New Mexico Space Grant Consortium
Public Service & Informal Education Grant Application Guidelines

About the Public Service & Informal Education Grant

The New Mexico Space Grant Consortium (NMSGC) Public Service & Informal Education Grant is designed to support literacy in science, engineering, technology, and mathematics for the citizens of New Mexico. The grant supports projects which publicize the vision, mission, and priorities of NASA and the NMSGC programs statewide. Programs can include astronomy clubs, STEM or Earth-related events for students, teachers, and members of the public. Museums and community organizations may apply. Program content can include demonstration and contests that promote the benefits of space-related science, Earth-related science, engineering, technology, and mathematics. We encourage collaborations with museums, malls, airports, schools, public and private groups, clubs, fairs, and any relevant statewide program which the partners agree to support. The grant is intended to supplement, not duplicate, already existing opportunities. As is true with all NMSGC programs, underrepresented minorities and women participation is strongly encouraged. Non-federal matching funds are required. 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

Note

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

Find more information about NASA OSTEM and NMSGC	**NASA STEM Engagement** https://www.nasa.gov/learning-resources/stem-engagement/
	Partnering with the Office of STEM Engagement https://www.nasa.gov/learning-resources/partnering-with-nasa-stem-engagement/
	NASA Strategy for STEM Engagement https://www.nasa.gov/wp-content/uploads/2020/07/nasa-strategy-for-stem-2020-23-508.pdf?emrc=94faec
	NMSGC 2020-2025 Strategic Plan https://nmspacegrant.com/strategic-plan-2020-2025/

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Objectives

The overall goal for this grant is to effectively utilize the resources available through NMSGC to support statewide efforts to publicize through demonstration and outreach, the benefits of space science, engineering, technology, and mathematics to all citizens of New Mexico. Our purpose in funding your application is grounded in supporting NASA STEM Engagement goals:

1. Create unique opportunities for students and the public to contribute to NASA's work in exploration and discovery.
2. Build a diverse future STEM workforce by engaging students in authentic learning experiences with NASA people, content, and facilities.
3. Strengthen public understanding by enabling powerful connections to NASA's mission and work.

Eligibility

Accredited museums, non-profit organizations, airports, public and private groups, schools, clubs, fairs and any relevant statewide program which the partners agree to support are eligible. Organizations must be located in New Mexico and have a legal governing board or advisory council. **Students directly-funded through this grant must be U. S. citizens.**

Period of Performance and Award Amount

Awards will be made for up to $10,000. Funding requests greater than $10,000 may be considered depending on proposal scope and rationale. Period of performance (POP) is one year. Renewals will not be considered. Projects are eligible for one-time funding only. Awardee(s) 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.*

Assessment of Applications

Each application submitted under this program will be evaluated by the NMSGC Director. Applications will be competitively evaluated and selected for their scientific, technical, and management merit, including diversity and inclusion effort. 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. Applications will be evaluated using the following

criteria:

Review Criteria	Possible Points
The degree to which this application is relevant to the NASA STEM Engagement goals, space related STEM fields, and supports New Mexico's citizens.	**50**
Probability for the project to lead to increased public awareness of the vision, mission, and priorities of NASA Mission Directorates and the NMSGC programs.	**20**
The degree to which the proposed project incorporates diversity and inclusion of female, students with disabilities, underserved and underrepresented students in STEM fields.	**10**
Competency of the proposers to carry out the plan and achieve their goals.	**10**
Adequacy and appropriateness of the budget to carry out the project, including institutional contributions or other matching funds.	**10**
Total	**100**

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) <u>Salary and Fringe:</u> 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) <u>Domestic Travel:</u> 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) <u>Supplies:</u> 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.

d) <u>Educational Materials/Software:</u> Provide a list of the education materials, estimated cost per item, and explain the need and how it supports the project's goals.

e) <u>Equipment:</u> Up to $5,000 for equipment is allowed.

Non-allowable expenses:

a) Foreign travel is not allowed.

b) Civil service personnel travel is not allowed.

c) Indirect Costs (IDC) or F&A (Financial and Administration) costs can be used to meet the matching funds requirements. **They may not be billed as direct costs to this grant.** It is recommended that waived IDCs be used to meet matching funds, otherwise your college or department will have to report voluntary cost-share.

Cost Share (Matching Funds)

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

Although the method of match is flexible (for instance industry or community partner cost-sharing is acceptable), NASA encourages researchers to consider methods that add value to New Mexico's existing research capabilities. In-kind cost share is allowed. In-kind cost share is non-cash cost share. There are several ways researchers can find in-kind cost share:

a) Cost share can include donations, volunteer time, and use of facilities.

b) 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, include fringe and IDC rates.

c) **THIS IS APPLICABLE TO ACADEMIC INSTITUTIONS ONLY:** 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 PI, the organization director, and fiscal agent or financial representative.

2. Project Summary

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The project summary (also called abstract) must be 250 words or less. It should concisely describe the proposed project by describing the objectives, key features, and proposed outcomes. The summary should also provide a timetable for project implementation. Write in general terms understandable by a non-expert in the field. Avoid technical jargon as much as possible and write at a level for the average scientist/engineer.

3. Project Narrative

The project narrative must be limited to five single-space or 10 double-spaced pages. Complete the following sections:

I. <u>Introduction:</u> Describe the project: what are the goals and objectives of your project/event? Who is the target demographic? How will you measure the success of your project? What needs and interests of the community does this event cover? How will the project make STEM or Earth-related science educational content accessible to underserved and underrepresented populations in New Mexico?

II. <u>Objectives:</u> Indicate how the proposed project addresses the objectives stated in the program. Among your objectives, NASA STEM Engagement goals and objectives must be considered.

III. <u>Implementation and Timeline:</u> Describe how the program will be implemented. Include a concise task timeline, key steps and milestones toward project completion.

IV. <u>Long Term benefits:</u> Describe the expected long-range benefits of the project to the publication of the vision, mission, and priorities of NASA and the NMSGC programs.

V. <u>Key personnel:</u> 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 a one-page Vitae for each Project Director (These vitae are not included in page totals listed above.)

VI. <u>Budget and Budget Justification:</u> Use the budget template provided on the application. All NMSGC grant applications require a budget and budget justification. The budget table should include the requested funds and the cost-share funds. All RIG projects require cost-share at 1:1, 100% non-federal matching 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 pages 3-4 of these guidelines.

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

Award Expectations

1. Award Letter
   If awarded, 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.

5. Data Reporting and Surveys

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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 participants including the project director will be required to comply with reporting requirements.**

Post-Award Requirements

1. A final report will be required from you no more than one month after the project end date. This final report must include the following, a template will be provided:
   a) Name and contact information of all direct participants in the project
   b) Demographic information of each participant (race, ethnicity, gender, etc.)
   c) Total hours involved in project
   d) List of publications and papers presented
   e) Project summary:
      a. What were the goals and objectives of your project? Which ones did you meet and how?
      b. If applicable, how many community members attended the event?
      c. What were the overall demographics of the attendees?
      d. What were the main activities or presentations offered by your project?
      e. How did the organization measure the success of the project/event?
      f. What was the feedback from attendees regarding the project/event?
      g. Did the project meet the needs and interests of the community?
      h. What impact did the event have on the community and its perception of STEM?
      i. Did the organization face any challenges in planning or executing the project/event?
      j. Are there any plans for future STEM outreach events in the community?
   f) Pictures of the project. 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.