Notice Of Funding Opportunity (NOFO)

Student Team Engagement & Mentorship Support (STEMS) Program

Offered by the Louisiana Space Grant Consortium

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

Louisiana Space Grant Consortium (LaSPACE)
364 Nicholson Hall, Department of Physics and Astronomy
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STEMS Program Summary

About the STEMS Program

The LaSPACE Student Team Engagement & Mentorship Support (STEMS) program provides significant financial support to a cohort of undergraduate students at a LaSPACE-affiliated institution of higher education collectively participating in a NASA-aligned research or design project which includes mentoring and professional development activities. The intent of this program is for the institution to develop and maintain a coordinated program to attract, engage, and retain students in NASA-relevant 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 a wide array of NASA and NASA-aligned careers. Proposed teams should include at least 3 and up to 10 undergraduate students led by an authorized institutional PI (Faculty or Staff Member). STEMS projects will range from $12,000 to $30,000 with most of the funding (≥75%) distributed directly to participating students. All the requested funding may be used for direct student funding, but other costs may never exceed 25% of the total request. We anticipate funding at least two STEMS projects annually via a subaward.

Program Summary

- A STEMS project is intended to support NASA's goal to create a robust STEM workforce to support NASA research priorities and missions.
- The project should expose students to activities which will recruit and retain them in NASA related STEM fields, engage their curiosity by involving them in NASA related research & design projects, help students develop skills not always taught in a classroom but which are applicable to a long-term STEM career, and provide mentoring to help guide students through curricular and professional requirements and goals.
- STEMS funding is primarily to provide financial support to student participants with a modest percentage available for costs associated with the team project, such as materials/supplies, program fees, and travel.
- Successful proposals will include a clear plan for 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 on individual research projects, while collectively engaged in professional development activities. Another option would be a team of students mentored centrally in a single project with professional development activities provided inherent to, and in addition to, the research/design project.
- This funding vehicle is especially well-suited for non-Research-intensive campuses with limited administrative support to manage individual projects.
- Projects could be wholly designed by the Faculty/Staff Mentor and student team participants OR the work might be in a response to an externally developed call, such as a NASA challenge.
- Proposals must be signed by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution.
- Direct financial support in a STEMS program can only be provided to U.S. Nationals. Students involved in the project must be enrolled in a LaSPACE affiliated campus and be engaged in an academic degree

program relevant to NASA. We expect PIs to create and follow a fair and open recruitment process so that all eligible students are aware of this opportunity.

- PIs may request between $12,000 and $30,000. Most of the funds (≥75%) 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 and project engagement hours of ≥ 160 contact hours.** It is recommended that some funds be budgeted for the students to attend at least one professional meeting, including the LaSPACE Council Meeting held in the fall each year. We expect at least one of the students in the STEMS cohort to present a poster at the annual LaSPACE meeting. Other appropriate travel costs might include travel to a site required for execution of the project.
- No more than 25% of the total award can be used for travel, fees, materials, and supplies, while at least 75% of 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. For example, a proposal to support 4 students might request $16,000 total with $3000 issued to each student ($12,000) and the remaining $4000 used for travel. The proposed hourly contribution may be 10 hours per week per student for ~24 weeks over two semesters equally ~240 hours per student. The travel, fees, materials, and supplies budget may only be used for costs in direct support of the students' work and professional development.
- The final invoice and a final project report written by the Faculty PI with significant input from the funded student 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 part of the Final Report. Final Report guidelines and a link to the final report online platform are available on the LaSPACE website: document center.

Proposal Submissions

- **Submit all properly executed proposals via email as fully searchable pdf documents to laspace@lsu.edu ON OR BEFORE Monday, June 15, 2026**
- Important Dates:
  - Funding Opportunity Release Date: Wednesday, April 15, 2026
  - **Proposal Due Date: Monday, June 15, 2026**
  - Anticipated Award Announcements: July 2026
  - Award Period of Performance: 08/15/2026 - 05/31/2027

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. 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 goals at 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 other government and science organizations. The consortium is funded jointly by the National Aeronautics and Space Administration (NASA) and by the Louisiana Board of Regents Support Fund (BORSF), as well as significant cost share and support from the lead institution Louisiana State University. The consortium is administered by the LaSPACE Management team at LSU with input from the LaSPACE Council (comprised of affiliate representatives), 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. Reductions in federal funding will directly impact funding levels for our programs.

