

LaSPACE

K-12 & Outreach 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)
364 Nicholson Hall, Department of Physics and Astronomy
Louisiana State University, Baton Rouge, LA 70803
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K-12 & Outreach Program Summary Page

About K-12 & Outreach

The primary focus of LaSPACE is to support STEM research and development in Higher Education across the state, but we also maintain a small, targeted program to fund complementary K-12 and Informal Education projects.

The LaSPACE K-12 & Outreach program was developed to support two kinds of activities in the state: 1) K-12 Programs, typically professional development (PD) for K-12 teachers, and 2) Informal Education Programs, typically Public Literacy and Community Engagement in Science (PLACES).

Program Requirement Highlights

- This is an open program, so proposals may be submitted for consideration at any time.
- Projects will be considered as funds are available, and we expect to make approximately 3-4 awards each year.
- Funding for individual projects is expected to range from approximately \$500-\$5000. Larger awards for special projects discussed in advanced with the LaSPACE Management Team may also be considered.
- A strict cost-match is not required, but some match will review more favorably.
- All invoices and a final technical written report must be submitted to the LaSPACE office within 30 days of the project end date. Photographs and copies of all papers, presentations, and posters generated should be shared with LaSPACE as they occur and collected/referenced in the final report.

Proposal Submissions

- **Submit all properly executed proposals via email as fully searchable pdf documents to laspace@lsu.edu.**
 - Proposals will be reviewed as received and decision letters will be released as soon as possible. In addition to being selected or declined for funding, LaSPACE management might also offer a contingent-award based on a required modification. One of these three types of decision letters will be released typically within 30 days, but no later than 90 days from proposal submittal.

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 2018 Strategic Plan

NASA’s 2018 strategic plan aligns the Agency’s future activities along three strategic themes of Discover, Explore, and Develop, as well as a fourth theme focused on the activities that will enable the Agency’s mission.

- DISCOVER references NASA’s enduring purpose of scientific discovery.
- EXPLORE references NASA’s push to expand the boundaries of human presence in space.
- DEVELOP references NASA’s broad mandate to promote the technologies of tomorrow.
- ENABLE references the capabilities, workforce, and facilities that allow NASA to achieve its Mission.

The complete plan can be downloaded [here](#).

NASA Vision

To discover and expand knowledge for the benefit of humanity.

NASA Mission

Lead an innovative and sustainable program of exploration with commercial and international partners to enable human expansion across the solar system and bring new knowledge and opportunities back to Earth. Support the growth of the Nation’s economy in space and aeronautics, increase understanding of the universe and our place in it, work with industry to improve America’s aerospace technologies, and advance American leadership.

NASA Office of STEM Engagement *(formerly Office of Education)*

NASA's journeys have propelled technological breakthroughs, pushed the frontiers of scientific research, and expanded our understanding of the universe. These accomplishments, and those to come, share a common genesis: education in science, technology, engineering, and math. NASA's [Office of STEM Engagement](#) (OSTEM) delivers tools for young Americans and educators to learn and succeed. OSTEM seeks to:

- Create unique opportunities for students and the public to contribute to NASA's work in exploration and discovery.
- Build a diverse future STEM workforce by engaging students in authentic learning experiences with NASA people, content, and facilities.
- Strengthen public understanding by enabling powerful connections to NASA's mission and work.

To achieve these goals, NASA's Office of STEM Engagement strives to increase K-12 involvement in NASA projects, enhance higher education, support underrepresented communities, strengthen online education, and boost NASA's contribution to informal education. The intended outcome is a generation prepared to code, calculate, design, and discover its way to a new era of American innovation.

The National Space Grant College and Fellowship Program, from which LaSPACE is derived, is a component of the NASA Office of STEM Engagement's larger portfolio, managed at NASA Headquarters in Washington D.C., in alignment with the NASA Mission Directorates, and engagement with all NASA centers and facilities.

NASA Office of STEM Engagement, and by extension LaSPACE, supports the four strategic goals detailed in the 2018 plan. Research and design work supported by Space Grant or NASA EPSCoR must align with one or more of these strategic goals and corresponding objectives.

NASA Mission Directorates (MD)

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

The [Science Mission Directorate \(SMD\)](#) expands the frontiers of Earth science, heliophysics, planetary science, and astrophysics. Using robotic observatories, explorer craft, ground-based instruments, and a peer-reviewed portfolio of sponsored research, SMD seeks knowledge about our solar system, the farthest reaches of space and time, and our changing Earth.

