

# Montana NASA EPSCoR

## CALL FOR RESEARCH INITIATION PROPOSALS



<http://nasaepscor.montana.edu>

Competition for:

2019 RESEARCH INITIATION FUNDING

**Proposal submission deadline:  
5:00 p.m., Friday, October 12<sup>th</sup>, 2018**

# Contact Information and Contents

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**Questions? Contact:**

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\*For proposal discussion, e-mail is preferable

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# General Information

## PROPOSAL SUBMISSION:

Proposals must be uploaded as a single PDF file. To upload, click on the submit button on the website <http://nasaepscor.montana.edu> and follow instructions. Proposals are due:

**Friday, October 12<sup>th</sup>, 2018 by 5:00 p.m. Mountain Time.**

## CAMPUS CLEARANCE & CERTIFICATION:

All investigators are required to advise the appropriate administrator and/or department head on their campus of their plans to submit a proposal. Proposals submitted to Montana NASA EPSCOR must include a campus proposal clearance form (or an equivalent) complete with signatures including budget approval and certification of non-federal cost share by the campus research or appropriate office. The form should be an electronic copy attached to the primary submission. See Budget Preparation Guide for details.

At least one Education Enhancement or Montana NASA EPSCoR Research Initiation award will be set aside for **smaller Montana campuses**. By smaller we mean any member campus other than MSU-Bozeman and UM-Missoula. The purpose of this reserve fund is to encourage proposals from institutions that might not normally feel competitive against the large research schools. Funding successful seed projects at smaller campuses is a goal of Space Grant and NASA EPSCoR.

MSGC also offers assistance to those who don't have experience in proposal writing. Assistance includes refining proposal ideas, proposal preparation, and budget planning. We are here to help our community members succeed.

Due to stiff MSGC cost share requirements, all EE proposals must still include at least 1:1 **non-federal** cost share for requested NASA/MSGC funds. Questions on what can or cannot be counted as cost share? Contact the MSGC office for advice.

# Overview

The goal of the Montana NASA EPSCoR Research Initiation grant program is to help boost the research programs of Montana higher education faculty research in areas that match scientific and technical problems of importance to NASA, enabling them to compete successfully for regular NASA funding.

Proposals are welcome in all fields of science and engineering normally funded by NASA (refer to <http://nasaepscor.montana.edu/interest.html> and the NASA EPSCoR office for guidance). It is beneficial to research NASA's website for recently funded areas of research. Research Initiation Grants from the Montana NASA EPSCoR Program **are intended to help junior faculty or faculty new to NASA research at Montana institutions develop nationally competitive research programs in areas of**

**interest to NASA.** In addition, the awards can assist in Montana's economic development in aerospace-related fields by strengthening existing Montana high-tech companies, seeking new connections between Montana faculty researchers and state industries, and building university research enterprises that will foster "spin-off" startup enterprises. Grants are for a period of one year. All grantees are expected to submit a follow-on proposal to NASA for continued funding within the period of the grant.

It is strongly suggested that faculty make contact with NASA researchers in their field before submitting a proposal to determine and document NASA's interest in the proposed research area. **Proposals should include evidence of interest and potential support from NASA, e.g., in a letter(s) of support.** The stronger the indicated support, the better the chance of obtaining funding from Montana NASA EPSCoR.

**Montana NASA EPSCoR goals:**

- 1) Bring the capabilities of Montana's nationally competitive researchers to the attention of NASA.
- 2) Build infrastructure to enhance Montana's capabilities and expertise in areas of importance to NASA, focusing on institutions of higher learning.
- 3) Use EPSCoR sponsored research to strengthen partnerships with Montana's high-tech companies and drive the growth of Montana's aerospace-related economy.
- 4) Focus on building nationally prominent, competitive research groups at Montana's major universities while also providing collaborative opportunities to faculty members at smaller institutions.

## Important Details

### FUNDING AND FUNDING PERIOD

Montana NASA EPSCoR Research Initiation grants are for up to \$50,000 and for one year. Requested funds must be accompanied by 1:1 cost share. See Budget Preparation Guide for details. Montana NASA EPSCoR will be able to accommodate start dates as early as January 2019 (ending December 2019). Proposals should state the desired start date. Typically, no-cost extensions are allowed up to one year.

### ELIGIBILITY

Faculty or appropriate professionals at Montana institutions of higher education are eligible to apply. Research Initiation Awards are intended for junior faculty or faculty new to NASA-related research. Faculty who already have substantial off-campus funding or who are already well established members of research groups with substantial off-campus funding are not encouraged to apply, unless working with NASA represents a significant new direction.

### PREVIOUS GRANTEES

Recent recipients of a **Research Initiation** grant who have not submitted a follow-on proposal directly to NASA are generally not be considered eligible for additional funding. Those who have recently (three years) held a NASA EPSCoR Research Initiation Grant should include a discussion of efforts to obtain competitive NASA funding. Include a list of all proposals submitted to NASA and other agencies, indicating whether declined, pending, or awarded.

## **SELECTION PROCESS**

All proposals are reviewed by the Montana NASA EPSCoR (MNE) Proposal Evaluation Committee. This committee consists of respected scientists, engineers, and educators from around the state. The evaluation committee's rankings are used together with MNE's overall budget constraints to determine which proposals may be funded.

