**LaSPACE**

**HBCU Institutional Scholars (HIS) Program**

Notice of Funding Opportunity (NOFO) & Proposal Guidelines

Offered by the Louisiana Space Grant Consortium

**Louisiana Space Grant Consortium (LaSPACE) logo

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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**

**225.578.8697 |** [**http://laspace.lsu.edu/**](http://laspace.lsu.edu/) **|** [**laspace@lsu.edu**](mailto:laspace@lsu.edu)

**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 projects. 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. Proposals must clearly identify the Mission Directorate to which the project will align, as well as any NASA Center or Mission priority being addressed.

**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 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. Another option would be a team of students mentored centrally by a single or small-team of mentors on a single project.
* Only Historically Black Colleges and Universities (HBCU) affiliates of LaSPACE are eligible for a HIS award and typically 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 Representative for your campus or will be endorsed by the LaSPACE Affiliate Representative by including a letter of support from them in the proposal.
* Proposals must be signed off on by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution.
* HBCU campuses with more than one HIS proposal during a competition cycle may request advance approval from LaSPACE to submit additional proposals for funding.
* 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 and be engaged in a space/aerospace-related academic degree program. We expect PIs to attempt to recruit a diverse population including members of one or more underrepresented groups in STEM (Hispanics/Latinx, African Americans, American Indians, Alaska Natives, Native Hawaiians, Pacific Islanders, people with disabilities, and women).
* Standard Awards are for a maximum of $25,000 with no match requirement. HBCU campuses with long-standing programs and a history of successfully executed programs **may request up to $50,000 with advance approval from LaSPACE**. 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 ≥ $3,000 per student OR mentoring of ≥ 160 contact hours. It is recommended that some funds be budgeted for the students to attend at least one professional meeting; including, if possible, the LaSPACE Council Meeting held in the early fall each year and visits to regional NASA facilities. No more than 10% of the total award (e.g. $2500 for a $25K total award) can be used for travel, materials, and supplies, while at least 90% funds must be distributed directly to student participants as stipends or hourly wages. You must report the exact dollar amount issued to each individual student, as well as the exact number of contact hours for each individual student.
* The final invoice and a final project report typically written by the graduate student and signed off on by the Faculty PI 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. Final Report guidelines can be downloaded from the LaSPACE website’s [document center](https://laspace.lsu.edu/laspace-document-center/). A link to our new online reporting tool is also available.

**Proposal Submissions**

* **Submit all properly executed proposals via email as fully searchable pdf documents to** [**laspace@lsu.edu**](mailto:laspace@lsu.edu) **by 11:59 pm on Monday, April 22, 2024.**
* Important Dates:
  + Proposal Release Date: Tuesday, January 23, 2024
  + **Proposal Due Date:** **Monday, April 22, 2024**
  + Anticipated Award Announcements: May 2024
  + Award Period of Performance: 08/15/2024 - 05/31/2025

**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 and Fellowship Program network, 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 2022 Strategic Plan

NASA’s 2022 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](https://www.nasa.gov/wp-content/uploads/2018/01/2022_nasa_strategic_plan_0.pdf).

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](https://www.nasa.gov/offices/education/about/index.html) (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)**](https://science.nasa.gov/) 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)**](https://www.nasa.gov/aeroresearch) 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)**](https://www.nasa.gov/directorates/spacetech/home/index.html) 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)***](https://www.nasa.gov/directorates/heo/index.html)](https://www.nasa.gov/directorates/heo/index.html) *has been divided back into two MDs.* The **Exploration Systems Development Mission Directorate (ESDMD)** will define and manage systems development for programs critical to Artemis and plan the Moon to Mars exploration approach in an integrated manner. The **Space Operations Mission Directorate (SOMD)** will focus on launch and space operations, including the International Space Station, the commercialization of low-Earth orbit, and eventually, sustaining operations on and around the Moon.

