Notice Of Funding Opportunity (NOFO)

Support for Advanced Flight Opportunities for Students (SAFOS)

Offered by the Louisiana Space Grant Consortium

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

LaSPACE Program Director: Colleen H. Fava
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Revised, June 2026
All previous versions of this program's guidelines are null and void.

SAFOS Program Summary Page

About the SAFOS Program

The Support for Advanced Flight Opportunities for Students (SAFOS) Program aims to encourage student participation in advanced flight projects by providing awards to partially fund the development of student-built payloads and other space-engineering products. SAFOS was developed with several established advanced flight programs in mind. Advanced flight projects offer student scientists and engineers real-world technical and project management experience, which builds upon basic skills developed in RockOn! and LaACES and significantly contributes to a skilled technical workforce in Louisiana. Funds from SAFOS have been and may be used to support student teams participating in programs like HASP, RockSat-C, and NASA Student Challenges. Other advanced flight programs that emphasize a complete project lifecycle, from design to build through flight and post-flight analysis, are eligible. Senior Design Projects will not be considered, as these projects are supported by pre-existing funding mechanisms from LaSPACE.

Program Summary

- Proposals must be signed off on by the Faculty PI and the Authorized Institutional Representative for Sponsored Programs at your institution.
- Award funds can be requested in the range of $5,000 to $25,000; we may offer partial funding of your request. Funds may be requested in excess of $25,000 with advanced permission of LaSPACE Management.
- Many advanced flight projects will require more funding than the LaSPACE SAFOS program will supply. You are expected to lay out your plan for acquiring additional funding, even if you do not claim it as cost-match. Inclusion of at least 20% certifiable cost-match is required, and additional cost-match is preferred and will review favorably in a competitive situation. Faculty/staff time is appropriate for cost-match requirements.
- A brief monthly status report on the progress of funded flight projects must be submitted via our online form at https://lsu.formstack.com/forms/safos_monthly_status_report
- If you intend to participate in a flight program that launches from a NASA facility, be aware that foreign nationals (faculty, staff, or students) may not be granted access to the facility. Ensure you review the intended flight program requirements.
- ***SAFOS projects may request a Period of Performance (PoP) between 6 and 15 months long, but no longer than required to complete the project.*** *SAFOS will remain open for proposals so long as funding remains available.* ***Thus, there is no specific due date, BUT proposals should be submitted at least 60 days before the proposed start date.***
- Include a list of student participants with your proposal, if your student teams have already been identified. If not, you must submit those immediately upon recruitment. All students identified in the proposal must complete the LaSPACE Online Student Participant Form prior to proposal submission. Additional students recruited to the project must submit a form immediately upon selection.
- The financial representatives at your institution are expected to invoice LaSPACE monthly beginning approximately 45 days from the beginning of the PoP.
- The final invoice and a final project report must be submitted to the LaSPACE office within 30 days of the project end date. Photographs and copies of all papers, presentations, and posters generated should be shared with LaSPACE as they occur and collected/referenced in the Final Report. 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.**
  - Solicitation Release Date: Ongoing / Updated June 2026
  - Proposal Due Date: Open-ended as funding is available
  - Anticipated Award Announcements: Reviewed within ~30 days of submission
  - Award Period of Performance: between 6 & 15 months, but no longer than required to complete the project

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)	Cunzhi Zhao	czhao@mcneese.edu	337-475-5858
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.

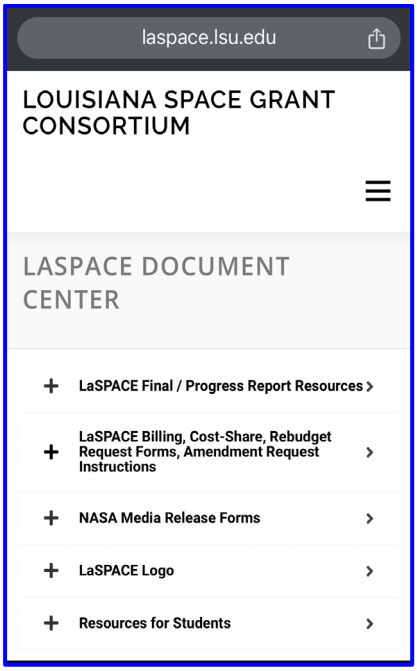

Figure 1: Screen Shot of the LaSPACE website's Document Center showing available content linked there; including Reporting Resources, Billing/Budgeting forms, Media Releases, the LaSPACE Logo, and Resources for Students.

