

**NASA West Virginia Space Grant Consortium
Extension and Public Outreach Program
2021-2022 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. For more information and additional requirements, please visit the [program page](#).

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

Category #1: Uniqueness and Relevance (Weight: 25%)

1. Please note that all proposals must align with one of the four NASA Mission Directorates. (Aeronautics Research, Human Exploration & Operations, Science, and Space Technology). To read about the latest programs and current interests for the Mission Directorates, please click [here](#). Failure to clearly indicate the alignment with a NASA Mission Directorate will result in disqualification of the proposal and not being forwarded to the reviewers. (5%)
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%)
4. The proposal, if funded, is the first that the PI has received from WVSGC (5%)

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

1. The proposal clearly states specific, measurable, attainable, realistic, and time-bound (SMART) outcomes-based objectives with an efficient documentation plan. (10%)
2. The evaluation strategy will provide a written report with specific recommendations for future improvement. (10%)
3. A project timeline includes an annual report (for all proposals) and quarterly reports for projects that are more than a single event. (5%)

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

1. The budget should include a spreadsheet and detailed narrative that is realistic for the work proposed, is well defined, and represents a highly effective use of resources. (See Expense section below for more detail.) (10%)
2. Cost-share requirements are met and are documented with letters from various partners detailing specific contributions. Note: Waived or unrecovered indirect costs can be used as cost-share. (10%)

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Category #4: Qualifications of the Applicant(s) (Weight: 10%)

1. The applicant's resume demonstrates a successful track record implementing similar outreach projects. (5%)
2. Given the experience of the applicant(s), 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 has the potential of impacting a large number of the targeted members of the community with a deep and lasting impact on the targeted population. (5%)
2. The project includes efforts to reach out to under-represented groups. (5%)
3. Plans for publicizing the award and the results are clearly defined. The applicant(s) shall recognize sponsorship by the NASA WV Space Grant Consortium in all oral presentations and relevant online and printed materials. (5%)

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 three (3) single-spaced typed pages in Times New Roman (TNR) 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. Applicants must also identify the NASA Mission Directorate with which the proposed research is aligned as well as the rationale as to why they believe this research would be of benefit for that Directorate.

Personnel: Applicants must provide a concise description of the qualifications of the proposing individual or group. Please include a brief résumé (one page) for each principal investigator and any co-principal investigators.

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 and honoraria and/or stipends, facility costs for seminars, publication costs, travel, science fair awards, student scholarships for conference

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attendance, etc. Payment of honoraria to participants is discouraged. Out-of-state travel for participants is not funded, except for travel for distinguished visitors into the state for the purpose of meeting or working with interested residents. Funding will not be granted for salaries, 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. 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 WV Space Grant Consortium campus directors and industrial affiliate contacts. Click [here](#) to find the current list of representatives. 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 relevant printed and online 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 WVSGC or NASA WV EPSCoR including project title, award dates 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 proposal.

Schedule

Proposal due date: Monday, March 8, 2021, by 11:59 PM (EST)

Awards announcement date: Mid-April 2021

Anticipated project start date: May 16, 2021

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 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.

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Cover Page

Project Title: _____

Principal Investigator: _____

Signature: _____

Institution: _____

Address: _____

Telephone: _____

Email: _____

Mission Directorate(s): _____

Request from NASA WVSGC: \$ _____

Cost Share: \$ _____

Total Budget: \$ _____

INSTITUTIONAL APPROVAL:

Institutional representative certifying availability of cost share funds:

Name and Title: _____

Signature: _____

Institution: _____

Address: _____

Telephone: _____

Email: _____