All NASA Space Grant 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

**Science Mission Directorate (SMD)**

POC: Kristen Erickson, Director, Science Engagement Partnerships Phone: (202) 358-1017, [kristen.erickson@nasa.gov](mailto:kristen.erickson@nasa.gov)

**The Aeronautics Research Mission Directorate (ARMD)**

POC: Dave Berger, OSTEM Embed for Aeronautics, Phone: (661) 276-5712, [dave.e.berger@nasa.gov](mailto:dave.e.berger@nasa.gov)

**Space Technology Mission Directorate (STMD)**

POC: Damian Taylor, SBIR and STTR Mission, Directorate Liaison Phone: (202) 358-1432, [damian.taylor@nasa.gov](mailto:damian.taylor@nasa.gov)

**Exploration Systems Development Mission Directorate (ESDMD)**

POC: Greg Chavers, DAA for HEO System Engineering & Integration, Phone: (256) 544-0494, [greg.chavers@nasa.gov](mailto:greg.chavers@nasa.gov)

**Space Operations Mission Directorate (SOMD)**

POC: Marc Timm Phone: (202) 358-0373, [marc.g.timm@nasa.gov](mailto:marc.g.timm@nasa.gov)

NASA Center Liaisons

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| --- | --- |
| Armstrong Flight Research Center  Veronica Wilson  [veronica.l.wilson@nasa.gov](mailto:veronica.l.wilson@nasa.gov) | Johnson Space Center  Jakarda Varnado  [jakarda.w.varnado@nasa.gov](mailto:jakarda.w.varnado@nasa.gov) |
| Ames Research Center  Veronica Wilson  [veronica.l.wilson@nasa.gov](mailto:veronica.l.wilson@nasa.gov) | Kennedy Space Center  Patricia Gillis  [patricia.j.gillis@nasa.gov](mailto:patricia.j.gillis@nasa.gov) |
| Goddard Space Flight Center  James Harrington  [james.l.harrington@nasa.gov](mailto:james.l.harrington@nasa.gov) | Langley Research Center  Bonnie Murray  [bonnie.murray@nasa.gov](mailto:bonnie.murray@nasa.gov) |
| Glenn Research Center  Gerald Voltz  [gerald.w.voltz@nasa.gov](mailto:gerald.w.voltz@nasa.gov) | Marshall Space Flight Center  Vemitra Alexander  [vemitra.m.white@nasa.gov](mailto:vemitra.m.white@nasa.gov) |
| Jet Propulsion Lab  Petra Kneissl  [petra.a.kneissl-milanian@jpl.nasa.gov](mailto:petra.a.kneissl-milanian@jpl.nasa.gov) | Stennis Space Center  Louis Thompson  [louis.m.thompson@nasa.gov](mailto:louis.m.thompson@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 develops 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 STEM Engagement 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 2019 Strategic Plan describes a comprehensive program of Research, Education, and Service via 5 strategic goals, each in line with one or more NASA OSTEM objectives , to (1) Foster aerospace research and education (OSTEM 1.1, 1.2, 2.1, 2.2, 2.4, 3.2), (2) Foster and support hands-on experiential programs for higher education students (2.1, 2.2, 2.3, 2.4), (3) Contribute to pre-college STEM education excellence (1.2, 3.1), (4) Engage and educate the general public (3.1), and (5) Maintain an effective consortium of institutions involved in LaSPACE.

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 Team & Affiliate Representatives

General administration and management is the responsibility of the LaSPACE Team headquartered at LSU. Questions about applications to any LaSPACE programs should be directed to the program management team via the general [laspace@lsu.edu](mailto:laspace@lsu.edu) email address. Unless otherwise directed, all proposals, invoices, reports, and queries should also be submitted via email to the program email address ([laspace@lsu.edu](mailto:laspace@lsu.edu)). Please refer to [the [LaSPACE FAQs](https://laspace.lsu.edu/laspace-faqs/)](https://laspace.lsu.edu/laspace-faqs/) before contacting LaSPACE management and/or affiliate reps.

LaSPACE Program Office, [laspace@lsu.edu](mailto:laspace@lsu.edu), 225-578-8697

LSU Department of Physics & Astronomy |364 Nicholson Hall, Baton Rouge, LA 70803

T. Gregory Guzik, Director, [tgguzik@lsu.edu](mailto:tgguzik@lsu.edu) | Colleen H. Fava, Assistant Director, [colleenf@lsu.edu](mailto:colleenf@lsu.edu) |

Doug Granger, Student Flight Program Manager, [dgrang2@lsu.edu](mailto:dgrang2@lsu.edu) |

Aaron Ryan, Student Flight Program Instructor & Outreach Coordinator, [aryan21@lsu.edu](mailto:aryan21@lsu.edu)

Additionally, all member institutions have appointed an affiliate representative who sits on the LaSPACE Advisory Council and is available to discuss opportunities and processes related to LaSPACE programs. Contact information for all affiliates is provided below. For institutions with a vacancy, contact the LaSPACE program office at LSU.