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: Expand human knowledge through new scientific discoveries
- EXPLORE: Extend human presence to the Moon and on towards Mars for sustainable long-term exploration, development, and utilization
- INNOVATE: Catalyze economic growth and drive innovation to address national challenges
- ADVANCE: Enhance capabilities and operations to catalyze current and future mission success

The complete plan can be downloaded here.

NASA Vision

Exploring the secrets of the universe for the benefit of all.

NASA Mission

NASA explores the unknown in air and space, innovates for the benefit of humanity, and inspires the world through discovery.

NASA Office of STEM Engagement

NASA investments in STEM engagement are focused on building a future STEM workforce, through program elements designed to bolster capacity and to attract, engage and enable students to move toward STEM careers through NASA-unique opportunities. NASA's Office of STEM Engagement (OSTEM)'s four integrated projects create pathways for students to enter the aerospace industry.

The National Space Grant College and Fellowship Program, of which LaSPACE is a member, is a national network located in all 50 states plus DC and Puerto Rico that fosters science and engineering training, research, and industry partnerships with the goal of cultivating a skilled, innovative talent pool to advance space exploration and innovations at colleges and universities across the nation. All projects funded by NASA Space Grant dollars must align with existing research and development at the agency.

NASA Mission Directorates (MD)

Research, technology, and development priorities of your proposed project must align with one or more of NASA's Mission Directorates:

Aeronautics: Results achieved by NASA's aeronautical innovators through the years directly benefit today's air transportation system, the aviation industry, and the passengers and businesses who rely on those advances in flight every day. As a result, every U.S. commercial aircraft and U.S. air traffic control tower uses NASA-developed technology to improve efficiency and maintain safety.

Exploration Systems: The Exploration Systems Development Mission Directorate manages human exploration system development for lunar orbital, lunar surface, and Mars exploration. Artemis missions will open a new era of scientific discovery and economic opportunity on the Moon while validating operations and systems and preparing for human missions to Mars. Programs in the directorate include the Space Launch System rocket, Orion spacecraft, supporting ground systems, human landing systems, spacesuits, and Gateway.

Science: The Science Mission Directorate is an organization where discoveries in one scientific discipline have a direct route to other areas of study. This flow is something extremely valuable and is rare in the scientific world. From exoplanet research to better understanding Earth's climate to understanding the influence of the sun on our planet and the solar system, the directorate's work is interdisciplinary and collaborative.

Space Operations: The Space Operations Mission Directorate maintains a continuous human presence in space for the benefit of people on Earth. The programs within the directorate are the heart of NASA's space exploration efforts, enabling Artemis, commercial space, science, and other agency missions through communication, launch services, research capabilities, and crew support.

Space Technology: Technology drives exploration and the space economy. NASA's Space Technology Mission Directorate aims to transform future missions while ensuring American leadership in aerospace. The directorate develops, demonstrates, and transfers new space technologies that benefit NASA, commercial, and other government missions.

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 active NASA research and development, and support the goals of the Office of STEM Engagement. Any alignment with NASA Center programs should also be detailed.

NASA MD Contacts for University Researchers

Aeronautics Research Mission Directorate (ARMD)

POC: Mina Cappuccio, Deputy Manager for the University Innovation Project, Phone: (650) 604-1313, mina.cappuccio@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

Science Mission Directorate (SMD)

POC: Amy P. Kaminski, Engagement Branch Chief, amy.p.kaminski@nasa.gov

Space Operations Mission Directorate (SOMD)

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

Space Technology Mission Directorate (STMD)

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

NASA Center Liaisons

Armstrong Flight Research Center Veronica Wilson veronica.l.wilson@nasa.gov	**Johnson Space Center** Gamaliel Cherry Gamaliel.r.cherry@nasa.gov Deepika Sangam Deepika.sangam@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 Cindy Hasselbring cindy.l.hasselbring@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** Tracey Washington Tracey.washington@nasa.gov
Jet Propulsion Lab David Alexander David.e.alexander@nasa.gov	**Stennis Space Center** Tracey Washington Tracey.washington@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 robust technical workforce, and develops the research and economic infrastructure to boost Louisiana's contribution to NASA research priorities.

