

LaSPACE

HBCU Institutional Scholars (HIS) Program

Offered by the Louisiana Space Grant Consortium



Under the authority of the
NASA Space Grant College and Fellowship Program

Louisiana Space Grant Consortium (LaSPACE)
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Louisiana State University, Baton Rouge, LA 70803
225.578.8697 | Fax: 225.578.1222
<http://laspace.lsu.edu/> | laspace@lsu.edu

January 2017

All previous versions of these guidelines are now null and void.

HIS Program Summary

About the HIS Program

The LaSPACE **HBCU Institutional Scholars (HIS)** program is directed at HBCU LaSPACE affiliates to provide support for an institutional program for mentoring undergraduate STEM students who are members of groups that are traditionally underrepresented in science and engineering professions, and engaging them in space/aerospace science and technology research or experiential experiences. The intent of the HIS program is for the institution to develop and maintain a coordinated program to attract, engage, and retain HBCU students in STEM fields providing training not normally obtained in the classroom such as technical presentation skills, mentoring to guide the student through their academic program, providing experiences relevant to aerospace / space sciences, and exposing the students to alternate NASA related careers.

Program Summary

- A HIS project is intended to support NASA's goal to improve diversity in the future NASA workforce specifically by recruiting, engaging, and retaining traditionally underrepresented participants in NASA related STEM career fields.
- The project should expose students to aerospace activities to attract them to NASA related STEM fields, engage their curiosity by involving them in space related research projects, assist the students to develop skills not normally available in a classroom but which are applicable to a long term STEM career, and provide mentoring to help guide the student. Successful proposals will likely include a clear plan on how the project will be organized, managed, and implemented. One possible implementation would include a team of faculty under the leadership of the project PI to engage / mentor the students.
- Only Historically Black Colleges and Universities (HBCU) affiliates of LaSPACE are eligible for a HIS award and only one HIS award will be provided per institution. Eligible institutions currently include Dillard University, Grambling State University, Southern University – Baton Rouge, Southern University – New Orleans, and Xavier University of Louisiana. The HIS proposal PI will be the LaSPACE affiliate institutional representative or will be endorsed by the LaSPACE affiliate institutional representative with a letter of support included in the proposal.
- Direct financial support in a HIS program can only be provided to U.S. citizens. Students to be involved in the project must be enrolled full-time in a LaSPACE affiliated HBCU, be engaged in a space/aerospace-related STEM academic degree program, and represent a diverse population including members of one or more underrepresented groups in STEM (Hispanics and Latinos, African Americans, American Indians, Alaska Natives, Native Hawaiians and Pacific Islanders, people with disabilities, and women).
- Awards are for a maximum of \$40,000 with no match requirement. The majority of the funds are to be distributed directly to the students and all students involved in the project must receive “significant” support defined as a financial award of \geq \$5,000 per student, mentoring of \geq 160 contact hours, or a pro-rated combination of both. It is recommended that some funds be budgeted for the student to attend at least one professional meeting; including, if possible, the LaSPACE

Council Meeting held in the early fall each year and regional NASA facilities. No more than 10% of the total award (e.g. \$4,000) can be used for materials and supplies.

- All invoices and a final technical report must be submitted to the LaSPACE office within 30 days of the project end date. Photographs and copies of papers, presentations, and posters generated should be shared with LaSPACE as they occur and collected/referenced in the final report. *Updated Final Report Guidelines will be released in early 2016.*

Proposal Submissions

- **Submit all properly executed proposals via email as fully searchable pdf documents to laspace@lsu.edu by 11:59 pm on Wednesday, March 8, 2017.**
- Important Dates:
 - Proposal Release Date: Monday, January 9, 2017
 - Proposal Due Date: Wednesday, March 8, 2017
 - Anticipated Award Announcements: Late March/Early April 2017
 - Anticipated Period of Performance: ~June 1, 2017 – May 31, 2018

LaSPACE General Guidelines

Introduction to the Space Grant Program

The Louisiana Space Grant Consortium (LaSPACE) is a Designated Consortium in the NASA National Space Grant College and Fellowship Program, which was designed to network colleges, universities, and state education boards with partners in business, industry, and the non-profit sector in order to promote, develop, and strengthen aerospace science, research, technology, education, and awareness. Our mission is “To enhance Space and Aerospace related research, education, and public awareness throughout the State of Louisiana and thereby promote math/science education, training of professionals, and economic development.” LaSPACE promotes scientific research, workforce development, and public outreach to develop and strengthen long-term research capabilities within Louisiana that will make significant contributions to the research and technology Mission Directorates of NASA while supporting the goals of the state.

