Program Announcement

Cooperative Space Research Program

Notice of Intent Due: February 1, 2002
Proposals Due: March 29, 2002
Texas Space Grant Consortium  
Cooperative Space Research Program

The Texas Space Grant Consortium invites proposals to the Texas Space Grant Consortium Cooperative Space Research Program. This program was established for the purposes of stimulating institutional research that supports aerospace industry, fostering participation of member industry and academic organizations in TSGC research efforts, encouraging collaborative research among TSGC members, and pursuing long range research goals. The SRP is designed to provide a mechanism for identifying and funding projects to enable these goals. TSGC has committed to supporting the SRP for at least five years beginning in 1998.

The Texas Space Grant Consortium anticipates making new awards totaling $150,000 for the 2002-2003 Academic Year.

Notice of Intent Due: February 1, 2002  
Proposals Due: Friday, March 29, 2002

1 Technical Foci

Preference will be given to proposals supporting collaborative research that is broadly related to the Human Exploration and Development of Space (HEDS). Additionally, proposals on other pertinent topics will be accepted that indicate strong collaboration interests among TSGC members.

2 Awards

Proposed projects may request up to $50,000 for funding. The total program budget is $150,000 per year.

Awards will be granted to projects on an annual basis with a maximum two-year renewal eligibility. Proposals may include multi-year plans but will be granted funding one year at a time. Requests for continued funds will be considered with submission of a project renewal request on April 15th of each year. Renewal requests will be considered for a maximum 50% of the original SRP grant funding the second year and 25% the third year.

An investigator may receive funds through the TSGC Cooperative Space Research Program (SRP) for one project during any competition award year. In subsequent years, proposals from investigators with overdue web sites, progress reports or final reports from previous SRP awards will not be eligible for continued funding or new project funding.

3 Eligibility

Competition is open to active academic institutional members of the Texas Space Grant Consortium. To be eligible, each TSGC institution participating in SRP must have adopted an intellectual property policy meeting the minimal standards set out in Section 51.680 of the Texas Education Code. A copy of the policy must be placed on file with the TSGC Program Office in Austin at the time of proposal submission.

Proposal submission is limited to one per investigator, including collaborative proposals. TSGC multi-institutional proposals are encouraged. A collaborative proposal is one that includes more than one TSGC institution.

The principal investigator or project director must be a faculty member, defined as a person who is tenured or in a tenure-track position, or a research professional in a permanent position (a person other than a post-doctoral appointee with academic qualifications equivalent to faculty but without instructional obligations).
A co-investigator must meet the same eligibility criteria as the principal investigator. A co-investigator is defined as someone who shares responsibility for the project. The co-investigator may be from the same institution or from a collaborating one, and must have his or her name on the cover sheet.

The total number of co-investigators on collaborative proposals may be one more than the number of institutions.

Each institutional proposal must include a commitment letter from an industry partner to commit matching cash funds of at least a one-to-one dollar ratio to the project. In-kind matching is also encouraged but will not count toward the dollar-to-dollar cash matching requirement.

A letter of commitment for matching funds from an industry partner must be attached to the proposal at the time of submission, and is required for the proposal to receive funding consideration. The letter must identify the corporate name and address; the corporate contact person and his or her association with the project, address, telephone, fax, and e-mail; statement of the amount of support to be offered; and a statement of any in-kind support offered in addition to the cash matching required.

Collaborative institutional proposals should submit one proposal that includes a summary budget and a separate budget page for each institution. Authorized signatures for each institution should appear on the cover page. A lead investigator who will assume management responsibility for the project must be identified.

4 Schedule

October 29, 2001 Program Announcement
February 1, 2002 Notice of Intent due to TSGC Program Office in Austin
March 29, 2002 Proposals due to the TSGC Program Office in Austin.
Spring 2002 Proposal reviews by the TSGC SRP review panel.
Possible proposal presentations by investigators.
Announcement of project awards.
September 1, 2002 Effective start date for grants.
TSGC Spring Meeting Progress reports due.
Possible project presentations.
August 31, 2003 End date for grants.

