

LaSPACE

LaSPACE Undergraduate Research Assistantship (LURA) Program

Notice of Funding Opportunity (NOFO) & Proposal Guidelines

Offered by the Louisiana Space Grant Consortium



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

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

LURA Program Summary Page

About the LURA Program

The LaSPACE Undergraduate Research Assistantship (LURA) Program is directed at undergraduate science and engineering students who are interested in space/aerospace science and technology. The intent of the LURA program is to supplement and enhance the undergraduate academic curriculum by providing the science/engineering student with a hands-on, mentored research experience relevant to space sciences. A LURA project will be a joint effort between a faculty researcher, who serves as mentor and project Principal Investigator, and an undergraduate research assistant. Proposals must clearly identify the Mission Directorate priority being addressed by this project.

Program Summary

- A LURA project should support NASA's goal of strengthening the higher education pipeline in STEM fields required for the future NASA workforce. A LURA project should expose Louisiana STEM students to the full cycle of a research project from proposal writing, through research and data analysis, to budget and time management, and concluding with final reporting.
- Proposals must be co-written by the Faculty Mentor and undergraduate student with a clear plan for the student's research work.
- Proposals must be signed off on by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution.
- A student applicant cannot hold two LURA awards concurrently. Consecutive awards are allowable, **IF** the application explicitly addresses completion of tasks from the previous award, details **distinctly new objectives and tasks for the new award**, includes a draft of the previous award's final report, and has **NO** overlapping period of performance dates for the two awards.
- Awards are for \$4500 with no match requirement. Most of the funds ($\geq \$3.5k$) are to be distributed directly to the student. It is recommended that some travel funds be budgeted for the student to attend at least one professional meeting; including, if possible, the annual LaSPACE Council Meeting Student Poster Session held in the early fall each year. No more than \$1k can be used for travel, materials, and supplies.
- 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](#). 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 by 11:59 pm on Monday, April 22, 2024.**
- Important Dates:
 - Proposal Release Date: Monday, January 22, 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 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](#).

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

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 \(HEOMD\)](#) 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

The Aeronautics Research Mission Directorate (ARMD)

POC: Dave Berger, OSTEM Embed for Aeronautics, Phone: (661) 276-5712, 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

Exploration Systems Development Mission Directorate (ESDMD)

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

Space Operations Mission Directorate (SOMD)

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

NASA Center Liaisons

Armstrong Flight Research Center Veronica Wilson veronica.l.wilson@nasa.gov	Johnson Space Center Jakarda Varnado jakarda.w.varnado@nasa.gov
Ames Research Center Veronica Wilson veronica.l.wilson@nasa.gov	Kennedy Space Center Patricia Gillis patricia.j.gillis@nasa.gov
Goddard Space Flight Center James Harrington james.l.harrington@nasa.gov	Langley Research Center Bonnie Murray bonnie.murray@nasa.gov
Glenn Research Center Gerald Voltz gerald.w.voltz@nasa.gov	Marshall Space Flight Center Vemitra Alexander vemitra.m.white@nasa.gov
Jet Propulsion Lab Petra Kneissl petra.a.kneissl-milanian@jpl.nasa.gov	Stennis Space Center Louis Thompson 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 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). Please refer to [the LaSPACE FAQs](#) before contacting LaSPACE management and/or affiliate reps.

LaSPACE Program Office, 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 | Colleen H. Fava, Assistant Director, colleenf@lsu.edu |

Doug Granger, Student Flight Program Manager, dgrang2@lsu.edu |

Aaron Ryan, Student Flight Program Instructor & Outreach Coordinator, 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	vacant
BREC / Highland Road Park Observatory (HRPO)	Christopher Kersey	o@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
East Baton Rouge Parish Library (EBRPL)	Mary Stein	mstein@ebrpl.com	225-231-3710
Grambling State University (GSU)	vacant	vacant	vacant
LaSTEM at LA BOR (LaSTEM)	Clint Coleman	Clint.coleman@laregents.edu	504-352-4891
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 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	225-588-9944
Louisiana Economic Development (LED) FastStart	Paul Helton	paul.helton@la.gov	225-313-5543
Louisiana Public Broadcasting (LPB)	vacant	vacant	vacant
Louisiana State University and A&M College (LSU)	Stephen D. Beck	sdbeck@lsu.edu	225-578-5833
Louisiana State University at Alexandria	vacant	vacant	vacant
Louisiana State University Agricultural Center (LSU-Ag)	Wade Baumgartner	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	318-675-5128
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)	vacant	vacant	vacant