Basis of Authority

The Louisiana Space Grant Consortium (LaSPACE) currently comprises Louisiana public and private colleges and universities in addition to business/industry partners and other organizations. The consortium is funded jointly by the National Aeronautics and Space Administration (NASA) and by the Louisiana Board of Regents Support Fund (BORSF). The consortium is administered by the LaSPACE Council, under the aegis of NASA and the Board of Regents. The basis of authority for this and other programs of LaSPACE rests in part on the above funding. It is important, therefore, to note that the implementation of LaSPACE-supported projects must conform to applicable Federal and State regulations, in general, and to the NASA stipulations, in particular.

NASA Agency Information

NASA Vision

We reach for new heights and reveal the unknown for the benefit of humankind.

NASA Mission

Drive advances in science, technology, aeronautics, and space exploration to enhance knowledge, education, innovation, economic vitality, and stewardship of Earth.

From the 2014 NASA Strategic Plan: “NASA’s Vision and Mission statements remind us of our purpose and our path. NASA’s Vision leads to a future with an American-made launch capability supporting cutting-edge science, technology, and human exploration with strong technology and aeronautics programs. We will develop new technologies for use in air, space, and on the ground. We will be a part of a strong, high-tech economy, and we will continue to partner with other nations to create a better world. We will increase our understanding of the universe and our place in it. Our Mission statement outlines our fundamental purpose and role in bringing that Vision to life. As the Nation’s leading organization for research and development in aeronautics and space, we are explorers and innovators who create and use our unique tools and capabilities for the benefit of the Nation and the world.”

Complete Plan available: http://www.nasa.gov/sites/default/files/files/2014_NASA_Strategic_Plan.pdf

NASA Education

NASA contributes to national efforts for achieving excellence in STEM education through a comprehensive education portfolio implemented by the Office of Education, the Mission Directorates, and the NASA Centers. The National Space Grant College and Fellowship Program, from which LaSPACE is derived, is managed through the NASA Office of Education based at NASA Headquarters in Washington D.C., <http://www.nasa.gov/offices/education/about/index.html>. The 2015-2017 NASA Education Implementation Plan (NEIP) provides an understanding of the role of NASA in advancing the nation's STEM education and workforce pipeline. The document outlines the roles and responsibilities that NASA Education has in approaching and achieving the agency's and the administration's strategic goals in STEM Education. The specific purpose of the 2015-2017 NASA Education Implementation Plan is to present and describe the following:

- The alignment of NASA Education with national priorities and the 2014 NASA Strategic Plan;
- The framework for specific and measurable outcomes to guide and monitor performance within the education portfolio;
- The roles, responsibilities and management of the Associate Administrator for Education, the Office of Education, Mission Directorate Leads, and Education Offices;
- The key agency stakeholders responsible for strategic coordination and requirements development;
- The monitoring and control structure for determining the outcomes of NASA's education portfolio across the agency.

In addition, this document describes the processes and principles of strategic planning and management for all of NASA's education efforts. It also explains how NASA Education is governed and managed and what internal and external requirements drive this strategy. Complete NEIP available here: http://www.nasa.gov/sites/default/files/atoms/files/nasa_education_implementation_plan_2015-2017.pdf

NASA Education Mission

Advance high-quality STEM education using NASA's unique capabilities.

NASA Mission Directorates

Research and technology priorities are aligned with one or more of NASA's Mission Directorates:

The Aeronautics Research Mission Directorate (ARMD),

http://www.aeronautics.nasa.gov/about_us.htm

Human Exploration and Operations Mission Directorate (HEOMD),

<http://www.nasa.gov/directorates/heo/home/about.html#.VXtCQUZURmM>

Science Mission Directorate (SMD), <http://science.nasa.gov/about-us/>

Space Technology Mission Directorate (STMD),

http://www.nasa.gov/directorates/spacetech/about_us/index.html

All NASA subprograms must relate to and support one or more of these directorates. Likewise, all programs supported by LaSPACE must support the NASA organization, align with the NASA Strategic Plan and the NEIP, and support the goals of one or more directorates and the Office of Education.