LaSPACE Affiliate Representatives

|  |  |  |  |
| --- | --- | --- | --- |
| Baton Rouge Community College (BRCC) | vacant | [vacant](mailto:%20jelvert@lasm.org) | vacant |
| BREC / Highland Road Park Observatory (HRPO) | Christopher Kersey | [o@brec.org](mailto:o@brec.org) | 225-768-9948 |
| Cain Center for STEM Literacy (Cain Center) | Frank Neubrander | [fneubr1@lsu.edu](mailto:fneubr1@lsu.edu) | 225-578-4082 |
| Delgado Community College (DCC) | Raymond Duplessis | [rduple@dcc.edu](mailto:rduple@dcc.edu) | 504-671-6419 |
| Dillard University (Dillard) | Abdalla Darwish | [adarwish@dillard.edu](mailto:adarwish@dillard.edu) | 504-816-4840 |
| East Baton Rouge Parish Library (EBRPL) | Mary Stein | [mstein@ebrpl.com](mailto:mstein@ebrpl.com) | 225-231-3710 |
| Grambling State University (GSU) | vacant | [vacant](mailto:%20jelvert@lasm.org) | vacant |
| LaSTEM at LA BOR (LaSTEM) | Clint Coleman | [Clint.coleman@laregents.edu](mailto:Clint.coleman@laregents.edu) | 504-352-4891 |
| Louisiana Arts and Science Museum (LASM) | vacant | [vacant](mailto:%20jelvert@lasm.org) | vacant |
| La Board of Elementary & Secondary Education (BESE) | Ann Wilson | [ann.wilson@la.gov](mailto:ann.wilson@la.gov%20) | 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](mailto:rkeller@lsu.edu) | 225-578-3985 |
| Louisiana Civil Air Patrol (La CAP) | Jud Ergle | fergle@cap.gov | 504-756-9255 |
| Louisiana Community and Technical College System (LCTCS) | Susana Schowen | [SusanaSchowen@lctcs.edu](mailto:SusanaSchowen@lctcs.edu) | 225-588-9944 |
| Louisiana Economic Development (LED) FastStart | Paul Helton | [paul.helton@la.gov](mailto:paul.helton@la.gov) | 225-313-5543 |
| Louisiana Public Broadcasting (LPB) | vacant | [vacant](mailto:gdumancas@lsua.edu) | vacant |
| Louisiana State University and A&M College (LSU) | Stephen D. Beck | [sdbeck@lsu.edu](mailto:sdbeck@lsu.edu) | 225-578-5833 |
| Louisiana State University at Alexandria | vacant | [vacant](mailto:gdumancas@lsua.edu) | vacant |
| Louisiana State University Agricultural Center (LSU-Ag) | Wade Baumgartner | [wbaumgartner@agcenter.lsu.edu](mailto:wbaumgartner@agcenter.lsu.edu) | 225-578-7742 |
| Louisiana State University Health Sciences (LSUHSC) | Diana Cruz-Topete | diana.cruz@lsuhs.edu | 318-675-4213 |
| Louisiana State University of Shreveport (LSUS) | Urska Cvek | [urska.cvek@lsus.edu](mailto:urska.cvek@lsus.edu) | 318-675-5128 |
| Louisiana Tech University (LaTech) | Mary Caldorera-Moore | [mcmoore@latech.edu](mailto:mcmoore@latech.edu) | 318-257-2207 |
| Loyola University (Loyola) | Martin McHugh | [mmchugh@loyno.edu](mailto:mmchugh@loyno.edu) | 504-865-2451 |
| McNeese State University (McNeese) | Ning Zhang | [nzhang@mcneese.edu](mailto:nzhang@mcneese.edu) | 337-475-5873 |
| National Center for Biomedical Research & Training (LSU-NCBRT) | Jason Krause | [jkrause@ncbrt.lsu.edu](mailto: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](mailto:dugasa@nsula.edu) | 318-357-5519 |
| Nunez Community College (NCC) | vacant | [vacant](mailto:%20jelvert@lasm.org) | vacant |
| River Parishes Community College (RPCC) | Esperanza Zenon | [ezenon@rpcc.edu](mailto:ezenon@rpcc.edu) | 225-743-8713 |
| SciPort Louisiana’s Science Center | Heather Kleiner | hkleiner@sciport.org | 318-424-3466 |
| Southeastern Louisiana University (SELU) | Gerard Blanchard | [gerard.blanchard@selu.edu](mailto: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) | Illya Tietzel | [itietzel@suno.edu](mailto:itietzel@suno.edu) | 504-286-5111 |
| Tulane University (Tulane) | Mark J. Fink | [fink@tulane.edu](mailto:fink@tulane.edu) | 504-862-3568 |
| University of Louisiana at Lafayette (ULL) | Afef Fekih | [afef.fekih@louisiana.edu](mailto: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 | 504-280-6836 |
| Xavier University of Louisiana (Xavier) | Ashwith K. Chilvery | [achilver@xula.edu](mailto: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 newsletters, the LaSPACE website (<https://laspace.lsu.edu/>), press releases, 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 expected to help recruit diverse participants to their proposed projects.**

