

**NASA West Virginia Space Grant Consortium  
Extension and Public Outreach Program  
2018-2019 Application Form**

The NASA WV Space Grant Consortium (WVSGC) is pleased to announce the availability of funds to develop new and innovative extension and outreach programs in West Virginia. Examples of such programs are: conferences that promote the understanding, education, development, and utilization of space; seminars or training sessions that encourage interdisciplinary training and research in aerospace-related fields; or informal education activities for the general public (e.g., Science Day or NASA Day activities) or for students (e.g., scout groups or astronomy clubs). Each successful proposal will receive up to \$5,000 in NASA funds to be matched 1:1 from non-federal sources. Students supported by Space Grant must be U.S. citizens.

The Consortium will award these grants based on the following evaluation criteria:

1. Uniqueness of the proposed program and its relevance to NASA and West Virginia's priorities in science and technology (30 points)
2. Soundness of the approach, implementation, and evaluation plan (20 points)
3. Appropriateness of the proposed budget and participation by other groups and organizations (20 points)
4. Qualifications of the principal investigator. (15 points)
5. Depth and breadth of impact on the community (15 points)

Preference will be given to interdisciplinary programs and joint programs involving universities, industry and government. On-going seminar programs, out-of-state conferences, and foreign travel are excluded.

Application Guidelines

Cover Page: This sheet should be completed and signed by the principal investigator and the representative of the organization responsible for grant administration.

Description of Proposed Program: A full statement that identifies and relates the key elements of the program is required. The description should be brief and in no case exceed the equivalent of three (3) single-spaced typed pages in font size 12. It must include a clear statement indicating the relevance of the proposed program to the goals of the Consortium (as described in the first paragraph of this document). Cooperative activity among elements of the university, industry and government is encouraged.

Personnel: Applicants should provide a concise description of the qualifications of the proposing individual or group. Please include a brief résumé (1 page each) for each participant.

Budget: The proposed budget must describe planned expenditures in detail. All requests must show a total budget for the event or program and should indicate in a separate column sources for required match. Permissible expenditures may include such items as teacher mini-grants, educational supplies, visiting speaker expenses, facility costs for seminars, publication costs,

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travel, science fair awards, student scholarships for conference attendance, etc. Payment of honoraria is discouraged. Out-of-state travel for participants is not funded, with the exception of travel for distinguished visitors into the state for the purpose of meeting or working with interested residents. Funding will not be granted for salaries, supplies, equipment of any kind, or other expenses associated with regular university or school business. However, these resources may be considered for the match portion of the budget and should be included in the total budget. Outside resources may be considered as matching funds; however, federal funds may not be used as match. Do not include overhead charges. Please note that NASA WVSGC funds may not be used to purchase equipment or for foreign travel.

Advertisement: Notice of approved seminars, conferences, and other educational activities should be sent in a timely manner to all campus directors and industrial affiliate contacts. The principal investigator is responsible for disseminating prior notice of the activity to interested parties in the Consortium and the State. This information is available from the Consortium Program Office.

Acknowledgment: The principal investigator shall recognize sponsorship by the NASA WV Space Grant Consortium in all oral presentations and appropriate printed materials.

Appendices: Appendices should include a one-page résumé of the investigator. Other supportive information can be included but should not exceed five pages. Also, please list all past awards, if any, received from NASA WVSGC or NASA WV EPSCoR including project title, award dates and amounts. If investigator has received a NASA WVSGC or NASA WV EPSCoR research grant in the past, please indicate the unique nature of this research in comparison to past work and note why it should be considered a new research area for the investigator.

Please note that the applicant is responsible for completeness and accuracy of the material contained in the proposal. Any deviation from the stated rules and requirements will result in disqualification of the applicant.

Schedule

Proposal due date: Monday, March 5, 2018 by 11:59 PM (EST)

Awards announcement date: Mid-April 2018

Anticipated project start date: May 16, 2018

Project duration: One year

Proposals must be submitted **online only**. Proposals received after the deadline will not be considered. Please submit the online application [here](#). For more information and additional requirements, please visit the [program page](#).

For all questions regarding budget-related or proposal format issues, please contact the NASA WVSGC / NASA WV EPSCoR office at # (304) 293-4099 or email: [Cordwell@nasa.wvu.edu](mailto:Cordwell@nasa.wvu.edu).

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**Cover Page**

Project Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Signature: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Request from NASA WVSGC: \_\_\_\_\_

Cost Share: \_\_\_\_\_

Total Budget: \_\_\_\_\_

**INSTITUTIONAL APPROVAL:**

Institutional representative certifying availability of cost share funds:

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
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Telephone: \_\_\_\_\_

Email: \_\_\_\_\_