LaSPACE Program

The Louisiana Space Grant Consortium, part of the National Space Grant College and Fellowship Program and in partnership with the Louisiana Board of Regents, supports programs at affiliated academic institutions and other Louisiana organizations that address the NASA mission, federal CoSTEM goals, and state education and economic priorities. LaSPACE programs for Research, Higher Education, Workforce Development, K-12 Teacher Development, and Public Outreach, strengthen the Science, Technology, Engineering, and Math (STEM) education needed for a diverse technical workforce, and develop the research and economic infrastructure to boost Louisiana's contribution to the aerospace frontier.

Goals and Objectives

LaSPACE Goals and Objectives are directly aligned with NASA Office of Education (OE) Lines of Business (LOB) and National Program Emphases on Diversity, Workforce Development, Community Colleges, Pre-College teacher engagement, Competitiveness, NASA Research Relevance, Industry Relations, and State Government Involvement. The updated LaSPACE 2015 Strategic Plan (posted on our website) describes a comprehensive program of Research, Education, and Service via 5 strategic goals, each in line with one or more NASA OE LOB, to (1) Foster aerospace research and education (LOB 2&3), (2) Encourage aerospace industries within Louisiana (LOB 1), (3) Contribute to pre-college STEM education excellence (LOB 4), (4) Engage and educate the general public (LOB 3&4), and (5) Maintain an effective consortium of institutions involved in LaSPACE (LOB 1).

Major objectives for the achievement of these goals includes (1) Support for student and faculty research at consortium institutions, (2) Strengthening interactions between Louisiana aerospace industries, faculty, and students, (3) Increased participation in Space Grant programming with the state's HBCUs and Community & Technical Colleges, (4) Provide support to undergraduate and graduate students for research, design, and internship opportunities, (5) Engage students in experiential learning environments, (6) Support middle and high school educator training, and (7) Foster informal education and public outreach. Proposals to LaSPACE programs should explicitly support one or more of these seven objectives.

LaSPACE Program Administration & Institutional Coordinators

General administration and management is the responsibility of the LaSPACE Staff headquartered at Louisiana State University (LSU). Questions about applications to any LaSPACE programs should be directed to the Director or Program Manager. Unless otherwise directed, all proposals should be submitted via email to the program email address (laspace@lsu.edu). Contact info for the program management team is included below.

LaSPACE Program Office
LSU Department of Physics & Astronomy
364 Nicholson Hall, Baton Rouge, LA 70803
Phone: 225.578.8697 Fax: 225.578.1222
T. Gregory Guzik, Director, guzik@phunds.phys.lsu.edu
Colleen H. Fava, Manager, colleenf@lsu.edu

Additionally, all member institutions have appointed an institutional coordinator who sits on the LaSPACE Advisory Council and is available to discuss opportunities and processes related to LaSPACE programs. Contact information for all advisors is provided below. For institutions with a vacancy, contact the program manager listed above.