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.

Support for Advanced Flight Opportunities for Students (SAFOS)

Application Guidelines

About the SAFOS Program

The Support for Advanced Flight Opportunities for Students (SAFOS) Program aims to encourage student participation in aerospace research by providing funds for the development of student satellite payloads and other space-engineering products. SAFOS was developed with several established advanced flight programs in mind. Advanced flight projects offer student scientists and engineers a real-world technical and project management experience, which contributes to a skilled technical workforce for the aerospace industry. Funds from SAFOS may be used to support student teams participating in programs like HASP, RockSat-C, and RockSat-X. Other advanced flight programs that emphasize a complete project lifecycle, from design to build through flight and post-flight analysis, are eligible. Senior Design Projects will not be considered, as these programs are supported by pre-existing funding mechanisms from LaSPACE. For programs with a proposal and selection process (ex. RockSat, HASP, NASA Student Launch) teams must provide proof of acceptance for a flight seat. For open launch competitions teams should include a submitted NOI or equivalent. In either case, the proposal must show the team has adequate funding (including the SAFOS) to deliver a project to launch. We need to know if our investment will most likely result in a flight.

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 long-term goals of SAFOS are to 1) retain promising students in aerospace related science and engineering programs, 2) provide students with real-world experience managing modern aerospace projects, 3) give students practical hands-on experience with a complete project lifecycle, 4) expose students to nationally recognized flight programs, 5) familiarize students with multiple flight platforms used in the aerospace industry, and 6) encourage participation from a diverse student population from institutions across Louisiana.

PI Eligibility

Proposals to the SAFOS RFP may be submitted only by qualified faculty or staff members with PI status at a LaSPACE affiliate academic institution. This person becomes the project's Principal Investigator (PI) and is responsible for recruiting team members, administering any necessary instruction, mentoring student participants, managing the budget/spending, and monitoring/advising the student team as they develop their payloads.

Proposal Due Date

We will accept SAFOS proposals beginning immediately and will continue to accept proposals so long as funding remains available. Complete proposals, with all institution approvals and signatures, **must be submitted via email as a fully searchable PDF document** to laspace@lsu.edu. We will send out a notice when funding is no longer available.

Award Funds

SAFOS awards will range from $5K to $25K, with fully detailed and justified budget narratives. We anticipate selecting around 2-3 applications per year for award. The proposal may include wage support for personnel (including, but not limited to, students), funds for travel to launch, and costs for materials, supplies, and support for constructing/testing student payloads and analyzing flight data. Inclusion of at least 20% certifiable cost-match is required, and additional cost-match is preferred and will review favorably in a competitive situation. Faculty and staff time is appropriate for cost-match requirements.

SAFOS Proposal Requirements & Format

SAFOS proposals should be submitted as fully searchable pdf documents via email to laspace@lsu.edu. Proposals must include the following completed sections in the order presented in a single pdf document:

1) LaSPACE Cover Page

(Proposals must be signed by the Project PI and the Authorized Organizational Representative for Sponsored Programs at your institution)

2) Proposed Project Summary Form
3) Proposal Narrative (not to exceed 10 pages; include all sections in the order presented here)
   a) Description of proposed science/engineering project and payload instrument concept. This section should prove that the project and payload concept have been thought through and basic objectives and requirements identified. We understand that projects evolve, but at the time of proposal, a strong, guiding concept should be in place.
      i) Science Mission and Primary Objectives
      ii) Statement of how this flight project is relevant to NASA. Make it explicitly clear which Mission Directorate your research falls under and how your work supports the goals of said NASA Mission Directorate(s)/Center/Program Office and the overall Agency mission. Broad and general statements about relevance to NASA will not fulfill this requirement.
      iii) Science Requirements
      iv) Technical Requirements
      v) Preliminary Payload Design
   b) Flight Plan (must show a clear path to a seat on a specific flight platform)
      i) Identified flight platform & vehicle (specific High Altitude Balloon(HAB), Sounding Rocket, Low Earth Orbit(LEO), etc.) and target launch data
      ii) One of the following:
         (1) Letter of flight commitment from flight service director (for HASP that would be Doug Granger, for RockSat that would be Victoria Stoffel, etc.) The letter should simply certify that this "<Group, Team, or Payload Title>" under direction of <Team lead, Institution> will be provided a seat on the <flight service name, e.g. HASP\> provided that they fulfill the requirements associated with the flight service reviews. Signed and dated.
         Note: This requires a team to already be accepted for a seat on a flight platform.
         (2) For open competitions without a limited number of seats. A copy of the submitted Notice of Intent or equivalent.