River Parishes Community College (RPCC)	Esperanza Zenon	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	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	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	504-280-6836
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 Newsletter*, the LaSPACE website (<https://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 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 for consideration.** A completed LaSPACE Budget Revision Request Form (available for download from the [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 LURA 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 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

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. 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](#). Recently/currently funded students are expected to present a poster at the student poster session on Saturday.

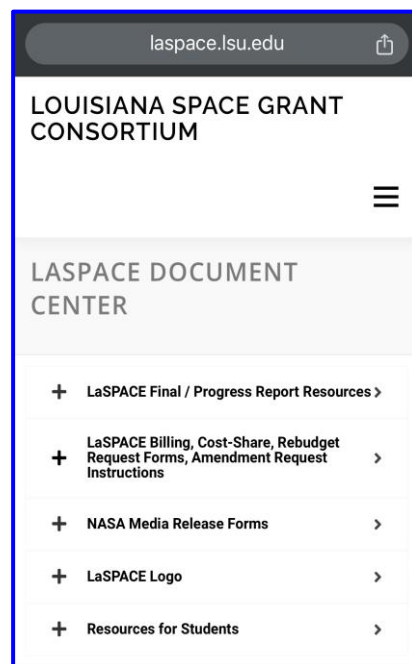


Figure 1: Screen Shot of the LaSPACE website's Document Center showing available content linked there; including Reporting Resources, Billing/Budgeting forms, Media Releases, the LaSPACE Logo, and Resources for Students.

LaSPACE Undergraduate Research Assistantship (LURA) Program

Application Guidelines

About the LURA Program

The LaSPACE Undergraduate Research Assistantship (LURA) Program is designed to support outstanding undergraduate students engaged in faculty-mentored, NASA-related, aerospace research on a LaSPACE affiliate campus and, thereby, retain such students while providing valuable hands-on training, as well as supporting the research infrastructure in Louisiana.

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 LaSPACE program continues to be student involvement in genuine scientific research and engineering projects.

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

Program Description

The LaSPACE Undergraduate Research Assistantship (LURA) Program is directed at undergraduate science and engineering students who are interested in space/aerospace science and technology. The intent of the LURA program is to supplement and enhance the undergraduate academic curriculum by providing the science/engineering student with hands-on, mentored research experience relevant to space sciences. A LURA project will be a joint effort between a faculty researcher, who serves as mentor and project Principal Investigator, and an undergraduate research assistant. This PI/student team will usually work on the PI's existing space related research but may develop a new Aerospace-related project.

The LURA award provides for student support for the research assistant, who will be designated as a LaSPACE Undergraduate Research Assistant. Funding for materials, supplies, and travel to present research results is also available. LURA funding is not intended to pay for the research project.

A LURA award is set at \$4.5k per student for a 9.5-month period and is used for a supplemental student stipend plus travel for a student research presentation, with a minimum amount available for research supplies. A joint application is submitted by both the student and the faculty mentor. Student applicants must coordinate their effort with a faculty mentor and be able to devote 10-20 hours per week to the project. Faculty mentors must 1) be affiliated with a LaSPACE campus, 2) be engaged in NASA Mission Directorate related aerospace research or education, and 3) serve as the student faculty mentor. Applications are judged by the relevance of the research project to the NASA mission, the student's future career plans, scholastic accomplishment, science experience, leadership, and intellectual ability as well as the faculty mentor plan for student academic development and opportunities for student presentations.