To ensure that PIs are making a reasonable effort to recruit diverse participants, a diversity recruitment plan must be included in all proposals submitted to LaSPACE. PIs should expand recruitment to include efforts with local chapters of underrepresented groups such as the National Society of Black Physicists, National Society of Black Engineers, National Organization for the Professional Advancement of Black Chemists and Chemical Engineers, Society of Women Engineers, etc. Even for programs where students have already been selected at the time of proposal (e.g. GSRA, LURA, HIS, etc), the general diversity recruitment plan for the PI’s lab must be detailed, as well as the specific efforts used to recruit the proposed student participant(s).

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 authorized by an affiliated institution to serve as Principal Investigator on behalf of said institution. Students directly funded under programs designated as NASA NIFs programs must be U.S. citizens. Current NASA NIFs programs offered by LaSPACE: GPS, GIRAF, GSRA, HIS, Internships, LURA, LaSSO. 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. 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 passed 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**.** The submitting PI is responsible for the writing of the budget. **Any requests to rebudget funds must be submitted in writing to** [**laspace@lsu.edu**](mailto:laspace@lsu.edu) **for consideration.** A completed LaSPACE Budget Revision Request Form (available for download from the [LaSPACE Document Center](https://laspace.lsu.edu/laspace-document-center/)) must be included and minimum requirements for direct student funding commitments must be met.

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 9.5 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 after our proposed start date, unless otherwise indicated and with* ***advance permission*** *from the LaSPACE Management team.* For the HIS program, a period of performance of 1 semester is not appropriate.

No-Cost Extensions

LaSPACE will no longer consider full-year No-Cost Extensions (NCEs). We may consider NCE requests for up to 6 months. We are getting more pressure from NASA to complete as much spending as possible within each program year. It is harder to justify NCEs for our subawarded projects. We need you to propose an NCE for ***only exactly how much additional time you need***. If we deem that there are avoidable reasons for you needing an NCE, it may be rejected. Do your best to spend according to your proposed timeline. Reach out earlier rather than later if you hit early snags.

**NCE’s 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 be submitted to [laspace@lsu.edu](mailto:laspace@lsu.edu) and 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 (students, post-docs, faculty, and staff). ***We anticipate that No Cost Extensions will not be available for awards issued for the 2024-2025 program year.***

Invoicing & Reporting Requirements

A screenshot of a cell phone

Description automatically generated

Figure 1: Screen Shot of the LaSPACE website's Document Center showing available content linked there; including Reporting Resources, Billing/Budgeting forms, Media Releases, the LaSPACE Logo, and Resources for Students.

Invoices must be submitted monthly by the 15th of the month, beginning no later than the second full calendar month of the award period using the billing form available in our document center. Example: For awards with a period of performance of 08/15/2024—05/31/2025 the first invoice must be submitted in October by 10/15/2024 with additional invoices submitted before the 15th of each subsequent month. The final invoice must be submitted within 30 days of the of the last day of the period of performance. For the example period of performance, the final invoice would be due by 06/30/2025.