LaSPACE Affiliate Institutional Coordinators

Baton Rouge Community College (BRCC)	Asoka Sekharan	sekharan@mybrcc.edu	225-216-8118
Delgado Community College (DCC)	Raymond Duplessis	rduple@dcc.edu	504-671-6419
Dillard University (Dillard)	Abdalla Darwish	adarwish@dillard.edu	504-816-4840
BREC / Highland Road Park Observatory (HRPO)	Christopher Kersey	observatory@brec.org	225-768-9948
Cain Center for STEM Literacy (Cain Center)	Brenda Nixon	bnixon@lsu.edu	225-578-4082
Grambling State University (GSU)	Matthew F. Ware	waremf@gram.edu	318-274-2391
Jacobs Technology, Inc. at Michoud (Jacobs)	Chip Howat	carl.j.howat@nasa.gov	504-257-0478
Louisiana Arts and Science Museum (LASM)	vacant	vacant	vacant
La Board of Elementary & Secondary Education (BESE)	Ann Wilson	Ann.wilson@la.gov	225-342-0140
Louisiana Board of Regents (BOR)	Jessica Patton	jessica.domingue@la.gov	225-342-4253
Louisiana Business and Technology Center (LBTC)	Roy Keller	rkeller@lsu.edu	225-578-3985
Louisiana State University and A&M College (LSU)	Ram Devireddy	devireddy@me.lsu.edu	225-578-5891
Louisiana State University Agricultural Center (LSU-Ag)	Wade Baumgartner	wbaumgartner@agcenter.lsu.edu	225-578-7742
Louisiana State University Health Sciences (LSUHSC)	Lynn Harrison	lclary@lsuhsc.edu	318-675-4213
Louisiana State University of Shreveport (LSU-S)	Urska Cvek	urska.cvek@lsus.edu	318-795-4266
Louisiana Tech University (LaTech)	Niel Crews	ncrews@latech.edu	318-257-5109
Loyola University (Loyola)	Martin McHugh	mmchugh@loyno.edu	504-865-2451
McNeese State University (McNeese)	Ning Zhang	nzhang@mcneese.edu	337-475-5873
Nicholls State University (Nicholls)	Chadwick H. Young	chad.young@nicholls.edu	985-448-4879
Northwestern State University of Louisiana (NWSU)	Austin L. Temple Jr.	temple@nsula.edu	318-357-6699
River Parishes Community College (RPCC)	Esperanza Zenon	ezenon@rpcc.edu	225-743-8713
SciPort Louisiana's Science Center (SciPort)	Ann S. Fumarolo	afumarolo@sciport.org	318-242-3466
Southeastern Louisiana University (SELU)	vacant	vacant	vacant
Southern University and A & M College (SUBR)	Diola Bagayoko	bagayoko@aol.com	225-771-2730
Southern University of New Orleans (SUNO)	Illya Tietzel	itietzel@suno.edu	504-286-5111
Tulane University (Tulane)	Mark J. Fink	fink@tulane.edu	504-862-3568
University of Louisiana at Lafayette (ULL)	Afef Fekih	afef.fekih@louisiana.edu	337-482-5333
University of Louisiana at Monroe (ULM)	Leonard Clark	leclark@ulm.edu	318-342-1036
University of New Orleans (UNO)	Matthew Tarr	mtarr@uno.edu	504-280-1038
Xavier University of Louisiana (Xavier)	Ashwith K. Chilvery	achilver@xula.edu	504-520-5149

LaSPACE Requirements and Restrictions

In this section, requirements and restrictions applied to all LaSPACE programs are summarized. Additional requirements and restrictions pertaining to individual programs offered by LaSPACE are detailed later in these guidelines.

Public Nature of Applications to LaSPACE

Once an application is received in the LaSPACE office, it becomes public record. Although the staff will not disseminate applications to individuals other than to reviewers, applicants should be aware that, if a request for information is made by the public (e.g., the news media), a copy of the application, by law, must be provided.

Disclosure of Information

All LaSPACE programs must conform to applicable Federal, State and NASA regulations and stipulations. This includes annual reporting of award participant information to both the Louisiana Board of Regents and NASA. Part of this information will include both directory information such as name, address, telephone number, date of birth, and demographic information such as gender, ethnicity, and race for all award participants including faculty, staff, and students. Further, LaSPACE outreach includes public dissemination of its supported programs through *The Spaceporter Newsletter*, the LaSPACE website (<http://laspace.lsu.edu/>), as well as papers and/or presentations at Space Grant or related Education & Public Outreach conferences. The contents of award reports, including participant names, titles, institution, project summaries, results or conclusions and images, might be included in such public outreach articles. It is not intended that these public articles will disclose directory or demographic information except as aggregated statistical data.

Diversity

It is a national priority to increase diversity in Science, Technology, Engineering, and Mathematics (STEM), from university students, faculty, and staff to industry employees. Traditionally, minority groups, persons with disabilities, and women have been under-represented in the STEM disciplines as students and faculty as well as in the workplace after graduation. LaSPACE is committed to addressing this priority and utilizing its programs, to the degree possible, to increase the diversity among its awardees. All proposers are encouraged to help recruit diverse participants to their proposed projects.

Animal Use

Any project proposing the use of an animal model for validation must include a local IACUC approval letter, fully signed, which specifies a validity period longer than the proposed project period. Failure to obtain the Institutional Animal Care and Use Committee's approval in advance, is grounds for returning the proposal unreviewed. Attach the IACUC material as an additional appendix.

Human Subjects

Projects that involve human subjects are not acceptable for this program.

Eligibility

PI must be associated with a LaSPACE affiliated institution. PI must be a research or tenure-track faculty member or designated institutional representative recognized by LaSPACE. All NASA funded participants must be U.S. citizens. Additional, or altered, restrictions may apply to specific programs.

