



December 5, 2003

---

**Program Announcement**

**Texas Space Grant Consortium**  
**New Investigations Program**

---

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

## **I Introduction**

The New Investigations Program (TSGC NIP), established in 2003, is designed to assist in professional development of faculty members or researchers who strive to begin a career in research. TSGC will accept proposals from individuals who are either currently conducting or strive to conduct research aligned with NASA's strategic plan and research requirements and do not have an established research career.

Texas Space Grant Consortium anticipates making 5 to 10 new awards per year. The maximum individual award will be \$10,000 with a period of performance up to 24 months. Awards are discretionary funds and are overhead free.

## **II Eligibility**

Competition is open to individuals of faculty or research scientist rank at active academic institutional members of the Texas Space Grant Consortium. Individuals must be qualified to serve as a principal investigator at their respective institution and be a US citizen or permanent resident. Submission is limited to one proposal per investigator. Previous recipients of this award are not eligible to propose.

TSGC encourages the participation of any PI who is female, a member of an under-represented minority group, or a person with a disability.

## **III Notice of Intent**

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

## **IV Proposal**

Proposals must be single-spaced using a font size of at least 11 points and with margins of at least one inch on all sides. Any proposals exceeding page limitations will not be reviewed. The proposal should not be bounded, but stapled in the upper left-hand corner.

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 Research Area

A description of the PI's current research interest and its relevance to NASA's strategic plan and research requirements. The PI is not expected to conduct new research or expand existing research with this funding but to use these discretionary funds to further establish their professional career. This section is limited to eight pages and should include but not be limited to the following:

- a. Statement of how this discretionary funding will impact investigator's career.

- b. Education and Public Outreach efforts that the investigator has both previously participated in and plans to participate in during the period of this award.
- 3 Budget  
Attach a budget summary and description page that outlines associated costs that include: a) personnel salaries and wages including rate and man hours, b) domestic travel, and c) direct costs associated with materials and supplies, publication costs, or other direct costs. Limited to two pages.
- 4 Resume Material  
Attach Principal Investigator's resume. Limited to four pages.
- 5 Letters of Support  
Two letters of support and/ or recommendation from professionals in the research field of pursued.
- 6 Support Statement  
Statement supplied by PI's center director or department chair expressing support of both the applicant and the proposed research.
- 7 Current and Pending Support  
Include an attachment that identifies current support of the investigator: source of support, project title, amount of award, period covered by award, months or percent of time committed by the project director during the award period, and location of research.
- 8 Additional materials  
Additional pertinent documentation of no more than eight pages may be included as necessary. Note that reviewers are not required to consider this material.

## **V Period of Performance**

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

## **VI 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, graduate students, and undergraduate students.
- b. Long distance changes, including video teleconferencing, that are directly related to the research being performed.
- c. Tuition costs for graduate students
- d. Publication costs
- e. Domestic travel
- f. Professional society dues
- g. Proposal costs

### 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. Basic telephone charges
- f. Office supplies
- g. Administrative support
- h. Computer use fees
- i. Salary for other staff researchers or faculty
- j. Subcontracts
- k. Consulting services
- l. Charges that fall outside of the approved period of performance of the award.

### **VII Reporting Requirements**

Progress reports must be submitted each six months from the start of the award. These reports contain items that the PI is currently documenting for professional purposes. These reports must contain the following.

- a. List of papers presented during the period of this award. Include title, publication, date of publication, author list, and a copy of the paper.
- b. List of all presentations delivered during the period of this award. Include Presentation title, location, date, and a copy of the presentation.
- c. List of all conferences attended during the period of this award. Include conference title, location, dates, and if investigator presented
- d. List of all proposals submitted during the period of this award. Include proposal title, announcement of opportunity title, name of sponsor, proposal due date, role of investigator, and funding status.
- e. List of all patents that were applied for and or approved during the period of this award.
- f. List of actual support for investigator. Include source, PI, % time, and role of investigator.
- g. List of new conferences, papers, proposals that the investigator is considering that were not specified in the original proposal.
- h. Status of all conferences, papers, proposals that the investigator included in the original proposal.
- i. Budget update including forecasted vs. actual budget for all budgeted categories.

A final report is due within 90 days of the completion of the award. These reports must contain the following.

- a. Statement of how funding assisted investigator
- b. List of papers presented during the period of this award. Include title, publication, date of publication, author list, and a copy of the paper.
- c. List of all presentations delivered during the period of this award. Include Presentation title, location, date, and a copy of the presentation.
- d. List of all conferences attended during the period of this award. Include conference title, location, dates, and if investigator presented
- e. List of all proposals submitted during the period of this award. Include proposal title, announcement of opportunity title, name of sponsor, proposal due date, role of investigator, and funding status.
- f. List of all patents that were applied for and or approved during the period of this award.
- g. List of actual support for investigator. Include source, PI, % time, and role of investigator.

- h. Summary suitable for publication
- i. Budget report including forecasted vs. actual budget for all budgeted categories.

## **VIII 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 the following terms: "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 are 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.

**IX Proposal Review and Evaluation**

Awards are selected by Texas Space Grant Consortium based on:

1. Past performance, demonstrated by: relevance of past research, publications, professional activities, awards and other recognition to NASA strategic plan and future research requirements.
2. Research plan
3. Professional letter(s) of recommendation.
4. A commitment by individuals institution to the applicant and the research.

**X Proposal Submission and Selection Schedule**

Submit proposals to:

New Investigations Program  
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: 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.