Eligibility

To be eligible to apply for a LaSPACE LURA award, an applicant must meet each of the following criteria:

Undergraduate Research Assistant Requirements:

1. They must be a U.S. Citizen.
2. At the time of application, an applicant must currently be enrolled at a LaSPACE College/University. Alternatively, the applicant can be in their senior year of high school, or a recent high school graduate, and must have applied for admission to a LaSPACE member college or university.
3. The current or prospective field of study of an applicant 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. An applicant must pursue their undergraduate degree on a full-time basis.
5. The applicant must coordinate with a faculty/mentor who will file a joint application with the student.
6. The student applicant must be able to devote 10-20 hours per week to the project.
7. The proposal must include a project plan written with the PI that details all the tasks and deliverables to be completed by the student, and a final report, also jointly written, must be produced with results that match the submitted project plan.

NOTE: Occasionally, a student originally included in the project proposal cannot participate. It is permissible for the PI to replace the student, but this replacement must be requested in writing to laspace@lsu.edu and approved by the LaSPACE office (including LaSPACE approval of the new student's application).

Faculty Mentor/Principal Investigator

1. The faculty member must be affiliated with a LaSPACE campus.
2. The faculty member must serve as mentor to the student researcher and be contractually responsible for the award.
3. The faculty/mentor must be engaged in space related research or education, which relates to one of the NASA Mission Directorates as discussed earlier.
4. The proposal must include a project plan written with the student that details all the tasks and deliverables to be completed by the student, and a final report, also jointly written, must be produced with results that match the submitted project plan.

NOTE: A change in PI is possible if justified in a written request to laspace@lsu.edu and approved by LaSPACE.

LURA Award Terms and Conditions

Award Funds

A LURA award is set at \$4.5k per student with no match requirement. The majority of the funds ($\geq \$3.5k$) are to be distributed directly to the student. It is recommended that some travel funds be budgeted for the student to attend at least one professional meeting; including, if possible, the annual LaSPACE Council Meeting Student Poster Session held in the fall each year. No more than \$1k can be used for travel, materials, and supplies. The entire \$4.5k may be allocated to the student, distributed as either periodic stipend disbursement or as hourly wages, depending on your institution's preferred approach and capability.

Travel & Equipment & Supplies

The travel budget category is restricted to travel for the students. No foreign travel is allowed. The use of LaSPACE LURA grant funds for the purchase of equipment is prohibited. Travel, materials, and supplies budget categories are capped at a combined total of \$1k.

Duration

A LURA award is for a 9.5 month period and is not subject to a negotiation. One semester projects are not suitable for the LURA program.

Number of Awards

LaSPACE intends to award 5 to 8 LURA teams 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 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.

Student Support

The majority of the award is expected to be student support (\$3500 minimum / no maximum).

Indirect Costs

F & A (Indirect) charges are waived for LURA awards as per the NASA grant agreement. 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.

Disbursement of Funds

LURA award fund distribution will be managed by the applicant's college or university, either via 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 according to standard procedures and consistent with all federal and state rules and guidelines. The applicant's Faculty Advisor will serve as PI for the subcontract or account. 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.

Re-Application to the Program

After an award term has expired, applicants may apply for another supplement in order to continue promising research and progress toward the degree. Reapplication is contingent on the availability of funds, satisfactory progress in the research work, submission and approval of the Final Technical Report for previous awards, and the continued fulfillment of the eligibility criteria. No re-application will be considered until the previous award's final/preliminary report and final financial report are submitted and approved OR an in-progress report is included as an appendix to the proposal. There can be no overlap of the periods of performance on consecutive awards.

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.

LURA Proposal Requirements & Format

LURA proposals should be submitted as fully searchable pdf documents via email to laspace@lsu.edu. A LURA proposal **must** include the following completed sections in the order presented:

- LaSPACE LURA Program Proposal 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
- A. LURA Student Application Form completed by the Student Researcher/Applicant (not to exceed 7 pages including application cover sheet)
- B. Proposal Narrative written by the Faculty Mentor/PI (not to exceed 6 pages)
 1. Overview of the Faculty Mentor's Research
 2. Explicit statements of alignment with a NASA Research Priority and the NASA MD it supports (you may also include NASA Centers and/or Missions and Program(s) under which this alignment falls). Broad and general statements about relevance to NASA will not fulfill this requirement. Explicit statements about active work at NASA is required.
 3. 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)
 4. Proposed Work Plan for the student, including a timeline with major milestones
 5. Benefits to the Student (technical & scientific skills)
 - If this proposal is a request for a consecutive award for a student already being funded by a LURA, include here how this proposed project builds on (but does not duplicate) the work from the previous award.
 6. Professional Development Opportunities (lab meetings, authoring papers, poster presentations, etc.)
 7. Benefit to the Research Project (how will the student researcher help advance your project)
- C. Letter of Recommendation from the Faculty Mentor/PI for proposed student
- D. Budget (LaSPACE Budget Form followed by narrative explanation of all costs. The PI should complete the budget section; not the student.)
- E. Student Participant List & Form Submission Confirmations page
- F. NASA Media Release Form (completed by PI and all identified student participants)
- G. For Consecutive Award Requests only: Include preliminary final report here for the current LURA

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 to request permission.
- Do NOT include the guidelines in your proposal submission.

LURA Evaluation

Each proposal will be evaluated using the following evaluation form.

LURA 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 student 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 LURA 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
- 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 LURA 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
STUDENT RESEARCHER NAME & 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.) <input type="checkbox"/> SMD <input type="checkbox"/> STMD <input type="checkbox"/> ARMD <input type="checkbox"/> ESDMD <input type="checkbox"/> SOMD
<input type="checkbox"/> 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 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	\$ N/A	\$ N/A
2. Graduate Student(s)	\$ N/A	\$ N/A
3. Undergraduate Student(s)	\$	\$ N/A
4. Fringe Benefits	\$ N/A	\$ N/A
5. Subtotal A	\$	\$ N/A
B. Supportive Expenses		
1. Travel	\$	\$ N/A
2. Supplies & Materials	\$	\$ N/A
3. Communications & Equipment	\$ N/A	\$ N/A
4. Other Direct Costs (Identify)	\$	\$ N/A
5. Subcontracts	\$ N/A	\$ N/A
6. Subtotal B	\$	\$ N/A
7. F&A (Indirect)	\$ N/A	\$ N/A
C. Total Project Cost		
	\$	\$

**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
<i>e.g. Jane Smith</i>	<i>Undergraduate, Junior</i>	<i>Electrical Engineering</i>	<i>Electrical Design Lead; Technical Writing Co-Lead</i>

- ☐ 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](#)

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](#)

- 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.

The updated LURA application form is included after this page. It must be completed and signed by the student and included in the complete proposal to LaSPACE.

LaSPACE Undergraduate Research Assistantship (LURA) Application

Name: _____

University: _____

Current Classification (check one): ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Major(s)/Minor(s): _____

Current G.P.A.: _____ SAT or ACT Scores: _____

Anticipated Graduation (Month/Year): _____

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

Faculty Mentor: _____ Department: _____

Advisor Phone: _____ Advisor E-mail: _____

Student Applicant Signature: _____ Date: _____

Insert Last Name at the top of All Pages

List in REVERSE chronological order colleges/universities and the last high school attended starting with current institution.

Institution	City	State	Dates Attended	Degree Earned Or expected	GPA/Base
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____
_____	_____	____	_____	_____	____/____

Use up to 6 pages to complete the following sections (*Insert Last Name at the top of All Pages*)

1. List scholarships, academic honors, student leadership roles, honorary societies, awards, and any other recognition relevant to your application (*Include any scholarship or office of any kind held at the time of the submission of this application*).
2. List any work experiences, research activities, or outside interests relevant to your field of study.
3. In a concise statement, summarize the objectives of your educational program and your long-range professional goals and how participation in this LURA program and this research project will help you achieve your goals (Provide sufficient information for evaluation by reviewers).
4. Discuss the NASA/Space/Aerospace relevance of the research project and its relationship to your academic/professional goals. Be explicit in the explaining how the work you will perform under this LURA supports NASA Research, and how your academic/career plans support the goals and priorities of NASA.
5. Provide a summary of the project work plan detailed by the PI in the proposal, delineate the specific work you will do, capabilities & skills you will acquire, and list all expected deliverables or outcomes (including planned presentations, if known).