The [Aeronautics Research Mission Directorate \(ARMD\)](#) transforms aviation with research to dramatically reduce the environmental impact of flight, and improves aircraft and operations efficiency while maintaining safety in increasingly crowded skies. ARMD also generates innovative aviation concepts, tools, and technologies for development and maturation by the aviation community.

The [Space Technology Mission Directorate \(STMD\)](#) pursues transformational technologies that have high potential for offsetting future mission risk, reducing cost, and advancing existing capabilities. STMD uses merit-based competition to conduct research and technology development, demonstration, and infusion of these technologies into NASA's missions and American industry. This mission directorate is being refocused as a new Exploration Research & Technology (ER&T) organization to support exploration as a primary customer.

The [Human Exploration and Operations Mission Directorate \(HEOMD\)](#) leads human exploration in and beyond low Earth orbit by developing new transportation systems and performing scientific research to enable sustained and affordable human life outside of Earth. HEOMD also manages space communication and navigation services for the Agency and its international partners.

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 support the goals of the Office of STEM Engagement.

NASA MD Contacts for University Researchers

The Aeronautics Research Mission Directorate (ARMD), POC: Karen Rugg, Lead, Communications & Education, Phone: (202) 358-2197 karen.l.rugg@nasa.gov

Human Exploration and Operations Mission Directorate (HEOMD), POC: Bradley Carpenter, Space Life and Physical Sciences Research & Applications Division, Phone: (202) 358-0826, BCarpenter@nasa.gov

Science Mission Directorate (SMD), POC: Kristen Erickson, Director, Science Engagement & Partnerships, Phone: (202) 358-1017, kristen.erickson@nasa.gov

Space Technology Mission Directorate (STMD), POC: Joseph Grant, Education Lead, Phone: (202) 358-0070, joseph.grant@nasa.gov

NASA Center Liaisons

Ames Research Center, <i>Brenda Collins</i> Chief, Education and Public Outreach Phone: (650) 604-3540 brenda.j.collins@nasa.gov	Kennedy Space Center, <i>Jeffrey A. Kohler</i> Technology Transfer Office Phone: (321) 867-2462 jeffrey.a.kohler@nasa.gov
Armstrong Flight Research Center, <i>Dave Berger</i> University Affairs Officer Phone: (661) 276-5712 dave.e.berger@nasa.gov	Langley Research Center, <i>Kim Brush</i> LaRC OSTEM Integration Manager Phone: (757) 864-6454 kimberly.m.brush@nasa.gov
Goddard Space Flight Center, <i>James Harrington</i> STEM Engagement Specialist Phone: (301) 286-4063 james.l.harrington@nasa.gov	Glenn Research Center, <i>Mark David Kankam, Ph.D.</i> University Affairs Officer Dir. of NASA Space & Aeronautics Academy at Glenn, Phone: (216) 433-6143 Mark.D.Kankam@nasa.gov
Jet Propulsion Laboratory, <i>Linda Rodgers or Petra Kneissl</i> University Programs Administrators Linda - Phone: (818) 354-3274 Linda.L.Rodgers@jpl.nasa.gov Petra – Phone: (818) 201-8805 Petra.A.Kneissl-milanian@jpl.nasa.gov	Marshall Space Flight Center, <i>Frank Six</i> University Affairs Officer Office of Academic Affairs (HS30) Phone: (256) 961-0678 Norman.F.Six@nasa.gov
Johnson Space Center, <i>Kamlesh Lulla</i> Director, University Research Collaborations and Partnership Office Phone: (281) 483-3065 Kamlesh.P.Lulla@nasa.gov	Stennis Space Center, <i>Mitch Krell</i> University Affairs Officer Phone: (228) 688-1821 Mitch.Krell@nasa.gov

