



December 8, 2003

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**Program Announcement**

**Texas Space Grant Consortium**  
**Higher Education Programs**

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Notice of Intent Due: January 30, 2004  
Proposals Due: March 31, 2004  
Expected Award Date: May 14, 2004

## **I Introduction**

The Texas Space Grant Consortium has a long history of conducting space related Higher Education Programs across the state and the nation. TSGC is currently soliciting proposals that are designed to enhance students understanding of the benefits of space exploration and space based research.

Texas Space Grant Consortium anticipates making 4 to 7 new awards per year. The maximum individual award will be \$15,000 with a period of performance up to 24 months. Awards are overhead free.

## **II Purpose**

The main objective of Texas Space Grant Consortium Higher Education Programs is to enhance understanding and appreciation of the benefits of space exploration and space based research. TSGC's Higher Education Program goals are:

1. Provide opportunities for undergraduate students to participate in space based research and exploration.
2. Support NASA related research activities through student projects
3. Facilitate mentor relationships between students and faculty and the NASA community.
4. Development of interdisciplinary courses and curriculum.
5. Development of introductory courses for undergraduate students not majoring in scientific or technological disciplines.

TSGC has traditionally focused on highly leveraged Higher Education Programs. This focus allows TSGC to highly leverage its programs to impact a large number of people.

## **III Eligibility**

Competition is open faculty members at TSGC members in good standing. Principal investigators must be US citizens. Proposal submission is limited to one per investigator per year.

TSGC encourages the participation of PI's who are women, under-represented minorities, or persons with disabilities.

## **IV Notice of Intent**

In order to plan for a timely and efficient review process, a Notice of Intent (NOI) to propose is strongly encouraged. The NOI is due by the date given in this program announcement. The submission of a NOI is not a commitment to submit a proposal, nor is information contained therein considered binding on the submitter. The NOI must include the following: proposal title, principal investigator, institution, PI email, PI phone number, and a 200-300 word description of the project. NOI's may be sent electronically to TSGC at [proposals@tsgc.utexas.edu](mailto:proposals@tsgc.utexas.edu).

## **V Proposal**

Proposals must be single-spaced with type size of at least 11 points and margins of at least one inch on all sides. Proposals exceeding page limitations will not be reviewed. Each proposal should be stapled in the upper left-hand corner. It should not be bound.

Each proposal must be in the following format:

- 1 Cover Page  
The cover page must include the following items: Project title; project dates of service; PI name and contact information, institutions and signatures; and date of proposal.
- 2 Project Description  
A description of the proposed program. This section should include but not be limited to the following. This section is limited to eight pages.
  - a. How the program addresses one or more of TSGC goals.
  - b. Goals and objectives of the program.
  - c. Evaluation plan.
  - d. Dissemination plan.
  - e. Projected impact both numerically and depth.
  - f. Plan for sustainability after the conclusion of TSGC funding.
  - g. List of team members and their roles and responsibilities.
- 3 Budget  
Attach a budget summary and description page that outlines costs that include: a) personnel salaries and wages, b) domestic travel, and c) direct costs associated with materials and supplies, publication costs, or other direct costs d) Contributions of partners. This section is limited to two pages.
- 4 Resume Material  
Maximum two page resume of Principal Investigator. The resume should demonstrate the PI's expertise in conducting the program.
- 5 Partnerships  
Describe the roles and responsibilities of each partner. Also include a letter of commitment and support from each partner. Partners may include but not be limited to K-12 educators, discovery centers, museums, challenger centers, etc.
- 6 Research and Education Funding Support  
Include an attachment that identifies the current support the investigator: source of support, project title, amount of award, period covered by award, and months or % time committed by the project director during the award period.
- 7 Additional materials  
Additional pertinent documentation of no more than eight pages may be included as necessary. Reviewers have the option of not considering this material.

## **VI Period of Performance**

The period of performance of this award will follow the academic year (September to August) and may not exceed 24 months.

## **VII Expenses**

The following expenses are explicitly allowed and disallowed under this award. All expenses not directly allowed must receive prior approval from the sponsor before they are incurred. Any re-budgeting of funds must receive prior approval of the sponsor.

