

**NASA West Virginia Space Grant Consortium  
Extension and Public Outreach Program  
2019-2020 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 applications 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:

**Category #1: Uniqueness and Relevance (Weight: 30%)**

1. The project is in line with NASA's overall mission and goals of promoting interest in STEM education and has the potential of having a significant effect on STEM programs in West Virginia. (15%)
2. The project design is innovative. For example, it uses social media or other emerging technologies. (10%)
3. The proposal is well written and well organized. (5%)

**Category #2: Prospects for Success and Soundness of Approach (Weight: 25%)**

1. The project approach is carefully designed and is related to the goals of the project. (5%)
2. The proposal clearly states specific, measurable, attainable, realistic, and time-bound (SMART) outcomes-based objectives with an efficient documentation plan. (5%)
3. Goals, objectives, and documentation plan are clearly stated, are SMART in nature and are appropriate for the proposed level of funding. (5%)
4. The evaluation strategy will provide information for future improvement. (10%)

**Category #3: Budget and Institutional Support (Weight: 20%)**

1. The budget is realistic for the work proposed. (5%)
2. Budget and justification are well defined and represent a highly effective use of resources. (5%)
3. Cost-share requirements are met and supported by various partners. (5%)
4. There is evidence of participation by other groups or organizations. (5%)

**Category #4: Qualifications of the Applying Group (Weight: 10%)**

1. The PIs have a proven track record of successfully implementing similar outreach projects. (5%)
2. Given the experience of the applying group, there is an excellent chance of success for this project. (5%)

**Category #5: Depth and Breadth of Impact on the Community (Weight: 15%)**

1. The project will impact a large number of the targeted community and includes efforts to reach out to under-represented groups. (5%)
2. The project will have a deep and lasting impact on the targeted population. (5%)
3. Plans for publicizing the award and the results are clearly defined. The principal investigator shall recognize sponsorship by the NASA WV Space Grant Consortium in all oral presentations and appropriate printed materials. (5%)

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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 the required match. Permissible expenditures may include such items as teacher mini-grants, educational supplies, visiting speaker expenses, facility costs for seminars, publication costs, 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 a 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 WSGC 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 may be included but should not exceed five pages. Also, please list all past awards, if any, received from NASA WSGC or NASA WV EPSCoR including project title, award dates

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and amounts. If the 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 the 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 4, 2019, by 11:59 PM (EST)

Awards announcement date: Mid-April 2019

Anticipated project start date: May 16, 2019

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 format issues, please contact the NASA WVSGC / NASA WV EPSCoR office at # (304) 293-4099 or email: [Candy.Cordwell@mail.wvu.edu](mailto:Candy.Cordwell@mail.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: \_\_\_\_\_  
\_\_\_\_\_

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

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