5 Restrictions

SRP grants require a commitment of external cash support from an industry or non-profit research organization partner in an amount equal to or greater than the amount of grant funds requested. A letter of commitment from the industry sector partner, described in the awards section of this program announcement, must be attached to the proposal at the time of submission. A contract between the university and industry partners must be on file with TSGC before funds will be released. In-kind contributions, including equipment contributions, are also encouraged but will not count toward the cash support match.

TSGC SRP funds may not be used for equipment purchases or foreign travel.

No indirect costs may be charged to TSGC SRP funds.

TSGC SRP funds may not be used for construction or remodeling of facilities.
Individuals at faculty rank may only receive salary under the principal investigator/principal co-investigator category. The maximum allowable support per proposal for principal investigator or co-investigators is 25% of the project budget.

The beginning date for all projects will be September 1, 2002. Awards are funded on an annual basis. Multi-year plans may be submitted with the proposal, but awards will be made on a one-year basis. Renewal grants will be considered upon request by April 15th of the following year, for as many as two additional funding cycles. Any funds not expended at the end of the grant period will revert to TSGC Headquarters in Austin.

6 Notice of Intent

In order to plan for a timely and efficient review process, a Notice of Intent (NOI) to propose is strongly encouraged 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, co-investigators, industry partners, and a 200-300 description of the project. NOI’s may be sent electronically to Mark Fischer at fischer@tsgc.utexas.edu.

7 Proposal Format

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 and co-PI’s names, institutions and signatures; Industry Partner(s); and date of proposal.

(2) Fact Sheet.
   The one page fact sheet must contain the following items: Research overview and objectives; research team (include individual members as know); project timeline (include major milestones), budget summary (include all matching funds). If funded, this fact sheet will be used for general publication about the grant.

(3) Budget page.
   Attach a budget summary page that outlines costs associated SRP-requested funding that include: a) personnel salaries and wages, b) domestic travel, and c) direct costs associated with materials and supplies, publication costs, consultant services, computer services, subcontracts, or other direct costs to be supported by SRP. A projected budget for a multi-year plan may also be included.

(4) Project summary.
   Attach a project summary abstract limited to one that is suitable for public release.

(5) Description of the research.
   The contents of this section are described below.

(6) Industrial support.
   Attach a letter of commitment from each industrial member that includes the contact information for the representative and his or her association with the project, a statement of what matching cash funds will be used for, and a statement of any in-kind support to be provided.

(7) Resume material.
   Attach a resume limited to two pages for each principal and co-investigator. Include only publications dated after January 1, 1996.
(8) Current research and education funding support.
Include an attachment that identifies the current support for each investigator: source of support, project title, amount of award, period covered by award, months or % time committed by the project director during the award period, and location of research. Additionally, if the proposed project has been previously funded by another agency, please furnish the following: project title, total amount of award, period covered by award, months or % time committed by the project director during the award period, and location of research.

(9) 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.

Proposals must be double-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. One copy of the proposal must be signed by the principal investigator and an official authorized to sign for the institution. Each proposal should be stapled in the upper left-hand corner. It should not be bound.

7 Description of Research Section

Limit this section to eight pages, including tables and figures.

(1) Research objectives.
Describe the research objectives of the proposal and explain their importance. Describe what is unique about the proposal. Describe the existing research and technology base to support the proposed work. Explain the relationship between the work proposed under this grant and other funded research projects managed by the investigators.

(2) Methodology.
Include enough information about methods and techniques to allow for evaluation of the merits of the proposal. Include details of experimental methods and procedures as appropriate. Outline a schedule for accomplishing the project.

(3) Institutional commitment and sources of additional support.
Describe the institutional commitment and resources available to this specific project. Delineate the plan for leveraging SRP funds by obtaining additional support from other sources, including the cash and any in-kind support by the industry collaborator.

(4) Industrial collaborator.
Describe the company, its current product lines, the nature and amount of the support to be provided to the project by the company, and evidence of any previous collaborations.

(5) Budget justification.
Provide a brief justification of all major budget elements.

(6) Personnel.
Provide a brief statement describing the qualifications of key personnel. Indicate how personnel will be organized and responsibilities of each person involved. Indicate which personnel are currently employed by the institution and which will be recruited to staff the project.

(7) Facilities.
Describe the facilities that will be available for project use. Describe laboratory equipment that is currently available to support the project and indicate any equipment that must be obtained for the project with in-kind or funds outside of SRP requesting funding.
(8) Intellectual property.
   Describe the intellectual property associated with the project. Indicate what has been done to protect it.
   Indicate the current and projected ownership of this property.