         PIs may request a waiver on this requirement to receive funding before seat selection announcements. They must explicitly explain why funding is required prior to being selected and include the expected date of selection. PIs should project their likelihood of successfully acquiring a seat and provide a contingency plan for either maintaining a relevant project without a seat OR for closing out the project with LaSPACE.

         These teams must notify LaSPACE of the result of such a selection within 1 week of the announcement and include the details in the following monthly status report.
      iii) Details on flight protocol and requirements and major deadlines
   c) Implementation plan for the project, which includes
      i) Resources, facilities, and personnel available for technical support and mentorship.

ii) Financial or in-kind support for other aspects of your project. All required costs must be listed and accounted for.

d) Project Management plan, which includes
   i) Team Organizational Structure including definitions of roles and tasks
   ii) Overall Project schedule including details about the flight timeline
   iii) Table of Major Milestones including all required deliverables, critical review documents, and all major milestones for the flight (including payload recovery and data analysis)

e) Student Participants
   i) Student Participant Table and confirmations (included in attachments)
   ii) Explicitly describe the steps taken to recruit & retain students to your lab in general and this project in particular; include details regarding obstacles, challenges, successes, & failures in this process.
   iii) Anticipated outcomes for student learning, flight program development, and overall benefits to your department and institution.

4) LaSPACE Budget Form & Justification
   i) Note: It is hoped that for a student team award of this type, your institution will be willing to forego some or all of the indirect charges. Waived indirect may (should) be used as institutional matching funds. F&A rates and methods for calculation must be included in the budget narrative, as well as any fringe benefits applied, whether to the main budget or the cost-share.
5) Principal Investigator Short CV (1-2 pages)

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.

SAFOS Evaluation

Each proposal will be evaluated using the following evaluation form.

SAFOS Evaluation Form

Institution	
PI Name	
Proposal Title	
Funding Recommendation	

Proposal Formatting and Required Contents
All sections are present and in the right order. Current forms and guidance are used.

Relevance to & Alignment with NASA
Clearly aligned to a NASA Mission Directorate and priorities. Explicit references made to MDs. Centers, Divisions, and/or Programs which clearly align with the proposed project.

Overall Quality of Total Proposal
Clarity & quality of the proposed work

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
Appropriate to the work and to the goals of this program. Only allowable sections included. Sufficient narrative details to justify 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 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
- 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 SAFOS Program Proposal Cover Sheet

1. Title of Proposed Project:_____

_____

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

_____
(Department)

3. Institution of Higher Education:_____

4. Address:_____
(Street Address/P.O. Box Number)

_____
(City, State) (Zip Code)

5. Telephone:_____ FAX:_____

E-mail:_____

6. Date of Submission: _____

7. Total Funds Requested: $_____ Institutional Match: $_____

****

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

8. Signature of Principal Investigator:_____

9. Name of Authorized Institutional Rep:_____

10. Signature of Authorized Institutional Rep:_____

11. Date Signed: _____

Proposed Project Summary

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)
ADDRESS (INCLUDE DEPARTMENT)
PRINCIPAL INVESTIGATOR NAME & EMAIL ADDRESS
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.) ☐ Aeronautics ☐ Exploration Systems ☐ Science ☐ Space Operations ☐ Space Technology
PROPOSED PERIOD OF PERFORMANCE & START DATE Period of Performance duration in months (ex 10 months): _____ Proposed Period of Performance (ex 08/15/2026-06/15/2026): _____
PROPOSED LAUNCH VEHICLE & ESTIMATED LAUNCH DATE (Month and Year) ☐ RockSat-C (X/20XX) ☐ RockSat-X (X/20XX) ☐ HASP (X/20XX) ☐ Other: _____
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. Use the proposed justification template on the following page to explain your proposed costs.

Proposal Title: _____

Principal Investigator: _____

Institution: _____

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

**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 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 with your Project PI / Lead.
- 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.

SAFOS Support Monthly Status Report Instructions

The SAFOS report provides a brief update of the progress made by the SAFOS team each month. It also provides a space to update team participation as students join or leave the project.

You will provide a short written update on the following areas:

I) Activities During Previous Month:

II) Issues Encountered:

III) Milestones Achieved:

IV) Plans for the Coming Month:

Form is available here: LaSPACE SAFOS Monthly Status Report