A final report must be submitted by the PI/Project Lead no later than 30 days after 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. Final Report guidelines can be downloaded from the LaSPACE website’s [document center](https://laspace.lsu.edu/laspace-document-center/). Please review the reporting guidelines at the start of your project to identify in advance the kinds of information you must share at the end of your award. For example, you must track participation hours & total funding per student and collect reflective statements from your students. Develop a plan to collect this info early!

Failure to submit timely invoices and reports may result in new restrictions and requirements, including a potential suspension of eligibility to apply for LaSPACE funding.

LaSPACE Annual Meeting Participation

Funded participants are expected to make every effort to attend the LaSPACE Annual Meeting held during the fall semester on a Friday and Saturday at a different affiliate institution each year. For the 2024 meeting we will meet at Southeastern Louisiana University in Hammond, LA on October 4 & 5. Information will be sent out to our affiliate representatives and funded awardees and posted to our website [here](https://laspace.lsu.edu/laspace-meetings/). Recently/currently funded students are expected to present a poster at the student poster session on Saturday.

**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 designated as Historically Black Colleges and Universities (HBCU) in developing and maintaining a coordinated program to attract, engage, and retain students in NASA-relevant 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 varied 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 disciplines such as 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. 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 5 to 15 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). For HIS projects involving a LaACES project, you would propose to LaACES for material and travel support, while the HIS funding would primarily be used for student funding. 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 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 $25,000 per year with no match requirement or up to $50,000 per year for established projects with ***advance permission*** from LaSPACE. 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. Typically only one proposal may be submitted by an eligible institution for a given HIS competition; however, HBCU campuses with more than one HIS proposal during a competition cycle may request advance approval from LaSPACE to submit additional proposals for funding. The proposal PI must be the LaSPACE Affiliate Representative, or a person endorsed in writing by the Affiliate 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 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 an online Student Participation (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 or if visiting a NASA site.
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 or if visiting a NASA site.
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 Terms and Conditions**

**Award Funds**

A HIS award is for a maximum of $25,000 per year with no match requirement. HBCU Campuses with long-standing programs and a history of successfully executed programs may request up to $50,000 with advance approval from LaSPACE. 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 ≥ $3,000 per student OR ≥ 160 contact hours. 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 be 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. The subawarded institution must invoice LaSPACE monthly.

**Travel & Equipment & Supplies**

The supplies budget category is limited to a maximum of 10% of the total award and must be detailed in the budget narrative. 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. The use of LaSPACE HIS Grant funds for the purchase of equipment is prohibited.

**Duration**

A HIS award is usually for a 9.5-month period. One semester projects are not suitable for the HIS program.

**Number of Awards**

LaSPACE intends to award 2 to 5 HIS projects each year.

**Equal Opportunity / Diversity**

As with all LaSPACE programs, applicants from groups under-represented in Math, Science, and Engineering are especially encouraged. African Americans, Native Americans, Mexican Americans, Puerto Ricans, Alaskan Natives, Native Pacific Islanders, Hispanics, women, and persons with disabilities are strongly urged to apply. No applicant shall be denied consideration or appointment to a LaSPACE Undergraduate Research Assistantship on the grounds of race, creed, color, age, gender, or disability. LaSPACE also seeks to recruit proposers from a variety of institutions and disciplines. PIs must show a commitment to Diversity by including a diversity recruitment plan. PIs should expand recruitment to include efforts with local chapters of underrepresented groups such as the Nation Society of Black Physicists, National Society of Black Engineers, National Organization for the Professional Advancement of Black Chemists and Chemical Engineers, Society of Women Engineers, etc.

**Student Support**

The majority of the funds are to be distributed directly to the students as “significant support.” Significant support is defined by NASA as a financial award of ≥ **$3,000 per student OR ≥ 160 contact hours**. The pro-rated option is no longer acceptable to NASA. You must document the level of financial support and number of contact hours for every student supported on this award AND each student must meet either the financial or contact hour minimum for significant support.

**Indirect Costs**

F & A (Indirect) charges are waived for HIS awards as per the NASA grant. Indirect/overhead (F & A) and fringe charges are prohibited on these funds. There is no cost-share for this award and no way to charge unrecovered indirect.

**Incompletion of Project**

If projects are not completed and/or deliverables not met, LaSPACE reserves the right to restrict individual PIs and campuses from participation in programs.