Concurrent, Overlapping, and Consecutive Awards

PIs may hold more than one LaSPACE Award concurrently with some restrictions. First, no student may be funded simultaneously via multiple awards in the scholarship/fellowship programs (GSRA, Fellows, LURA, MRS, & HIS programs). Consecutive, non-overlapping awards in these program areas may be issued to exceptional students in the midst of extended research. Proposals for additional year(s) of funding may be submitted if 1) the previous period of performance has recently past or is 60 days or less from completion, 2) must explicitly reference the completion of proposed tasks from the current/previous award within the new proposal, 3) must include a final report, or preliminary final report if still in progress, in an appendix, and 4) must clearly state the objectives and goals for the new proposal differentiating said goals from the prior work.

Budgeting

Capital Equipment purchases and Foreign Travel are, in general, not allowable costs. Funds cannot be requested from LaSPACE for tuition. Funds for these items may be applied as a cost-match.

Disbursement of Funds

LaSPACE Award fund distribution will be managed by the applicant's college or university, either via a cost-reimbursable subcontract if the applicant is at an affiliate other than LSU, or by transfer of funds from LaSPACE to the applicant's department for projects at LSU. The institution/department will assume responsibility for administering, distributing, and documenting costs charged to this program.

Period of Performance

Unless otherwise stated, LaSPACE programs have a default period of performance of no greater than 12 months. Shorter periods of performance may be proposed, or even required by the LaSPACE office, to meet any requirements or restrictions related to the parent grant. *A proposed period of performance is provided for each program cycle on the summary page; proposers may request a different period within 60 days from our proposed start date, unless otherwise indicated.* No cost extensions (NCEs) for ongoing projects may be submitted to the LaSPACE program office no later than 60 days before the initial project end-date. All NCE requests must include a status report which addresses all accomplishments made to-date on the project (including all publications, proposals, presentations, patents, etc), where the project is in relation to the originally proposed end date, reasons why the project has been delayed, and a proposed plan for completing the project. This status report must also identify all participants on the project and include demographics for each (students, post-docs, faculty, and staff).

LaSPACE HBCU Institutional Scholars (HIS) Program

Application Guidelines

About the HIS Program

The intent of the HIS program is to support LaSPACE affiliates that are listed as Historically Black Colleges and Universities (HBCU) institutions in developing and maintaining a coordinated program to attract, engage, and retain students in STEM fields providing training not normally obtained in the classroom, mentoring to guide the student through their academic program, providing experiences relevant to aerospace / space sciences, and exposing the students to alternate NASA related careers.

Background and Objectives

The State of Louisiana's prime goal is to develop a well-trained, technical workforce capable of moving the state forward in R & D, attracting high tech industries, and promoting economic development. This is precisely what NASA desires and what LaSPACE is working to achieve. The core focus of the overall LaSPACE program continues to be student involvement in genuine scientific research and engineering projects.

The purposes of the HIS program are: to attract, engage, and retain undergraduate students at LaSPACE HBCU affiliates into aerospace and aeronautical related fields of study; to strengthen the educational base in Louisiana by increasing the number of students training for careers in space-related science, engineering, and mathematics; to enhance the research capability and infrastructure in Louisiana through the support of outstanding undergraduates in mentored research; and, to develop an appreciation for space and aerospace related careers for Louisiana students.

Program Description

The LaSPACE HBCU Institutional Scholars (HIS) program is directed at undergraduate STEM students interested in space/aerospace science and technology, and who are enrolled full-time at a LaSPACE HBCU affiliate. According to the 2013 National Science Foundation (NSF) report “Women, Minorities, and Persons with Disabilities in Science and Engineering,” women, persons with disabilities, and three racial/ethnic groups—blacks, Hispanics, and American Indians—are considered underrepresented in science and engineering because they constitute smaller percentages of science and engineering degree recipients and of employed scientists and engineers than they do of the general population. It is hoped that the HIS program will contribute to improving the representation of these groups in science and engineering fields by providing experiences and skills that will attract, engage, and retain students to aerospace related STEM fields.

A HIS project is intended to support 8 to 12 students at a Louisiana HBCU institution in a program that involves each student in a significant mentoring / experiential / research / training program. Such a program could involve a team of faculty under the leadership of the project PI where each faculty

member mentors one or two such students, engaging them in a space science / aerospace research project, and providing guidance tailored to each student. Another example plan might involve a few faculty leading a student ballooning program such as the Louisiana Aerospace Catalyst Experiences for Students (LaACES) or some other experiential hands-on project (A reference describing the LaACES program is available upon request). In addition, the program might include an overall “seminar” session or class, organized by the PI, where students could attend lectures about NASA research / programs / careers provided by invited speakers, be provided with training not normally obtained in the classroom such as technical presentation skills, and participate in field trips to regional NASA facilities such as Stennis Space Center and the Michoud Assembly Facility (Note that upon request LaSPACE would provide assistance in arranging speakers and field trips). Alternate plans involving similar kinds of elements are also possible. Note that the plan must include provisions for each student to attend and, hopefully, present results at at least one professional meeting; including, if possible, the LaSPACE Council Meeting held in the early fall each year.

