



## ND NASA EPSCoR ISS CAN RFP

Issued: Jan. 10, 2024

Pre-Proposals due: **Noon**, Feb. 13, 2024

Full Proposals due to ND NASA EPSCoR: April 4, 2024

Full Proposals due to NASA: April 15, 2024

# ND NASA EPSCoR INTERNATIONAL SPACE STATION (ISS) FLIGHT OPPORTUNITY REQUEST FOR PRE-PROPOSALS (RFP)

## Overview:

In response to the [2024 Established Program to Stimulate Competitive Research \(EPSCoR\) - International Space Station Flight Opportunity \(EPSCoR ISS\) - NASA Notice of Funding Opportunity \(NOFO\) - Cooperative Agreement Notice \(CAN\) - Announcement Number: NNH24ZHA004C](#), the [North Dakota NASA EPSCoR](#) (Established Program to Stimulate Competitive Research) is soliciting pre-proposals from faculty at [affiliate institutions](#) specifically designed to promote and expand NASA research in North Dakota. Following preliminary proposal selection by ND NASA EPSCoR, the selected pre-proposal team will work directly with the ND NASA EPSCoR office to submit a full proposal to NASA via NSPIRES.

The purpose of the ND NASA EPSCoR program is to promote, develop, and expand NASA research in North Dakota aligned with NASA priorities and Mission Directorates.

## Eligibility:

- Faculty Sci-I must be from an ND NASA EPSCoR [affiliate institution](#).
- Research must be in STEM (science, technology, engineering, or mathematics) and demonstrate alignment with NASA priorities and one or more NASA Mission Directorates.
- From solicitation: *"Proposals shall emphasize how a flight in microgravity will influence/improve the results/quality of any ground-based research."*

## Funding:

- Proposal budget requests may include funding for faculty salary and benefits, undergraduate and graduate student research assistantships, project relevant supplies, minor research equipment (items that are less than \$5,000 per unit), and faculty and student travel to NASA field centers for direct collaborations with NASA researchers and F & A (indirect cost). Equipment can be purchased as long as it is directly related to the project. Per the solicitation equipment that is used only for research, scientific, and technical activities directly related to the proposed research activities are allowed.
- Funds **cannot** be used for computers, furniture, filing cabinets, wall cabinets, office supplies, (including copy paper, pens, sticky notepads), telephone lines,



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lab renovations, building renovations, moving expenses, expenditures for teaching classes, honorarium fees, subscription fees, or membership fees.

- Cost share is **not** required.
- Excerpts from NASA solicitation:
  - *“Equipment and other capital expenditures, special purchase equipment items with a unit cost of \$5,000 or more must have the prior written approval of the Federal awarding agency (i.e., the NASA Grant Officer).”*
  - *“The proposer shall be aware of costs such as hardware and/or software development and documentation development support (i.e. data to the ISS), which are not covered by this award (see Appendix G of this NOFO, ISS Information).”*
  - *“Proposers are not required to fund launch costs. However, proposers shall fund the cost of their research equipment/hardware unless such hardware is already available in the NASA/ISS inventory (see Appendix C of this NOFO, ISS Available Services, and Appendix G of this NOFO, ISS Information).”*
  - *“The maximum funding request per proposal is \$150,000. This amount is to be expended over a three-year period.”*

### Proposal Checklist:\*

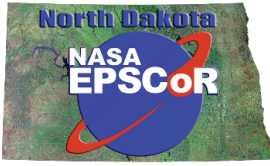
- Cover Sheet
  - Pre-proposal Title
  - Sci-I Contact Information
  - Funding Requested
  - Department Chair Signature
- Biosketch of Sc-I and Co-I's ( $\leq 2$  pages for Sci-I and  $\leq 1$  page for any Co-I's)
- Research Narrative ( $\leq 5$  pages)
- Budget Table (No page limit)
- Budget Justification (No page limit)
- References (No page limit)
- *Optional: Letters of Commitment (No page limit)*
- All files must be uploaded as **fully searchable pdf** documents.

\*Proposers are **strongly** encouraged to combine all forms into one pdf document.

This RFP and budget form can be found online here:

<https://blogs.und.edu/jdosas/2024/01/nd-nasa-epscor-rfp-fy24-iss-can-sp24/>

<http://ndnasaepscor.und.edu/>



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### Pre-proposal Guidance:

The following items/headers **must** be included in the pre-proposal narrative, in the order indicated.