**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](mailto: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
  + Proposals must be signed off on by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution.
* Proposed Project Summary Form
* Prior LaSPACE Awards Form

1. HIS Proposal Narrative (not to exceed 8 pages)
   1. Overview / Summary of the proposed project
   2. Project goals / objectives and how these relate to NASA programs (explicitly reference the NASA Mission Directorate / NASA Center / or NASA Program that this project aligns with)
   3. Implementation plan (project structure, organization, activities, recruiting, research involvement, hands-on experiential experiences, mentoring, field trips)
   4. Benefits to the students (technical & scientific skills); level of funding and contact hours committed to each participating student.
   5. Diversity Recruitment (explicitly describe the steps taken to encourage / recruit diverse students to your lab in general and this project in particular; include details regarding obstacles, challenges, successes, & failures in this recruitment process)
   6. Professional development opportunities (lab meetings, authoring papers, poster presentations, seminar lectures, education on NASA career opportunities etc.)
   7. Project management, key personnel, milestones, timeline
2. Curriculum Vita of Principal Investigator (2 pages maximum)
3. Curriculum Vita of Co-Investigators (1 page maximum)
4. Letter of Recommendation from LaSPACE institutional representative endorsing Principal Investigator (required if institutional representative is not the PI)
5. Budget
   1. LaSPACE Budget Form
   2. 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.
6. Student Participant List & Form Submission Confirmations page
7. NASA Media Release Form (completed online by PI and all identified student participants)

***NOTE to Proposers:***

* + - Do NOT include anything that is not explicitly listed above. If you believe additional content/sections are needed, contact our office at [laspace@lsu.edu](mailto:laspace@lsu.edu) to request permission.
    - Do NOT include the guidelines in your proposal submission.

**HIS Evaluation Criteria**

*Each proposal will be evaluated using the following evaluation form.*

**HIS Evaluation Form**

|  |  |
| --- | --- |
| **Institution** |  |
| **PI Name** |  |
| **Proposal Title** |  |
| **Funding Recommendation** |  |

|  |
| --- |
| **Proposal Formatting and Required Contents** |
| All sections are present and in the right order |

|  |
| --- |
| **Relevance to & Alignment with NASA** |
| Clearly aligned to a NASA Mission Directorate and priorities |

|  |
| --- |
| **Overall Quality of Proposal** |
| Clarity & quality of the proposed work and key personnel |

|  |
| --- |
| **Evidence of Likely Completion of the Project** |
| Management and task plan is detailed and specific; evidence of past success |

|  |
| --- |
| **Contribution to Diversity (not just student and faculty participation, but institutions & disciplines)** |
| LaSPACE Program Portfolio aims to support projects around the state and not only on the same few campuses focused on the same handful of disciplines. . The diversity recruitment plan followed to recruit the students for this project must be included. |

|  |
| --- |
| **Budget Appropriateness** |
| Appropriate to the work and to the goals of this program. Sufficient narrative details on costs. |

|  |
| --- |
| **Additional Comments** |
| Additional Comments |

**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.

* LaSPACE HIS Program Proposal Cover Sheet (*Note: Proposals must be signed off on by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution.*)
* Proposed Project Summary Form
* Prior LaSPACE Awards
* LaSPACE Proposed Budget Form
* Student Participant List & Form Submission Confirmations
* NASA Media Release Form (submitted online by PI and all identified student participants)

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: $ N/A

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**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 Organizational Rep:

10. Signature of Authorized Organizational Rep:

11. Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Project Summary

|  |
| --- |
| NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION) |
| ADDRESS (INCLUDE DEPARTMENT, BUILDING & ROOM #, CITY, STATE, ZIP) |
| PRINCIPAL INVESTIGATOR NAME, TITLE, & EMAIL |
| PROJECT TITLE |
| NASA MISSION DIRECTORATE ALIGNMENT (Check all that apply to your project. Narrative proof for selected alignment(s) must be included in your proposal narrative.)  SMD STMD ARMD ESDMD SOMD |
| Check to confirm all named participants have completed an online LaSPACE NASA Media Release |
| 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\*** |
| 1. Direct Labor | | | |
|  | 1. Researchers | $ | $ N/A |
|  | 1. Graduate Student(s) | $ N/A | $ N/A |
|  | 1. Undergraduate Student(s) | $ | $ N/A |
|  | 1. Fringe Benefits | $ N/A | $ N/A |
|  | 1. Subtotal A | $ | $ N/A |
|  | | | |
| 1. Supportive Expenses | | | |
|  | 1. Travel | $ | $ N/A |
|  | 1. Supplies & Materials | $ | $ N/A |
|  | 1. Communications & Equipment | $ N/A | $ N/A |
|  | 1. Other Direct Costs   (Identify) | $ N/A | $ N/A |
|  | 1. Subcontracts | $ N/A | $ N/A |
|  | 1. Subtotal B | $ | $ N/A |
|  | 1. F&A (Indirect) | $ N/A | $ N/A |
|  | | | |
| 1. Total Project Cost | | | |
|  |  | **$** | **$ N/A** |