#### Allowable Expenses

The following expenses are allowed under the terms of this grant

- a. Salary, Wages, and Fringe Benefits for the Principal Investigator, staff, graduate students, and undergraduate students
- b. Tuition costs for graduate students
- c. Domestic travel
- d. Materials and supplies as defined in the budget description

#### Unallowable Expenses

The following expenses are not allowed under the terms of this grant

- a. Overhead or Indirect Costs
- b. Equipment – As defined by the State of Texas and the federal government
- c. Furniture
- d. Building costs/remodeling costs
- e. Telephone charges
- f. Office Supplies
- g. Administrative support
- h. Computer use fees
- i. Subcontracts
- j. Consulting services
- k. Charges that fall outside of the approved period of performance of the award

### **VIII Reporting Requirements**

Progress reports must be submitted each six months from the start of the award. These reports must contain the following.

1. Description of the program to date.
2. Budgetary information including partnerships.
3. Detailed description of program and budgetary discrepancies from the proposal.
4. Copy of all products produced.
5. Copy of all advertising material produced.

### **IX Other Requirements**

- 1 Texas Space Grant Consortium Membership Meeting Attendance  
The investigator is required to attend at least one of TSGC two annual membership meetings. These meetings are held in the Spring and Fall.
- 2 Acknowledgment of support.  
An acknowledgment of TSGC support must appear in any publication of any material based on this project in terms similar to the following: "This material is based in part upon work supported by the Texas Space Grant Consortium."
- 3 Site visits.  
TSGC representatives shall have the right to make site visits to review project accomplishments.
- 4 Audit and records.  
Financial records, supporting documents, statistical records, and other material pertinent to this grant shall be retained by the grantee for a period of three years following submission of the final project report and shall be made available to TSGC upon request. This material, the

organizational prior-approval system, and the internal project audits and subject to review by TSGC officials.

5 Payments

The grantee institution shall receive payments under this grant through that institution's Office of Sponsored Projects. Invoices must be submitted no later than the 15th calendar day of the month following the expense. Invoices submitted later than the 15th calendar day of the month following the expense will not be honored.

6 Notification of absence.

TSGC shall be notified prior to an investigator's absence from campus for a period of four months or more. Prolonged absences from the campus for non-project related purposes are subject to TSGC review.

7 Changes in principal investigator.

If the principal investigator or project director leaves the grantee institution or otherwise relinquishes active direction of the project, the institution must notify TSGC as soon as possible and the award will be terminated. Awards may not be transferred if the PI leaves the grantee institution to another institution that is not an active academic member of the Texas Space Grant Consortium.

8 Suspension or termination.

This grant may be suspended or terminated if the grantee fails to comply with all the terms and conditions of the grant or if the principal investigator leaves the university.

9 Nondiscrimination.

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under this grant on grounds of race, color, national origin, religious affiliation, handicap, or gender.

10 Compliance with regulations.

The investigator must abide by all state and federal regulations related to research.

11 Liability.

TSGC shall not be held liable in the event of damages to persons or property which may occur in the course of activities conducted as a result of this grant.

## **X Proposal Review and Evaluation**

This program is designed to provide start up funds for high impact Higher Education Program activities conducted by our member institutions. All proposals will be evaluated upon the following criteria.

1. Alignment with the NASA Strategic plan
2. Alignment with TSGC objectives and goals
3. Experience of PI in conducting HE and EPO programs
4. Sustainability of the program after the completing of TSGC funding
5. Numbers of people impacted by the program
6. Depth of impact of the program
7. Leveraging of TSGC funds

## **XI Proposal Submission and Selection Schedule**

Submit proposals to:

Texas Space Grant Consortium  
Higher Education Program  
<http://www.tsgc.utexas.edu/hep/>  
Notice of Intent Due: January 30, 2004  
Proposals Due: March 31, 2004  
Expected Award Date: May 14, 2004

Texas Space Grant Consortium  
3925 West Braker Lane, Suite 200  
Austin, Texas 78759  
512-471-3583

Submission deadline and timing: by 5 PM, March 31, 2004

Original plus 5 copies

Inquiries: Mark Fischer  
Program Manager  
Texas Space Grant Consortium  
3925 West Braker Lane, Suite 200  
Austin, Texas 78759  
512-471-3583  
512-471-3585 (Fax)  
[proposals@tsgc.utexas.edu](mailto:proposals@tsgc.utexas.edu)

Announcement of Selections are expected by May 2004.