ND NASA EPSCOR | REQUEST FOR PROPOSALS (RFP) RESEARCH SEED GRANTS & TRAVEL GRANTS

Overview:

North Dakota NASA EPSCoR (Established Program to Stimulate Competitive Research) is soliciting proposals from faculty at affiliate institutions for Research Seed Grant funding **and** Travel Grant Funding. *Faculty may choose to apply for only Research funding or only Travel funding or both.* Funding must contribute to the completion of NASA relevant research designed to promote and expand particular NASA research sub disciplines in North Dakota.

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 PI must be from an ND NASA EPSCoR affiliate institution.

- If applying for research funding, *research* must be in STEM (science, technology, engineering, or mathematics) and demonstrate alignment with NASA priorities and one or more NASA Mission Directorates.

- If applying for travel funding, *travel* must directly contribute to specific research efforts as outlined in this solicitation.

- Proposals must designate which solicitation they are responding to (travel or research, or both). It is allowable to submit more than one proposal per faculty member.

Funding:

- Each proposal shall provide match/cost share, from non–federal sources, either cash or in-kind contribution equal to .2 of that the proposer is requesting (.2:1).

- Any funds used for match/cost share shall be allowable under 2 CFR Part 200, the uniform administrative requirements, cost principles, and audit requirements for federal awards and the NASA EPSCoR federal guidelines.

- If using ND State NASA EPSCoR funding as match/cost share, this funding is contingent upon receipt of dollars awarded annually from the State of North Dakota.

- Institutions may provide cost share from other non-federal sources such as local funding spent on project related work.

- Proposal budget requests and match/cost share may include funding for faculty salary and benefits, undergraduate and graduate student research assistantships, department paid tuition waivers, 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 unrecovered F & A (unrecovered indirect cost).

- Funds cannot be used for major equipment (items $5,000 or greater per unit), foreign travel, computers, furniture, filing cabinets, wall cabinets, office supplies, (including copy paper, pens, sticky notepads), telephone lines, lab renovations, building renovations, moving expenses, expenditures for teaching classes, honorarium fees, subscription fees, membership fees, tuition remission or tuition waivers.

- Funds must be spent between the period of performance (POP) dates listed in the header of this document.

It is anticipated that two research awards
may be made to a maximum of $45,000 each.

It is anticipated that two travel awards
may be made to a maximum of $5,000 each.

Proposal Checklist:*

- Cover Sheet
    - o Proposal Title
    - o PI Contact Information
    - o Funding Requested
    - o Department Chair Signature
- CV of PI and Co-PIs
- Research/Travel Narrative, Budget, and Budget Justification
- All files must be uploaded as **fully searchable pdf** documents.

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

This solicitation and budget form can be found online here:
https://blogs.und.edu/jdosas/2024/02/nd-nasa-epscor-research-and-travel-rfp-spring-2024/

Proposal Guidance:
All proposals must be routed through the Department Chair, Dean's office, and Grants and Contracts/Sponsored Programs Administration (or equivalent office) for signatures. PIs must also complete proposal transmittal forms specific to their universities (if applicable).

One of the primary goals of NASA EPSCoR is to assist faculty in developing research initiatives that can be funded outside of the NASA EPSCoR program in the future. Therefore, proposers should specifically include a plan to develop and expand their proposal into an independently funded research group beyond the timeframe of this funding opportunity. An additional goal of ND NASA EPSCoR is to assist the development of multiple NASA relevant research clusters in North Dakota. Proposals involving collaboration across departments, universities, and research groups/scientists in industry, are strongly encouraged. Proposals with collaborators at NASA centers are also strongly encouraged.

Travel proposals can include but are not limited to the following types of travel which directly contribute to STEM and NASA-relevant research. Proposals may include domestic travel to locations such as: a NASA center, an industry partner, a NASA contractor, an academic institution, etc. Travel funding may be included for the faculty proposer, Co-I, post-docs, graduate and undergraduate students, and other research

partners. Travel proposals may support *existing* collaborations which have the potential to secure future research funding or may help the research team to establish *new* connections to secure future research funding. Proposals which include letters of support from collaborators involved in travel plans (e.g. letter from NASA researcher indicating that a site visit is welcome) are strongly encouraged. International travel is not allowed. (It is understood that COVID-19 regulations may introduce barriers to holding in-person travel.)

Research proposals may also include travel which directly contributes to the research proposed, following travel guidelines as outlined in this solicitation.

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

1. **CV of PI (and Co-PIs)**
   a. Relevant Research, Teaching, and Service Experience

2. **Research/Travel Narrative**

   Research *Proposals: Use the following headings in* **≤ 6 pages** *for a – h. Page limit does not apply to budget, references, and any letters of collaboration.*

   Travel *Proposals: Use the following headings in* **≤ 3 pages** *for a – h. 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](#)

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

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 PI's home institution are insufficient.)
- o [NASA's Policy on DEIA](http://ndnasaepscor.und.edu/)

i. Budget
- 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 from Collaborators

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

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.
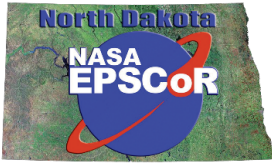
Proposals will be evaluated using the following criteria: NASA relevance, Goals & Objectives, Scientific Merit, Implementation Strategy, Management Plan, Anticipated Outcomes, Evidence of Collaboration, Contributions to DEIA, and Budget Reasonableness.

Proposal Submission:
All proposals must be routed through the proposer's home institution Grants and Contracts office for appropriate signatures, prior to submission to ND NASA EPSCoR (e.g. Sponsored Programs Administration, Division of Research & Economic Development, etc.). If the proposer's home institution does not have this office, procedures at their specific campus must be followed regarding grant proposal submissions.

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 proposals must be submitted via the online submission form no later than noon on the deadline indicated in this solicitation. Late or non-compliant proposals will not be accepted.

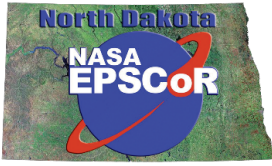**Note**: this online submission form does allow proposers to save progress, navigate between pages, and continue entering information at a later date. However, it is recommended that proposers do not complete the form until they are ready to submit. Information requested in the form includes: contact information for the PI, Co-PI, and respective departments (Chairs and Administrative Assistants included), information on any previous NASA EPSCoR awards received by the PI or Co-PI 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.)

Online Proposal Submission Form:

https://und.qualtrics.com/jfe/form/SV_77XjhlKOI7QRYzQ

ND NASA EPSCoR Team

Dr. Caitlin Milera, Director
(701) 777-4856
caitlin.milera@und.edu

Tori McIntosh, Associate Director
(701) 777-4161
tori.mcintosh@und.edu

Laurie Salander, Assistant Director
(701) 777-4897
laurie.salander@und.edu

Laurie Baumgartner, Finance Manager
(701) 777-4043
laurie.baumgartner@und.edu

Amber Holien, Accountant
(701) 777-3218
amber.holien@und.edu

General questions regarding the RFP may be directed to the ND NASA EPSCoR Director, Dr. Caitlin Milera, caitlin.milera@und.edu.

Finance questions regarding the RFP may be directed to UND Aerospace Accountant, Amber Holien, amber.holien@und.edu.