## **EVALUATION CRITERIA**

Montana NASA EPSCoR receives proposals from a wide variety of fields. We ensure at least one panel reviewer in each submitted general field. As a result, the panel will be diverse in backgrounds and proposals should be aimed at the general science/engineering level.

### **The panel will consider:**

- 1) Scientific/Engineering merit,
- 2) NASA connection,
- 3) Feasibility,
- 4) Broader impacts; see Montana NASA EPSCoR goals on page 4,
- 5) Suitability of the proposed research team,
- 6) Probability of the work resulting in further NASA funding, and

### **Optionally:**

- i) Montana graduate student impact, and
- ii) Economic development/technology transfer impact.

## **RESUBMISSIONS**

Any proposal that is a resubmission of a previously declined MT NASA EPSCoR entry must include a separate page addressing the weaknesses stated in proposal's review. Only reentries that address previous weaknesses will be reviewed.

# Proposal Preparation Guide

Submit electronically as a single PDF file via the uplink and instructions at <http://nasaepscor.montana.edu>. All proposals must include a campus proposal clearance form complete with signatures including budget approval and certification of non-federal cost share by the campus research office. The form should be an electronic copy attached to the primary submission. *Note: Failure to provide all information requested below may jeopardize the proposal's review.*

- I. TITLE PAGE: proposal title, P.I. name, address, phone number, e-mail address and total budget request (indicate both amount of NASA funding requested *and* amount offered as cost share).
- II. TABLE OF CONTENTS
- III. ABSTRACT: limit to 250 words
- IV. BODY of proposal: 10 page maximum, double spacing, 12 point font, one inch margins:
  - A. Introduction.
  - B. Project description including approach and methods.
  - C. Goals, objectives, and evaluation (metrics, milestones, timeline). Goals and objectives should be specific, measurable and appropriate. Project goals and objectives must further one or more of the Montana NASA EPSCoR goals. Include information on how the project will be evaluated, including metrics and milestones/timeline.
  - D. Description of team member roles.
  - F. Description of all contacts and communications with NASA Centers regarding this proposal. Explain how the proposed research relates to NASA's existing research and needs.
  - G. References (not included in page count).
- V. LETTERS OF SUPPORT, including from NASA personnel.
- VI. COMPETITIVE STATEMENT (2 page maximum): Indicate how this proposal, if funded, will improve national competitiveness for regular NASA or other appropriate agency funding. Describe plans for subsequent research and grant activity that will be enabled by this seed funding. Specify possible specific future funding sources that are available.
- VI. BIOGRAPHICAL INFO: Include two-page CVs for all investigators. In addition, provide a list of current and pending grant support, title of proposals, dates, funding agency, and amount of awards.
- VII. BUDGET: See Budget Preparation Guide below.
- VIII. JUSTIFICATION/EXPLANATION OF BUDGET: Describe how the budget will allow the proposed research; provide detail on salaries, benefits, supplies, travel expenses, user fees, indirect costs, etc.
- IX. CONTINUED FUNDING JUSTIFICATION (prior grantees only): Describe in detail the progress made to date on the project. Explain why further funding is appropriate.

# Budget Preparation Guide

**Format: use the budget template available at:**

[http://spacegrant.montana.edu/documents/budget\\_template2018.xlsx](http://spacegrant.montana.edu/documents/budget_template2018.xlsx)

Budget requests are allowed up to \$50,000 total, including appropriate F&A or indirect costs. Smaller budget requests increase fundability. Budgets, particularly form and amount of cost share funds (shown in the second column labeled “cost sharing”) must be approved and certified by signatures on a Proposal Clearance Form or an equivalent.

1. Salary breakdown must include amount of time each person being paid from the grant and/or time committed as cost share. The breakdown should be indicated in staff hours or by the percentage of the individual's total effort (FTE). Fringe benefits for salaries should be shown as individual line items.

2a. Cost share. All proposals should have a certified 1:1 non-federal cost share. Cost share may be in the form of cash match, faculty release time, waived equipment use fees, etc. Questions regarding the validity of a cost share fund source should be directed to the local office of sponsored programs and/or the NASA EPSCoR office. Proposals submitted with less than the required amount cost share will be reviewed and considered for funding. If selected, however, the proposal can only be funded for an amount equal to the final cost share amount.

2b. MSU proposals: When considering possible sources of cost share funds for an MSU-Bozeman proposal, be aware that there will be no return of indirect costs on these grants to college, department, or PI. Do not contact the MSU VPRED office concerning possible cost share.

3. Show a complete breakdown of estimated travel costs, including airfare and per diem, registration fees and car rental costs.

4. No foreign travel or civil servant travel are allowed on any grant or cost share funds.

5. Consultant fees require a resume, work statement, and a breakout of hourly rate.

6. Permanent equipment may not be charged to or used as cost share. Generally, the definition of equipment is any component or set of components needed to work together that cost over \$5,000.

7. Postage, general office supplies and peripheral purchases may not be charged to the grant. See OMB Circular A-21 for additional general grant restrictions and rules.

*Please do not hesitate to contact the MSGC office with have budget questions. Submitted proposals often have errors in the budget, which lead to difficulties in review and evaluation. Let us help fix these before submission.*