LaSPACE Program Office & Affiliate Representatives

General administration 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).

LaSPACE Program Office, laspace@lsu.edu, 225-578-8697
LSU Department of Physics & Astronomy |364 Nicholson Hall, Baton Rouge, LA 70803

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. Please refer to the LaSPACE FAQs before contacting LaSPACE management and/or affiliate reps.

LaSPACE Affiliate Representatives

The 1881 Institute	Bahiy Watson	bahiy@the1881school.org	504-475-8070
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 Neubrander	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
GNO, Inc.	Daphine Barnes	dbarnes@gnoinc.org	504-527-6920
Grambling State University (GSU)	vacant	vacant	vacant
LaSTEM at LA BOR (LaSTEM)	vacant	vacant	vacant
Louisiana Art and Science Museum (LASM)	Krystal Swain	KSwain@lasm.org	225-344-5272 ext 115
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)	vacant	vacant	vacant
Louisiana Economic Development (LED) FastStart	Justin Dedden	Justin.Dedden@la.gov	225-342-5607
Louisiana Public Broadcasting (LPB)	vacant	vacant	vacant
Louisiana State University and A&M College (LSU)	John Flake	johnflake@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)	Lynn Harrison	lynn.clary@lsuhs.edu	318-675-4213
Louisiana State University Health Sciences Center - New Orleans (LSUHSC-NO)	Ian Hogdon	ihodgd@lsuhs.edu	504-508-4061
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)	Anat Burger	aburger@loyno.edu	504-865-2274
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 Robotics	David Shapiro	boardpresident@northshorerobotics.org	985-777-1812
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)	Reggie Poché	rpoche1@nunez.edu	504-248-6277
Pennington Biomedical Research Center (PBRC)	Stefan Pasiakos	stefan.pasiakos@pbrc.edu	225-763-2597
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)	Nebiat Sisay	nsisay@suno.edu	504-286-5309
Tulane University (Tulane)	Denys Bondar	dbondar@tulane.edu	504-862-8701
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)	vacant	vacant	vacant

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 formal request for information is made by the public, a copy of the application, by law, may 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, flyers, 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.

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, Internships, LURA, LaSSO, & STEMS. Additional, or altered, restrictions may apply to specific programs. The citizenship requirement is issued by NASA OSTEM and LaSPACE has no authority to supersede it.

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, GIRAF, LaSSO, LURA, Internships, & STEMS programs). Consecutive 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 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, including any cost-share commitments.

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 with* ***advance permission*** *from the LaSPACE Management team.*

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 must 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, signed off on by your Office of Sponsored Programs administrators, and must include a progress 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 progress report must also identify all participants on the project (students, post-docs, faculty, and staff). A link to the online platform for progress report submission, as well as a document with detailed guidance for writing the report, are posted in the LaSPACE Document Center on our website.

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 08/15/2026—05/31/2027 the first invoice must be submitted in October by 10/15/2026 with additional invoices submitted on or before the 15th of each subsequent month. The final invoice must be submitted within 30 days of the last day of the period of performance. For the example period of performance, the final invoice would be due by 06/30/2027. **The LaSPACE team is now providing pre-populated invoice templates for each individual subaward to help our affiliate's sponsored programs staff submit compliant invoices.**
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.

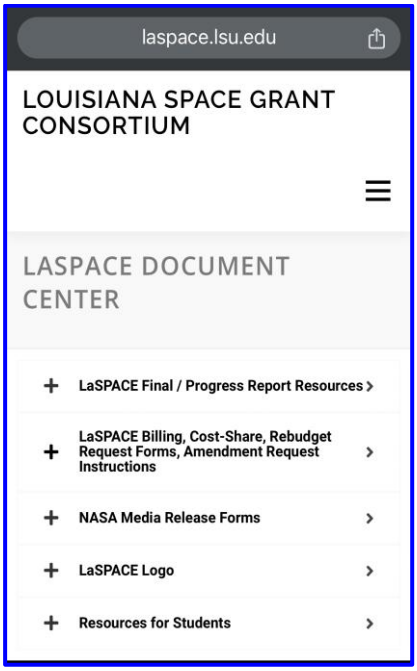

Figure 1: Screen Shot of the LaSPACE website's Document Center showing available content linked there; including Reporting Resources, Billing/Budgeting forms, Media Releases, the LaSPACE Logo, and Resources for Students.