8 Proposal Evaluation

Proposals will be evaluated by a panel of TSGC designated reviewers. The evaluation process for each proposal will
begin with a thirty-minute presentation by a principal investigator. The review panel will then meet in executive
session for continued evaluation.

Evaluation of proposals will be based on the following:

60% Merit and soundness of the proposal
15% Capability of the investigator(s)
15% Effect on the infrastructure of science and engineering
10% Adequacy of institutional commitment and resources

9 Proposal Submission

An original copy of the proposal complete with all signatures, industry matching commitment letters, and copies of
institutional intellectual property policies must be received by March 29, 2002 in the TSGC Program Office,
3925 W. Braker Lane, Suite 200, Austin, TX 78759-5321, Telephone 512/471-3583 or 800/248-8742. Facsimile
material will not be accepted.

10 Grant Conditions

(1) Organizational prior approval system.
   Each grantee institution shall have a system established in writing to ensure that appropriate officials provide
   necessary organizational reviews and approvals for the expenditure of funds and for monitoring project
   performance and adherence to grant terms and conditions. The grantee institution agrees to include funded
   projects as a part of its internal audit plan and to furnish a copy of audits conducted to the TSGC.

(2) 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.

(3) Allowable costs.
   All reasonable costs and allowable with the following exceptions:
   a) No foreign travel may be charged to TSGC SRP funds.
   b) No equipment may be charged to TSGC SRP funds.
   c) No overhead may be charged to TSGC SRP funds.
   d) TSGC SRP funds may not be used for construction or remodeling of facilities.
   e) Individuals at faculty rank may only receive salary under the principal investigator/principal co-investigator
      category. The maximum allowable support per proposal for principal investigator or co-investigators is
      25% of the total project budget.

(4) Budget changes.
   Changes in the budget of more than 5% of the SRP funding during a grant year will require written submission
   for approval in advance from TSGC.
(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 proceeding the expense. Invoices submitted later than the 15th calendar day of the month proceeding the expense will not be honored.

(6) Site visits.
TSGC representatives shall have the right to make site visits to review project accomplishments.

(7) 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.

(8) 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. Awards may not be transferred if the PI leaves the grantee institution.

(9) Progress reports.
A progress report shall be presented, with a formal copy submitted for records, at the TSGC fall and spring meetings during each year during which the grant is active. The report submitted for files must include a budget status report.

(10) Web Site.
A project web site must be established before December 31st 2001. At the end of the grant year the web site will be delivered to TSGC HQ for permanent archival.

(11) Annual reports.
An annual report must be submitted at the end of each grant year, and must include a final budget summary.

(12) Renewal requests.
Requests for renewals will be due on April 15th to the TSGC Austin Program Office and must include an updated progress report, an updated budget, and a proposed budget for the renewal year. Renewals may be made for an additional two years beyond the original grant year. Renewals will be considered for up to of 50% funding awarded in the original grant during the second year and 25% during the third.

(13) 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.

(14) Industrial support.
SRP grants will require receipt of external industry support in an amount equal to or greater than the amount of grant funds awarded. A letter of commitment from an industry partner must be attached to proposals at the time of submission to be considered for funding.

(15) 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.

(16) Compliance with regulations.
The investigator must abide by all state and federal regulations related to research.
(17) Dissemination of project results.
   The grantee is expected to publish or otherwise make publicly available the results of the work conducted under the grant. Publication in popular media as well as scholarly journals is encouraged. One reprint of any publication should be made available to TSGC.

(18) Acknowledgment of support.
   An acknowledgment of TSGC support must appear in any publication of any material based on this project in the following terms: "The material is based in part upon work supported by the Texas Space Grant Consortium."

(19) Copyright or patent rights.
   The investigator shall abide by the intellectual property policy of his or her institution.

(20) 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.

11 Additional Information

For more information, contact Mark Fischer, TSGC Program Manager, at the address above, or by e-mail: fischer@tsgc.utexas.edu

SRP information may also be accessed in PDF format on TSGC's World Wide Web Site at http://www.tsgc.utexas.edu/srp/

The Texas Space Grant Consortium does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment of the provision or services.