

New Mexico Space Grant Consortium

Postdoctoral Fellowship Application Guidelines

About the Postdoctoral Fellowship

The New Mexico Space Grant Consortium (NMSGC) Postdoctoral Fellowship is aimed at supporting a postdoctoral fellow whose work is of relevance to NASA's research priorities and programs of the NASA Mission Directorates. The postdoctoral fellow will address one or more research priorities of the Mission Directorates. The program will support partial salary and coordinate with the host institution or department to account for the rest of support and non-federal matching funds. As is true with all NMSGC programs, we support a balanced portfolio of education, research, public service, and include opportunities for all New Mexico faculty, students and New Mexicans. 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's
Mission
Directorates

Aeronautics Research Mission Directorate (ARMD)
<https://www.nasa.gov/directorates/armd/>

Exploration Systems Development Mission Directorate (ESDMD)
<https://www.nasa.gov/exploration-systems-development-mission-directorate/>

Space Operations Mission Directorate (SOMD)
<https://www.nasa.gov/directorates/space-operations/>

Science Mission Directorate (SMD)
<https://science.nasa.gov/>

Space Technology Mission Directorate (STMD)
<https://www.nasa.gov/space-technology-mission-directorate/>

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Objectives

The goal of the Postdoctoral Fellowship program is to support a postdoctoral fellow who will be employed full-time at a higher learning institution in New Mexico. The postdoctoral fellow will be expected to work on research and/or teaching content of interest to NASA.

Eligibility

All full-time faculty at universities, colleges, and community colleges who are members of the New Mexico Space Grant Consortium are eligible to initiate the proposal to request a postdoctoral fellow. U.S. citizenship is required for faculty and students directly funded by this award. 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 \$10,000 per semester, up to two semesters per year. Period of performance (POP) is one year. Renewals will not be considered. Projects are eligible for one-time funding only. Faculty 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.

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Applications will be competitively evaluated and selected for their scientific, technical, and management merit. 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.
- d) Equipment: 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 are 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:

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- 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, 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 49% 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, college/department's dean and fiscal agent.

2. Project Narrative

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

I. Relevance to NASA's Mission Directorate(s):

Concisely (500 words or less) describe the anticipated work relevance of the post-doctoral fellow to NASA's research priorities and programs of the NASA Mission Directorate(s). A Space Grant post-doctoral fellow is required to address one or more research priorities of the Mission Directorates and Centers. Priority will be given to those who clearly demonstrate the connection between the proposed work and NASA's need.

II. Goals, objectives, methodology:

- a. What specific goals or objectives does your project aim to address within the scope of NASA's mission?
- b. What methodologies or technologies are you employing to pursue your research and/or teaching within the realm of NASA's mission?
- c. How do you envision your work contributing to the overall strategic objectives of NASA's Mission Directorates?

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- d. Are there collaborative opportunities with other NASA-affiliated researchers or institutions that could enhance the impact of your work?
- III. Key personnel: Attach a one-page Vitae of the proposer. Do not submit publications lists. (These vitae are not included in page totals listed above.)
- IV. Budget and Budget Justification: 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 NMSGC 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 4-5 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.

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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

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 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 the postdoctoral fellow
 - b) Demographic information (race, ethnicity, gender, etc.)
 - c) Total hours involved in project
 - d) List of publications and papers presented
 - e) Project summary
 - a. What was the main focus or objective of your research project and/or teaching assignment?
 - b. Can you provide an overview of the methodology you used to conduct your research and/or teaching assignment?

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- c. What were the key findings or outcomes of your research and/or teaching assignment?
 - d. Did your research yield any unexpected results or insights? If so, can you elaborate?
 - e. What were the biggest challenges you encountered during the research and/or teaching process, and how did you address them?
 - f. How do you believe your research contributes to the existing body of knowledge in your field or area of study?
 - g. Did your research lead to any new questions or areas of inquiry that you'd like to explore further?
 - h. What was the most rewarding aspect of working on this research project and/or teaching assignment?
 - i. Did you collaborate with anyone on this project? If so, how did collaboration enhance or influence your research?
 - j. How do you plan to disseminate your findings (e.g., publications, presentations, conferences)?
 - f) Pictures of the project and/or postdoctoral work. 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.