LaSPACE 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 2026 meeting we will meet at Tulane University in New Orleans, LA on November 13th & 14th. 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.

LaSPACE
Student Team Engagement & Mentorship Support (STEMS) Program
Application Guidelines

About the STEMS Program

The LaSPACE Student Team Engagement & Mentorship Support (STEMS) program provides significant financial support to a cohort of undergraduate students at a LaSPACE-affiliated institution of higher education collectively participating in a NASA-aligned research or design project which includes mentoring and professional development activities. The intent of this program is for the institution to develop and maintain a coordinated program to attract, engage, and retain students in NASA-relevant 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 a wide array of NASA and NASA-aligned careers. Proposed teams should include at least 3 and up to 10 undergraduate students led by an authorized institutional PI (Faculty or Staff Member).

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 purpose of the STEMS program is to attract, engage, and retain undergraduate students at LaSPACE affiliates into NASA relevant 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 help develop the pipeline for space and aerospace related careers for Louisiana students.

Program Description

STEMS teams should include at least 3 and up to 10 undergraduate students led by an authorized institutional PI (Faculty or Staff Member). The project should expose a cohort of students to activities which will recruit and retain them in NASA related STEM fields, engage their curiosity by involving them in NASA related research & design projects, help students develop skills not always taught in a classroom but which are applicable to a long-term STEM career, and provide mentoring to help guide students through curricular and professional requirements and goals. A STEMS project may be centered on a research or design challenge issued directly by NASA or another entity aligned with NASA priorities and research goals.

Preference is for a collective research or design project requiring significant levels of participation from each undergraduate student. Professional Development activities must be identified in the proposal (examples: Critical Design Documents, Lab Notebooks, Papers, Posters, and Presentations, etc). Activities inherent to the project (design documents) and developed as supplements by the PI (presentations at lab meetings) should be included. Projects with collective professional development activities, but discrete research projects for each student will also be considered.

STEMS projects will range from $12,000 to $30,000 with most of the funding (≥75%) distributed directly to participating students – 100% of the requested funding may be used for direct student funding, but other costs may never exceed 25% of the total request.

Eligibility

Only LaSPACE affiliated institutions of higher education are eligible to submit a STEMS proposal. The PI and proposed students must be from the same affiliated institution.

Eligibility requirements for both students and faculty involved in a STEMS program are as follows:

Participating Student Requirements:

1. Must be a U.S. Citizen.
2. Must be enrolled at a LaSPACE affiliated institution of higher education 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 Form (see attachment) prior to being accepted into the program.
5. Must agree to participate in all program activities.
6. Must contribute to the project final report such as documenting research / experiential activity results in a conference presentation, posters, and/or paper.

Faculty / Staff PI Mentor Requirements:

1. Must be affiliated with a LaSPACE campus and recognized as an eligible PI by the campus's office of sponsored programs.
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 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 as part of the proposed project.
5. Must be willing to serve as a student mentor and project advisor.
6. 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.

STEMS Award Terms and Conditions

Award Funds

STEMS projects will range from $12,000 to $30,000 with most of the funding (≥75%) distributed directly to participating students. All the requested funding may be used for direct student support, but other costs may never exceed 25% of the total request.

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 by NASA as a financial award of $3,000 or more to each student OR 160 or more direct contact hours. LaSPACE will give preference to projects which meet BOTH the financial and contact-hour commitment level for significant support, as we prefer to see time-intensive projects and reasonable financial support for the projects we fund. Be mindful that students cannot be paid for work completed as a part of a for-credit course.

It is recommended that funds be budgeted for some students to attend the annual LaSPACE meeting. Note that while some funds could be used to provide limited support for faculty/staff expenses (like travel) involved with the project, the intent of a STEMS project is to support students, while faculty/staff support should be considered to be part of the institutional commitment to the project.

Award funds will be provided to the LaSPACE 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 recipients and for supplies, fees, and/or travel associated with the project.

The subawarded institution must invoice LaSPACE monthly.

Travel & Fees & Materials & Supplies

These project supportive expenses are limited to funding for travel, fees, supplies, and mateirals in direct support of the students' project experience. All proposed costs 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.

Duration

A STEMS award is usually for a 9.5-month period.