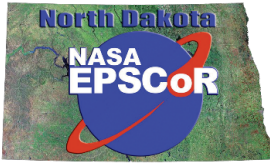
#### 1. Biosketch of Sci-I and Co-Is

- a.  $\leq 2$  pages for Sci-I
- b.  $\leq 1$  page for any Co-Is
- c. Relevant research, teaching, and service experience
- d. Note that the ND NASA EPSCoR Director will officially serve as the PI if the pre-proposal is selected for submission to NASA. However, at the pre-proposal stage, do not include the ND NASA EPSCoR Director in this section.

#### 2. Research Narrative

*Pre-Proposals: Use the following headings in  $\leq 5$  pages for a – h. Narratives must use a 12-point font and 1-inch margins. Page limit does not apply to budget, references, and any letters of collaboration.*

- a. Introduction
  - o Overview of the scope of work, including description of the NASA-relevance, nature of collaborations
- b. Background
  - o Description of how the proposed work fits into your overall research plans and the field of study at large
  - o Preliminary research results (if applicable)
- c. Goals & Objectives
  - o Clear definition of overarching research **goal(s)**
  - o Clear identification of all science and technical **objectives** which contribute to achievement of overarching research goal(s)
  - o All goals and objectives must be defined as: “**S.M.A.R.T.**”
    - SMART: Specific, Measurable, Achievable, Relevant, & Time-Bound
    - Clearly state how the goals and objectives are aligned with this “SMART” Definition.
    - [Sample Guide to Defining SMART Goals](#)



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### d. NASA Relevance

- o Identification of current and potential applications/relevance to NASA
- o NASA collaborators are strongly encouraged.
- o Cite specific NASA priority alignment:
  - **NASA Priorities:**
    - o NASA 2017 [Strategic Technology Investment Plan](#)
    - o NASA 2020 [Technology Taxonomy](#)
    - o NASA 2022 [Strategic Plan](#)
  - o Cite specific NASA mission directorate alignment:
    - **NASA Mission Directorates:**
      - o [Science Mission Directorate \(SMD\)](#)
      - o [Aeronautics Research Mission Directorate \(ARMD\)](#)
      - o [Space Technology Mission Directorate \(STMD\)](#)
      - o [Exploration Systems Development Mission Directorate \(ESDMD\)](#)
      - o [Space Operations Mission Directorate \(SOMD\)](#)

### e. Implementation Strategy

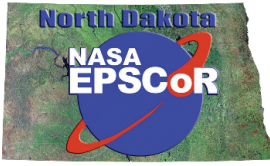
- o Expected deliverables: when, and by whom outlined in **timetable of milestone completion**

### f. Management Plan

- o Hierarchy of individuals/institutions working on the project, details on collaborations, recruitment plan for team members not yet identified, methods for tracking and reporting progress throughout the project
- o **Proposals involving collaboration across departments, universities, and research groups/scientists in industry, are strongly encouraged.**

### g. Anticipated Outcomes

- o Expected research outcomes, plans for publications, conference attendance, funding opportunities, future studies and collaborations
- o Plan to secure future external funding



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### h. DEIA

- o Contribution of project to NASA's Diversity, Equity, Inclusion, and Accessibility (DEIA) Initiatives
- o Statement on contribution of research to engagement of underserved and underrepresented communities
- o State how this **specific** proposal will contribute to DEIA. (e.g. Including only DEIA mission statements for Sci-I's home institution are insufficient.)
- o [NASA's Policy on DEIA](#)
- o *Note: This specific solicitation includes a section on "NASA's Commitment to Diversity and Inclusion." Proposers are strongly encouraged to reference this section when developing a DEIA plan specific to this RFP.*

### i. Budget

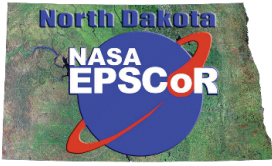
- o Note that 5% of the ND NASA EPSCoR Director's salary must be included in the budget, as per UND policy.
- o Clear alignment between budget justification and budget table with items such as: faculty salary and fringe benefits, student stipends, research supplies and materials, travel for field research, collaborations, presentations, etc.