A HIS award is for a maximum of \$40,000 per year with no match requirement. The majority of the funds are to be distributed directly to the students with some funds provided for travel plus supplies and materials. See the “Award Funds” section below for more detail.

Eligibility

Only LaSPACE affiliated Historically Black Colleges and Universities (HBCU) institutions are eligible to submit a HIS proposal. Eligible institutions currently include Dillard University, Grambling State University, Southern University – Baton Rouge, Southern University – New Orleans, and Xavier University of Louisiana. Only one proposal may be submitted by an eligible institution for a given HIS competition. The proposal PI must be the LaSPACE institutional representative or a person endorsed in writing by the institutional representative. Eligibility requirements for both students and faculty involved in a HIS program are as follows:

HBCU Institutional Scholar Student Requirements:

1. Must be a U.S. Citizen.
2. Must be enrolled full-time at a LaSPACE HBCU College/University prior to being accepted into the program.
3. The current or prospective field of study must be in a STEM discipline, with a space- or aerospace-related program. NASA Workforce Development goals imply that students must express interest in an aerospace related career.
4. Must complete and submit a “Student Information Form” (see attachment) prior to being accepted into the program.
5. Must agree to participate in all program activities.
6. Must contribute to the project final report such as documenting research / experiential activity results in a conference presentation, posters, and/or paper.

HBCU Institutional Scholar Faculty / Mentor Requirements

1. Must be affiliated with a LaSPACE HBCU campus.
2. The faculty/mentor must be engaged in space related research or education, which relates to one of the NASA Mission Directorates as discussed earlier.

3. Must be a U.S. citizen if NASA funding compensation is required.
4. Must be willing to serve as a student mentor and contribute to the project final report.

HBCU Institutional Scholar PI Requirements

1. Must be affiliated with a LaSPACE HBCU campus.
2. Must be the LaSPACE affiliate institutional representative or endorsed by the LaSPACE affiliate institutional representative with a letter of support included in the proposal.
3. Must serve as the overall project coordinator and be contractually responsible for the award.
4. Must be a U.S. citizen if NASA funding compensation is required.
5. Must be responsible for implementing the proposed plan, coordinating the effort of collaborating faculty, organizing group activities and events, and developing project reports as required.

HIS Award Funds, Duration, Number, and Restrictions

Award Funds

A HIS award is for a maximum of \$40,000 per year with no match requirement. The majority of the funds are to be distributed directly to the students and all students involved in the project must receive “significant” support defined as a financial award of \geq \$5,000 per student, mentoring of \geq 160 contact hours, or a pro-rated combination of both. It is recommended that some funds be budgeted for students to attend at least one professional meeting as well as a field trip to a regional NASA facility. Materials and supplies should be limited to no more than 10% of the total budget and fully described in the budget narrative.

Note that while some funds could be used to provide limited support for faculty involved with the project, the intent of a HIS project is to support students and faculty support should be considered to be part of the institutional commitment.

Award funds will be provided to the LaSPACE HBCU institution in which a winning PI is affiliated, via cost-reimbursable subcontract. The campus will assume responsibility for administering and distributing these monies according to standard procedures and consistent with all federal and state rules and guidelines. It is understood by all LaSPACE member campuses that these funds are to be used for support of the student award recipient and for supplies and/or travel.

Duration

A HIS award is usually for a 12-month period. Awards for fewer than 12 months are also possible, if justified.

Number of Awards

LaSPACE intends to award 2 to 3 HIS projects each year.

Student Support

The majority of the funds are to be distributed directly to the students as “significant support.”

Significant Support

Significant” support is defined as a financial award of \geq \$5,000 per student, mentoring of \geq 160 contact hours, or a pro-rated combination of both. Examples of “significant” support are as follows: Student A - financial award of \$2,500 with 80 documented contact hours; Student B - financial award of \$3,750

with 40 documented contact hours; Student C - financial award of \$1,250 with 120 documented contact hours.

Supplies

The supplies budget category is limited to a maximum of 10% of the total award and must be detailed in the budget narrative.