Number of Awards

We anticipate funding at least two STEMS projects annually via a subaward.

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**.. 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 the financial or contact hour minimum for significant support. LaSPACE preference is given to projects which meet both levels of significant support.

Indirect Costs

F & A (Indirect) charges are not allowed for STEMS 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 future 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.

STEMS Proposal Requirements & Format

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

- LaSPACE STEMS 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.

A. STEMS 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); include references to active research taking place at NASA to which this proposed project aligns.
   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. Recruitment & Retention: Explicitly describe the steps taken to recruit & retain students to this project; include details regarding obstacles, challenges, successes, & failures in this 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, and project timeline.

B. Curriculum Vita of Principal Investigator (2 pages maximum)

C. Curriculum Vita of other Key Personnel (1 page maximum)

D. 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.

E. Student Participant List & Form Submission Confirmations page

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.

STEMS Evaluation Criteria

Each proposal will be evaluated using the following 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

Student Recruitment, Retention, and Value
Evidence of commitment to student opportunity via recruitment, retention, and professional development components of the project.

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

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 STEMS 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
- LaSPACE Proposed Budget Form
- Student Participant List & Form Submission Confirmations
- Instructions for LASPACE Student info forms, NASA Gateway profiles, and Media Release Forms (submitted online by PI and all identified student participants)

LaSPACE STEMS 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
ABSTRACT (DO NOT EXCEED 250 WORDS)

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 justification of all proposed costs.

Proposal Title: _____

Principal Investigator: _____

Institution: _____

		LaSPACE Funds Requested	Proposed Cost Share*
A. Direct Labor			
	1. Faculty/Staff 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. Total A	**$**	**$ n/a**
B. Supportive Expenses			
	1. Travel	$	$ n/a
	2. Supplies & Materials	$	$ n/a
	3. Other Direct Costs (Identify)	$	$ n/a
	4. Total B	**$**	**$ n/a**
C. Facilities & Administration			
	1. F&A (Indirect Costs)	**$ n/a**	**$ n/a**
D. Total Budget			
	Total Budget (A5+B4+C1)	**$**	**$ n/a**

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

LaSPACE Proposed Budget Justification

LaSPACE Requested Funds

A. Direct Labor

1. Describe any faculty/staff support costs with explicit calculations.
2. Describe any graduate student support costs with explicit calculations.
3. Describe any undergraduate student support costs with explicit calculations.
4. Describe any fringe benefit costs with explicit calculations.

B. Supportive Expenses

1. Describe any proposed travel costs with explicit details regarding proposed travelers, destination, and estimated costs.
2. Describe any proposed supplies & materials costs with explicit details regarding proposed purchases, estimated costs, and justification of need.
3. Other Direct Costs must be explicitly named and defined and may include things like facility usage fees and printing services.

C. Facilities & Administration

1. Provide a letter or link to the official F&A rate for your campus. Describe all applicable costs for which you will apply your F&A rate OR a modified F&A rate. Be explicit and show calculations.

Institution Proposed Cost Share

A. Direct Labor

1. Describe any faculty/staff support costs with explicit calculations.
2. Describe any graduate student support costs with explicit calculations.
3. Describe any undergraduate student support costs with explicit calculations.
4. Describe any fringe benefit costs with explicit calculations.

B. Supportive Expenses

1. Describe any proposed travel costs with explicit details regarding proposed travelers, destination, and estimated costs.
2. Describe any proposed supplies & materials costs with explicit details regarding proposed purchases, estimated costs, and justification of need.
3. Other Direct Costs must be explicitly named and defined and may include things like facility usage fees and printing services.

C. Facilities & Administration

1. Provide a letter or link to the official F&A rate for your campus. Describe all applicable costs for which you will apply your F&A rate. Show calculations. Describe any unrecovered F&A costs you are claiming for cost share and show calculations.

LaSPACE 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.

☐ Check this box to confirm that all students listed above have completed a Media Release Form. Include this page in your proposal.

For Projects which have not yet recruited student participants only:

☐ Check this box to confirm that all students recruited after you've been awarded will complete the required online forms and you will submit this table immediately upon recruitment. 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 8/15/2026 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/s/.

Guidance on setting up a NASA STEM Gateway profile is posted to the LaSPACE Document Center on our website in the student resources section.

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.