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 program email account: laspace@lsu.edu. 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; laspace@lsu.edu
T. Gregory Guzik, Director, tgguzik@lsu.edu
Colleen H. Fava, Assistant Director, colleenf@lsu.edu
Meaghin Woolie, Program Manager, mwooli2@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)	Sandra Guzman	guzmans@mybrcc.edu	225-216-8213
BREC / Highland Road Park Observatory (HRPO)	Christopher Kersey	observatory@brec.org	225-768-9948
Cain Center for STEM Literacy (Cain Center)	Frank Neubrandner	fneubr1@lsu.edu	225-578-4082
Delgado Community College (DCC)	Raymond Duplessis	rduple@dcc.edu	504-671-6419
Dillard University (Dillard)	Abdalla Darwish	adarwish@dillard.edu	504-816-4840
Grambling State University (GSU)	Matthew F. Ware	waremf@gram.edu	318-274-2391
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 Public Broadcasting (LPB)	Christina Melton	cmelton@lpb.org	225-757-4215
Louisiana State University and A&M College (LSU)	Stephen D. Beck	sdbeck@lsu.edu	225-578-5833
Louisiana State University at Alexandria	Gerard Dumancas	gdumancas@lsua.edu	318-427-4436
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)	Mary Caldorera-Moore	mcmoore@latech.edu	318-257-2207
Loyola University (Loyola)	Martin McHugh	mmchugh@loyno.edu	504-865-2451
McNeese State University (McNeese)	Ning Zhang	nzhang@mcneese.edu	337-475-5873
National Center for Biomedical Research & Training (LSU-NCBRT)	Jason Krause	jkrause@ncbrt.lsu.edu	225-578-0285
Nicholls State University (Nicholls)	Matt Marlow	matthew.marlow@nicholls.edu	985-448-4576
Northshore Technical Community College (NTTC)	Chuck Crabtree	charlescrabtree@northshorecollege.edu	985-545-1231
Northwestern State University of Louisiana (NSULA)	Anna Dugas	dugasa@nsula.edu	318-357-5519
Nunez Community College (NCC)	Andreas Pashos	apashos@nunez.edu	504-278-6287
River Parishes Community College (RPCC)	Esperanza Zenon	ezenon@rpcc.edu	225-743-8713
SciPort Louisiana's Science Center	vacant	vacant	vacant

Southeastern Louisiana University (SELU)	Gerard Blanchard	gerard.blanchard@selu.edu	985-549-2159
Southern University and A & M College (SUBR)	Michael Stubblefield	michael_stubblefield@subr.edu	225-771-5231
Southern University of New Orleans (SUNO)	Ilyya 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)	Ken Leppert	leppert@ulm.edu	318-342-1918
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 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.

Budgeting

Capital Equipment purchases and Foreign Travel are, in general, not allowable costs.

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. 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).

K-12 & Outreach Program Name

Application Guidelines

K-12 & Outreach Program

About the Program

The primary focus of LaSPACE is to support STEM research and development in Higher Education across the state, but we also maintain a small, targeted program to fund complementary K-12 and Informal Education projects.

The LaSPACE K-12 & Outreach program was developed to support two kinds of activities in the state: 1) K-12 Programs, typically professional development (PD) for K-12 teachers, and 2) Informal Education Programs, typically Public Literacy and Community Engagement in Science (PLACES).

While in many cases there may be overlap between these areas, each project proposal should clearly identify itself as being predominately in one of these two areas.

K-12 Program

K-12 (or precollege) programs and activities enhance and broaden knowledge of both students and teachers, and include teacher preparation and enhancement, curriculum development, and experiential opportunities for students and/or teachers. Such activities generally occur in a formal education setting. For Space Grant supported projects, the emphasis is usually on Professional Development for educators, either in-service or pre-service. This program can also support student participation in some NASA programming targeted at K-12 students. Additionally, proposals aimed at supplementing K-12 classroom curriculum and materials with NASA-relevant content may also be proposed. It is important to show how this work directly incorporates NASA content and/or supports the development of skills relevant to NASA research priorities and scientific literacy.

Informal Education Program

These programs bring NASA-related content to the general public. They may involve museums and/or other informal education venues or special events. The intent of Informal Education is to increase learning, to educate students, educators, and the general public on specific STEM content areas, and to indirectly work to expand the nation's future STEM workforce and directly contribute to stronger Public Literacy and Community Engagement in Science. In addition to intent, informal education projects must also include at least two of the following components:

- **Supplemental Materials** (Look & Learns/ Demonstrations /Handouts): NASA-relevant Standards-based STEM education materials are used to supplement and enrich the experience for participants;
- **Active Staffing**: Staff/facilitators, trained or qualified in STEM/education fields, actively work with participants to further enhance their understanding and increase the educational value of the experience;
- **Content**: Educational standards and/or learning objectives play a key role in developing NASA-relevant content and/or design and explore topics in-depth.

K-12 & Outreach Available Funding

The K-12 & Outreach program has a limited budget. Projects that meet our goals and objectives will be funded on a resources available basis from the NASA grant that supports LaSPACE's efforts. We anticipate making about 3-4 awards annually, ranging from \$500-\$5000 per award. Proposals in excess of \$5000 might be considered with special permission from the LaSPACE Director or Assistant Director in advance of the proposal submission.

There will be no formal solicitation announcements nor specific due dates for proposals. Rather, the projects will be treated as unsolicited proposals which can be submitted at any time, and will be reviewed as received while funds for any given year remain.