### j. References

- o **Up to date** reference list indicative of innovative and active research

### k. Letters of Commitment

- o Collaborator contact information
- o Specifically outlined roles and responsibilities in partnership



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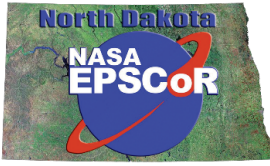
### Proposal Evaluation:

Collaboration across institutions, industry, and NASA centers, and interdisciplinary teams are highly encouraged. Preference will be given to beginning, untenured faculty who have not yet received an ND NASA EPSCoR award. Proven track record of research capabilities in NASA relevant areas will be an advantage. Any and all proposals may be rejected.

It is a national priority to prioritize diversity, equity, inclusion, and accessibility (DEIA) in Science, Technology, Engineering, and Mathematics (STEM) fields. This DEIA consideration is included in each of the [ND NASA EPSCoR goals, objectives, and priorities](#). All proposers are strongly encouraged to center DEIA efforts in their proposals. DEIA efforts include actions which positively impact and/or directly engage underrepresented and underserved communities, such as women, people of color, LGBTQ+ persons, persons with disabilities, veterans, persons who live in rural areas, or persons adversely affected by persistent poverty or inequality.

Proposals will be evaluated using the following criteria: NASA relevance, ND relevance, scientific merit, evidence of collaboration, contributions to DEIA, potential for securing future funding, and budget reasonableness.

*Proposals **must** align with NASA priorities as outlined in the solicitation.*



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### Pre-Proposal Submission:

All pre-proposals must be routed through the proposer's Department Chair, Dean's office, and proposer's home institution's Grants and Contracts/Sponsored Programs Administration (or equivalent office) for appropriate approvals and signatures prior to submission to ND NASA EPSCoR. If the proposer's home institution does not have this office, procedures at their specific campus must be followed regarding grant proposal submissions.

#### *UND Applicants:*

- All pre-proposals must be routed through [Novelution](#) for approvals.
- ***Allow a minimum of 5 business days for approvals prior to pre-proposal submission to ND NASA EPSCoR.***
- This means that UND pre-proposals must be submitted to UND Grants and Contracts offices for budget review at least 5 business days prior to the pre-proposal due date.
- After submitting via Novelution for approvals, pre-proposals must additionally be submitted via the online proposal submission form link provided in this RFP.

All awards require: 1) an end-of-year award report to be filed with the ND NASA EPSCoR office within 30 days of the award end date, and 2) presentation of results at the ND NASA EPSCoR meeting.

All pre-proposals must be submitted via the online submission form no later than the date and time specified in this solicitation's header.

Please note, this online submission form does allow proposers to save progress, navigate between pages, and continue entering information at a later date. However, it is recommended that proposers do not complete the form until they are ready to submit. Information requested in the form includes: contact information for the Sci-I, Co-Sci-I, and respective departments (Chairs and Administrative Assistants included), information on any previous NASA EPSCoR awards received by the Sci-I or Co-I in last five years, contact information for any NASA or industry collaborators, and uploads of the requested documents as a single pdf. (Uploading as multiple pdfs is acceptable, yet documents combined into one pdf is strongly preferred.)



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### **Down-select Process:**

Pre-proposals will be evaluated in a down-select. A maximum of one full proposal may move forward for consideration by NASA. The successful pre-proposal team will be notified approximately three weeks after submission of the pre-proposal. The successful pre-proposal team(s) are required to adhere to the deadline of submission to ND NASA EPSCoR as outlined in this solicitation header. Full proposals of successful pre-proposal teams will be submitted to NASA via NSPIRES by the ND NASA EPSCoR Director.

### **Online Proposal Submission Form:**

[https://und.qualtrics.com/jfe/form/SV\\_dmYr8R6JT8gvECW](https://und.qualtrics.com/jfe/form/SV_dmYr8R6JT8gvECW)

### **ND NASA EPSCoR Team**

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**General** questions regarding the RFP may be directed to the ND NASA EPSCoR Director, Dr. Caitlin Milera, [caitlin.milera@und.edu](mailto:caitlin.milera@und.edu).

**Finance** questions regarding the RFP may be directed to UND Aerospace Finance Manager, Laurie Baumgartner, [laurie.baumgartner@und.edu](mailto:laurie.baumgartner@und.edu).

<http://ndnasaepscor.und.edu/>