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

Student Participant List & Form Submission Confirmations

The Student Participant List must be completed, and online participant forms filled out in advance of submitting a proposal. Copy and complete the participant list and confirmation checkboxes below into your proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Classification | Major | Project Role |
| *e.g. Jane Smith* | *Undergraduate, Junior* | *Electrical Engineering* | *Electrical Design Lead; Technical Writing Co-Lead* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Check this box to confirm that all students listed above have completed a LaSPACE student participant form. Include this page in your proposal.

Check this box to confirm that all students listed above have completed a NASA STEM Gateway profile. Include this page in your proposal.

LaSPACE Student Participant Form Instructions

[Link to LaSPACE Student Participant Form](https://lsu.formstack.com/forms/laspace_student_participant_form)

Please provide the following guidance to students completing the online participant form.

* The LaSPACE Student Participant Information Form must be completed in advance of submitting this application. If any section is left blank in the online form, you will be disqualified from consideration.
* Upon completion of the form, a message will appear on the screen to confirm the form was successfully submitted. Additionally, a confirmation email will be sent to the school email provided in the form. Once the email is received, it is safe to close your browser. Save the confirmation email and forward to your Principal Investigator / Project Lead. Do NOT include NOR share screenshots or copies of your demographic information. This is to protect your Personally Identifiable Information.
* The **Project PI / Lead** should be the PI who is submitting this proposal. Please provide the students with your office phone number and email address to input.
* The **LaSPACE Program** should be the program for which students are currently applying for/participating in. If working under multiple LaSPACE projects, students will submit a participant form for each separate project. For this proposal students will select GSRA.
* The **Project Start Date** is the first day of the project's Period of Performance (PoP). This is not your personal start date on the project. Confirm PoP start date in the program guidelines or ask your Project PI / Lead. Project Start date should be 8/15/2024 for students under this current proposal submission.
* The **Participating Semester(s)** is where students select their semesters of participation on the project.

NASA STEM Gateway Profile Instructions

All students funded under any National Space Grant Program must register in the NASA STEM Gateway system here: <https://stemgateway.nasa.gov/public/s/login/SelfRegister>. Guidance on setting up your profile will be posted to the LaSPACE website.

LaSPACE NASA Media Release Form Instructions

The LaSPACE NASA Media Release Form provides permission to LaSPACE and NASA to share your photographs in our reports, newsletters, and online channels. It must be completed in advance of submitting this application. If any section is left blank in the online form, you will be disqualified from consideration. After submitting the form, check the relevant confirmation checkbox on the Proposed Project Summary Form.

[LaSPACE NASA Media Release Form](https://lsu.formstack.com/forms/laspace_media_release_form)

* The online form should be completed and submitted by the PI and any other named, known participants (i.e. undergraduate student researcher for a LURA / graduate student for a GSRA, etc) at the time of proposal submission. Facilitators/participants recruited later and/or featured in photos associated with the funded activities should complete their own forms before, or at the time, of Final Report submission.
* For projects that involve recruiting student participants during the active award period (i.e. Senior Design, LaACES, etc), we suggest requiring completion of this form and the student participant form on the first day of official participation by the student.
* Upon completion of the form, a message will appear on the screen to confirm the form was successfully submitted. Additionally, a confirmation email will be sent to the school email provided in the form. Save this email and have students/external participants forward to the Principal Investigator / Project Lead.
* For large-scale public events, we suggest bringing a device for folks to complete on-site releases.
* For registration-based activities, we suggest including a link to our online form in your registration materials.