transportation, etc. State and Federal government travel regulations apply to all travel. All travel supported by the project must be in the continental U.S.
- c) Supplies and Materials: Include a list of the supplies, estimated cost per item, and a description of how the supplies will be used in your project. If materials or software will be purchased, list the item(s) and describe how it supports the project's goals.

#### Cost Share (Matching Funds)

**Participants must provide 100% non-federal matching funds for this program.**

Matching funds or cost-share means that for every dollar you receive in funding you "match" it with an equal amount (non-cash). Applicants can use other funding provided by another donor (non-federal) as cost-share contributions. For example, if the applicant was awarded \$500 by NMSGC and they also received \$500 by a private donor, this donation can be used as cost-share. Faculty salary can also be used as cost-share/matching funds. If the team's faculty advisor is donating time for cost-share contributions, in the budget justification provide the percentage of time (salary equivalent) that they will dedicate to the project. Also, include fringe and IDCs.

There are several ways the student team can find in-kind cost share:

- a) Faculty salary can also be used as cost-share/matching funds. If a faculty member is donating time for cost-share contributions, in the budget justification provide the percentage of time (salary equivalent) that they will dedicate to the project. In addition,

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include fringe and IDC rates.

- b) Indirect Costs (IDC) or F&A (Financial and Administration) cannot be charged as direct costs to this program. However, it is recommended that IDCs or F&A are used to meet cost-share/matching fund requirements, otherwise the PI's college/department will have to report voluntary cost-share.

**NMSU Applicants ONLY:** When calculating F&A, please use a rate of 48% as this was the rate in place at NMSU when the grant was awarded. All other institutions such as NMT and UNM, use the F&A rate allowed on your campus.

*Note: Your department/institution's fiscal agent can help provide this information. All cost-share contributions are non-cash.*

### Specific Application Requirements and Format

#### 1. Cover Page and Certificate of Compliance

Please complete all items on cover page form and Certificate of Compliance. The Certificate of Compliance must be signed by the team's faculty advisor, college/department's dean and fiscal agent.

#### 2. Project Narrative

The project narrative must be limited to three single-space pages. Complete the following sections:

- A. Competition: Provide the name of the competition, host of competition (NASA, AIAA, etc.), event location and competition dates. Describe the major aspects of the competition, what will your team contribute or how will the team participate?
- B. Project Benefit: What is the purpose of the competition? How will your team benefit (financially and/or academically)?
- C. Timeline: Provide a timeline table of the tasks to be completed during the project's period of performance (POP).
- D. Name and contact information for all participants: Include the names and email address of team leaders, team members and faculty advisor.

#### 3. Budget and Budget Justification

All NMSGC grant applications require a budget and budget justification. The budget table should include the requested funds and the cost-share funds. The budget justification should be succinct but provide sufficient information to judge the need for and importance of the funding requested. It should also include an explanation on the proposed cost-share contributions. For details, go to the Budget section on page 3 of these guidelines.

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**If applicable, NMSU affiliated proposers need to consider:** Health insurance for graduate assistants should be listed in financial aid/tuition in budgets and budget justifications to accurately reflect how the expense will be processed through the NMSU's financial system. The NMSU Research Administration Services office suggest adding a brief explanation to the budget justification such as "Tuition and health insurance for the Graduate Assistant on this proposal will be processed in the university's financial system as a scholarship, therefore these costs are listed under tuition/financial aid." If you have questions regarding this matter, please contact Barbara Gonzales, Associate Director at NMSU Research Administration Services at [barbarag@nmsu.edu](mailto:barbarag@nmsu.edu)

### Award Expectations

#### 1. Award Letter

If selected, applicants will receive an email notification from NMSGC staff and award letter one to two weeks after the application was submitted.

#### 2. Project Expenses

Please note that project funding may not be immediately available after receiving an award letter. NMSU internal processes can take up to six weeks to create an account for your project. Once your account has been created and your award is within NMSU, NMSGC will notify you and will request an onboarding meeting with you to review the Statement of Work (SOW), more details in the next sections. If your award is considered external, meaning at another university, your institution will inform you accordingly. As a reminder, once funding is available for expenses, you will be expected to start spending funds within the first three months of your POP.

#### 3. Statement of Work (SOW)

A Statement of Work (SOW) is an agreement between the NMSGC and the awardee's institution/department to comply with award requirements. Reporting and budget details will be provided on the SOW. If awarded, applicants can expect to receive their SOW four to six weeks after receiving their award letter.

#### 4. Onboarding Meeting

After an account at the awardee's institution has been created, awardees will be required to meet with NMSGC staff to review the SOW and discuss any questions. The onboarding meeting is expected to happen before expenses are charged to an index or invoices are processed.

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### 5. Data Reporting and Surveys

Awardees will be expected to complete report(s) at the time that NASA requests it. NASA may request multiple reports throughout the award period. The data provided in these reports is related to the financial aspects of the project (how many students were hired or working on the project, how many hours have they worked on the project, etc.), list of student names and contact information, demographics of the participants including the PI (race, ethnicity, gender, etc.). You will also be asked about the progress on your project and to provide pictures about project activities. In addition, you will be asked about any publications or papers presented supported by the project and collaborations with NASA Centers. **All student and faculty participants will each be required to comply with reporting requirements.**

### Post-Award Requirements

1. A final report will be required from the team no later than one month after the competition. This final report must include the following, a template will be provided:
  - a) Name and contact information of all team members
  - b) Demographic information of each participant (race, ethnicity, gender, etc.)
  - c) Summary of competition results
  - d) Summary of funds supporting the competition (NMSGC and non-NMSGC funds)
  - e) Goals accomplished and lessons learned
  - f) Pictures of team during design phase, building and testing phase, and competition. If a person is identifiable in your pictures, please provide a completed [NASA Media Release Form](#).
2. Final invoice (for external institutions) or Report of Final Expenses (RFE) for internal subawards (awards provided to New Mexico State University (NMSU)). Final invoices will be due to the NMSGC office no later than 30 days after the end date of the period of performance (POP). RFEs will be due to the NMSGC office and to NMSU Sponsored Projects Accounting (SPA) no later than 45 days after the end of the POP.