K-12 & Outreach Match Funds & Funds Disbursement

Space Grant is a federal-state partnership program which requires the generation of matching funds about equivalent to the funds NASA provides to LaSPACE. Our Board of Regents support provides some, but not all, of this match requirement. For some types of projects, match may not be possible, so there is not a strict matching formula applied to proposals to this program. However, practically speaking, those proposals offering some degree of match are more likely to be approved for funding (The "Institutional Contribution" column on the attached budget form is to be used to specify any matching funds committed to the project).

All funds are disbursed by a subcontract from LSU to the receiving institution, or by subaccount at LSU if the project is on campus. The subcontract contains a statement-of-work, a period of performance, a budget, and deliverables requirement. The receiving institution manages the project, expends the funds, and bills LaSPACE at LSU (quarterly or monthly) for the expenditures, including a certification of matching funds spent. Match funds from a secondary institution, agency, or company may be used, but that entity must commit to the match in writing within the proposal and must certify to all match funds spent, as well.

K-12 & Outreach Proposal Development & Format Requirements

LaSPACE is a NASA program, and one of the most important concerns will be the degree to which NASA related goals are achieved, or how Space/Aerospace science is utilized to achieve the stated educational goals, or the NASA or NASA-related materials that are made available to the audience. **Be sure to make clear how this project furthers NASA's strategic priorities and overall goals.**

All proposals submitted to LaSPACE must follow the format and order listed below. Proposals that do not follow this format, may be rejected without review. Any forms mentioned in the list below are included in the attachments sections at the end of this document.

- Cover Page Form
- Prior LaSPACE Awards Form
- Proposed Project Summary Form
 - The project summary (abstract) must be 250 words or less. It should concisely describe the proposed project, giving the objectives, key features, and proposed outcomes, and provide a timetable for project implementation. The subprogram must be indicated underneath the title. Summaries are to be written in general terms, understandable by a non-expert in the field.*
- Project Narrative

The project narrative is limited to five (5) single-spaced pages (12 point font), standard one-inch margins. Typical subsections of the narrative should include in the order listed, the following:

- **Introduction**: Indicate K-12, Informal Education, or External Relations subprogram and state the specific problem or need to be addressed by your proposed project.
- **Objectives of the Project**: Outreach goals and objectives, including human resources development objectives, target audience, and scope of work should be concisely delineated. Explicit connection to NASA research priorities and goals, use of NASA resources, and alignment with goals of one of the NASA MDs should be clearly stated.
- **Implementation Strategy or Method, and Timetable**: The methodology to be employed in the work should be succinctly described. Strategies germane to the successful implementation of the project should be discussed. A concise timetable, preferably in a tabular format, should be provided. Key steps or milestones toward the successful completion and possible continuation and expansion of the project should be shown in this table. Background information should be provided as needed.
- **Long Term Benefits**: Describe the expected long range benefits from the project to NASA priorities and goals in the state of Louisiana, as well as expected benefits to the project participants. Share any plans or considerations for submitting a follow-up proposal to LaSPACE, NASA, other federal agencies, the Board of Regents, or to non-public sources. If the project has no planned follow-on, so state.
- **Evaluation Mechanisms/Plans**: Describe the evaluation and/or tracking mechanisms that will be employed to ascertain the degree to which project goals and objectives have been met and to obtain feedback on the project.
- **Key Personnel**: Identify the key personnel and succinctly describe their qualifications and experiences as they relate to the successful execution, continuation, and expansion of the project.
- **Budget, Budget Explanations and Current/Pending Support**
Please provide the project budget on the Budget Form provided. Budget explanations, provided on a separate page, should be succinct but provide sufficient information for a reviewer to judge the need for and importance of the items requested. It should also be clear how costs were calculated (vendor price lists, estimates based on past use, salary or wage rates, etc).
- **Vita/Resume**
Attach a two page Vitae for the Principal Investigator.
- **Letter of Support (if applicable)**
If the proposal involves work with additional entities as partners, sponsors, or participants, please include a letter from each entity detailing their expectations and commitment for participation.

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 (for the last 5 years)
- Proposal Budget Form

LaSPACE K-12 & Outreach 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: _____

PI 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)

PRINCIPAL INVESTIGATOR NAME, TITLE, ADDRESS, PHONE, EMAIL

PROJECT TITLE

PROPOSED PROJECT START DATE

ABSTRACT (DO NOT EXCEED 250 WORDS)

Prior LaSPACE Awards

(For 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 & Equipment	\$	\$
4. Other Direct Costs (Identify)	\$	\$
5. Subcontracts	\$	\$
6. Subtotal B	\$	\$
7. F&A (Indirect)	\$	\$
C. Total Project Cost		
	\$	\$

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