Travel

The travel budget category should be dominated by student travel costs. Travel costs for field trips to NASA facilities can include the travel expenses of one faculty member serving as trip leader. No foreign travel is allowed.

Equipment

The use of LaSPACE HIS Grant funds for the purchase of equipment is prohibited.

Indirect Costs

F & A (Indirect) charges are waived for HIS awards as per the NASA grant. Indirect/overhead (F & A) charges should not be applied on student support funds.

Animal Use

Any project proposing the use of an ‘animal model’ for validation must include a local IACUC approval letter, fully signed, which specifies a validity period longer than the proposed project period. Failure to obtain the Institutional Animal Care and Use Committee’s approval in advance, is grounds for returning the proposal unreviewed. Attach the IACUC material as an additional appendix.

Human Subjects

Projects that involve human subjects are not acceptable for this program.

HIS Proposal Requirements & Format

HIS proposals should be submitted as fully searchable pdf documents via email to laspace@lsu.edu. A proposal to the HIS Program must include the following completed sections in the order presented. All referenced forms, including the student application, are provided in the attachments.

- LaSPACE HIS Proposal Program Cover Sheet
- Proposed Project Summary Form
- Prior LaSPACE Awards Form
- HIS Proposal Narrative (not to exceed 8 pages)
 - Overview / Summary of the proposed project
 - Project goals / objectives and how these relate to NASA programs
 - Implementation plan (project structure, organization, activities, recruiting, research involvement, hands-on experiential experiences, mentoring, field trips)
 - Benefits to the students (technical & scientific skills)
 - Professional development opportunities (lab meetings, authoring papers, poster presentations, seminar lectures, education on NASA career opportunities etc.)

- Project management, key personnel, milestones, timeline
- Curriculum Vita of Principal Investigator (2 pages maximum)
- Curriculum Vita of Co-Investigators (1 page maximum)
- Letter of Recommendation from LaSPACE institutional representative endorsing Principal Investigator (required if institutional representative is not the PI).
- Budget (LaSPACE Budget Form)
- Budget Narrative including details on personnel / student funding, supplies and materials including type of materials, typical unit cost and quantity, plus travel including number of people, lodging, meals, rental vehicle, etc.

HIS Evaluation Criteria

Each proposal submitted to the HBCU Institutional Scholars program will be evaluated by reviewers from Space/Aerospace fields, but not generally by an expert in any particular subject area. Sufficient information must be provided by the proposer to allow the reviewer to make an informed judgment. Failure to supply the appropriate information will lead to lower scores and non-funding of the project. Proposals will be evaluated using the following criteria which are reflective of LaSPACE Goals and Objectives and the NASA Mission.

Each proposal that meets the eligibility requirements will be evaluated and ranked on a scale of Poor, Fair, Average, Good, Unusual, or Outstanding on each of the following criteria:

1. (10%) The degree to which proposed project is relevant to and/or incorporates NASA Mission Directorate / Aerospace themes, goals, and objectives.
2. (15%) Merit of the proposed project relative to the principle objectives of the HIS program.
3. (20%) Clarity of the project implementation, organization, structure, and relevance to the stated goals and objectives.
4. (15%) Relevance of the project to student recruitment, engagement, and retention in aerospace related STEM fields.
5. (10%) Clarity and adequacy of the project management, milestones, and timeline.
6. (10%) Clarity and relevance of the proposed project to student benefit and professional benefit.
7. (10%) Competency of the proposer(s) to carry out the research plan and achieve the stated goals.
8. (10%) Clarity and appropriateness of the budget to carry out the project, including narrative details, and institutional commitment.

Proposals will be awarded based on rankings and available funds.

Attachments

Required Proposal Forms

Required Forms for Proposal

All proposals submitted to LaSPACE must use the forms included following this page. Proposals not using these forms may be rejected without review.

- Cover Sheet
- Proposed Project Summary Form
- Prior LaSPACE Awards Form
- Proposal Budget Form
- Student Demographic Form (to be completed for proposed projects where the participating student(s) have already been identified—required for LURA, GSRA, HIS, MRS, & Fellows; an updated version should be submitted with the final report AND upon request by LaSPACE staff).

LaSPACE HIS Program Proposal Cover Sheet

1. Title of Proposed Project: _____

 2. Principal Investigator: _____
(Name) (Highest Degree Earned) (Citizenship)

(Department)
 3. Institution of Higher Education: _____
 4. Address: _____
(Street Address/P.O. Box Number)

(City, State) (Zip Code)
 5. Telephone: _____ FAX: _____
E-mail: _____
 6. Date of Submission: _____
 7. Total Funds Requested: \$ _____ Institutional Match: \$ _____
- *****
- Certification of Compliance with Applicable Executive Orders and U.S. Code:** By signing and submitting this proposal, the signatories certify that the statements made in this proposal are true and complete to the best of their knowledge; they agree to comply with LaSPACE award terms and conditions if an award is made as a result of this proposal; and the institution and proposed project are in compliance with all applicable Federal and State laws and regulations including, but not limited to, Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities; Non-Discrimination; Certification against Lobbying imposed by section 1352, title 31, U.S. Code; Compliance with China Funding Restriction as detailed in Public Laws 112-10 Section 1340(a) and 112-55, Section 539; ACORN Compliance in accordance with 534 of the Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L.112-55); and does not have a federal tax liability or federal felony conviction (sections 544 and 543 of Public Law 112-55).
8. Signature of Principal Investigator: _____
 9. Name of Authorized Institutional Rep: _____
 10. Signature of Authorized Institutional Rep: _____
 11. Date Signed: _____

Proposed Project Summary

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)

ADDRESS (INCLUDE DEPARTMENT)

PRINCIPAL INVESTIGATOR NAME & EMAIL

PROJECT TITLE

PROPOSED PROJECT START DATE (within 60 days from our proposed start date)

ABSTRACT (DO NOT EXCEED 250 WORDS)

Prior LaSPACE Awards

(Limit this list to the last 5 years)

For each prior LaSPACE award, as a PI or a Co-I please provide the following:

1. Project Title:
2. Dates:
3. Was a final technical report submitted? _____YES _____NO*

If no, explain:

4. Did a proposal to a funding agency result? _____NO _____YES

If yes, Agency:

Title:

Date:

Status: _____Funded _____Declined _____Pending

(Add additional pages as necessary.)

LaSPACE Proposed Budget Form

Include this form in your proposal. Be sure to only ascribe funds to categories explicitly open to the program area to which you are applying. Following this form, include a detailed narrative explanation of all proposed costs.

Proposal Title: _____

Principal Investigator: _____

Institution: _____

	LaSPACE Funds Requested	Institutional Match Funds*
A. Direct Labor		
1. Researchers	\$	\$
2. Graduate Student(s)	\$	\$
3. Undergraduate Student(s)	\$	\$
4. Fringe Benefits	\$	\$
5. Subtotal A	\$	\$
B. Supportive Expenses		
1. Travel	\$	\$
2. Supplies & Materials	\$	\$
3. Communications	\$	\$
4. Equipment	\$	\$
5. Other Expenses (Identify)	\$	\$
6. Subcontracts	\$	\$
7. Subtotal B	\$	\$
8. F&A (Indirect)	\$	\$
C. Total Project Cost		
	\$	\$

**Must be certified on all financial billings/reports.*

Student Information Form

(The following is the information we must collect from all students participating in a LaSPACE SG or NASA EPSCoR program.)

Date Completed/Submitted to LaSPACE: _____

Name: _____ Date of Birth _____

Permanent Address: _____

Primary Telephone: _____ Primary e-mail: _____

Secondary Telephone: _____ Secondary e-mail: _____

University: _____ Faculty advisor/mentor: _____

Advisor Phone: _____ Advisor E-mail: _____

Project (circle one): GSRA LURA MRS Scholars Senior Design Intern LaACES HASP REA RAP
Other (please explain): _____

U.S. Citizen: ____ Yes ____ No Gender: ____ M ____ F Hispanic/Latino: ____ Yes ____ No

Race: _____
(African-American/Black; Asian; American Indian/Alaskan Native; Native Hawaiian; Pacific Islander; White)

U.S. Military Service? ____ Yes ____ No

Do you have a disability recognized under the American Disabilities Act? ____ Yes ____ No

If yes, please list disability (write n/a, if you do not want to disclose): _____

Will you or your siblings be the first in your family to graduate from college? ____ Yes ____ No

Undergraduate Student: ____ Yes ____ No

Year in School: _____ Major: _____ Anticipated Graduation (mo./yr.): _____
(freshman/sophomore/junior/senior)

What do you intend to do after you graduate?

Graduate Student: ____ Yes ____ No

Degree Sought: _____ Dept/Major: _____ Anticipated Graduation (mo./yr.): _____

What do you intend to do after you graduate?
