

**New Mexico Space Grant Consortium  
Undergraduate Education Enhancement Program  
Call for Proposals**

The Undergraduate Education Enhancement Program is intended to support project based course development, capstone courses, curriculum or course re-design, course re-design for web-based courses or distance education, and student retention and achievement programs in the undergraduate science, engineering, and technology areas. These courses should be part of the regular academic program in higher education institutions. Funds may be used to support faculty or staff release time, graduate and undergraduate student support, or travel related to the course. Course development must be in the space, aerospace, aeronautics and launch related areas. Funds may not be used to support tuition. Full time university students may apply for scholarships through the NMSGC Scholarship Program. All faculty, staff, and students who receive support for this program must be U.S. citizens. This program is intended to supplement/augment (not duplicate) already existing opportunities. As is true with all NMSGC programs, the participation by minorities, women, and persons with disabilities is strongly encouraged.

**A. OBJECTIVES**

The overall goal for this program is to effectively utilize the resources available through NMSGC as incentive for faculty and students:

- 1) the development of courses and curriculum, including capstone design courses for undergraduate students majoring in science, engineering, or technology disciplines.
- 2) focus on involving women, under-represented groups, and persons with disabilities in all aspects of education, including fellowship awards, curriculum development, and degree programs in scientific, engineering and technical fields.
- 3) develop instructional technology, technology transfer, and other technological courses that use emerging NASA developed technology.
- 4) develop programs which will enhance or improve student retention and achievement.

**B. ELIGIBILITY**

All faculty at universities, colleges, and community colleges who are members of the New Mexico Space Grant Consortium are eligible to apply. All faculty and students who receive support for this program must be U.S. citizens. The following list comprises all current NMSGC higher education member institutions:

- New Mexico State University
- University of New Mexico
- New Mexico Institute of Mining and Technology
- Dona Ana Community College

- San Juan College
- Eastern New Mexico University
- Western New Mexico University
- New Mexico Highlands University

#### C. DURATION, AND AMOUNTS OF AWARDS

NMSGC is expected to make varying numbers of awards in Education Enhancement Program. **The duration of the stimulus projects resulting from responses to this request is for one year.** A shorter duration, depending on the project, may be proposed. The Education Enhancement Program awards may range up to \$1,000 to \$15,000. All deadlines must be met. No extensions or renewals will be considered if all proposed deadlines and timetables have not been reasonably met.

#### D. ASSESSMENT OF APPLICATIONS

Each proposal submitted under this Education Enhancement Program will be evaluated by experts in Space, Aerospace, Aeronautics, and education fields. Sufficient information must be provided by the proposer to allow the reviewer to make an informed judgment. Failure to supply the appropriate information will lead to lower scores and non-funding of the project. Proposals will be evaluated using the following criteria:

Criteria	Percentage
1) The degree to which this proposal is relevant to the engineering, science, or mathematics curriculum.	15%
2) Scientific, technical, and educational merit of the proposed project.	25%
3) The degree to which this proposal is relevant to NASA's Strategic Enterprises.	15%
4) Competency of the proposers to carry out the plan and achieve their stated goals.	15%
5) Potential of the project to increase undergraduate retention and achievement, particularly for women and under-represented groups.	20%
6) Adequacy and appropriateness of the budget to carry out the project, including institutional contributions or other matching funds.	10%
Total	100%

## E. FINAL SELECTION

After the recommendations of the peer reviewers, the Director of New Mexico Space Grant Consortium will make the final decisions on funding proposals.

## F. BUDGET

### 1) Allowable Expenses:

Salaries: Faculty release time, support for full time undergraduate and graduate students and hourly wages for student employees. All faculty and students who receive support for this program must be U.S. citizens.

Travel: Must include name of person who is traveling, purpose for travel, destination, per diem, and how the travel supports your research goal. State and Federal government travel regulations apply to all travel. All faculty and students who receive support for this program must be U.S. citizens. All travel supported by the project must be domestic.

Supplies and materials: Include a description of how these funds will be used. If educational supplies or software will be purchased, list items, describe the need for the item and how it supports the program goals.

### 2) Non-allowable expenses:

Purchase of equipment is not allowed.

Purchase of food is not allowed.

Indirect Costs (IDC) for F&A are not allowed.

### 3) Cost Sharing:

**Institutions must provide 120% non-federal matching funds for this program. Preference will be given to projects that show high institutional support.**

## G. SPECIFIC PROPOSAL REQUIREMENTS AND FORMAT

1) Cover Page - Please use the Cover Page Form in the Appendix.

2) Table of Contents

### 3) Project Summary - Use Project Summary Form in the Appendix.

The project summary (also called abstract) must be 250 words or less. The form provided in the Appendix must be used. It should concisely describe the proposed project, giving the objectives, key features, and proposed outcomes, and provide a timetable for project implementation. Summaries are to be written in general terms, understandable by a non-expert in the field.

### 4) Project Narrative

The project narrative must be limited to five (5) single-spaced or ten (10) double-spaced pages. Typical subsections of the narrative should include in the order listed, the following:

#### 4-a) Introduction

Indicate program and state the technical or scientific problem to be addressed. Indicate the NASA's Mission Directorate Enterprise which this program supports.

#### 4-b) Objectives of the Project

Scientific, technical, and educational objectives and human resources development objectives should be concisely delineated.

#### 4-c) Implementation Strategy or Scientific Method and Timetable

The scientific, technical, and/or educational methodology to be employed in the work or to be presented at a conference should be succinctly described. Strategies germane to the successful implementation of the project should be discussed. A concise timetable, preferably in a tabular form, should be provided. Key steps or milestones toward the successful completion and possible continuation and expansion of the project should be shown in this table.

#### 4-d) Long Term Benefits

Describe the expected long range benefits from the project to the engineering, science, or mathematics education at the institution, as well as to the student population and project personnel.

#### 4-e) Key Personnel

Identify the key personnel and succinctly describe their qualifications and experiences as they relate to the successful execution, continuation, and expansion of the project. Attach a one page Vitae for each Principal Investigator (These vitae are not included in page totals listed above.)

## 5) Budget and Budget Explanations

Please provide the project budget on the Budget Form in the Appendix. No Indirect Costs (or F&A), equipment, or food are allowed to be charged to NMSGC funds. (Unrecovered overhead may be included as an institutional contribution; you will be required to document the institutional contributions in your financial reports.) Budget explanations, provided on a separate page, should be succinct but provide sufficient information for a reviewer to judge the need for and importance of the items requested.

Remember, the reviewers cannot be expert in all sub-fields. Avoid technical "jargon" as much as possible.

APPENDIX  
FORMS FOR  
NEW MEXICO SPACE GRANT CONSORTIUM  
EDUCATION ENHANCEMENT PROPOSALS  
FOR HIGHER EDUCATION INSTITUTIONS

(Duplicate as needed)

Form 1: Cover Page

Form 2: Project Summary

Form 3: Budget

NEW MEXICO SPACE GRANT CONSORTIUM  
EDUCATION ENHANCEMENT PROGRAM  
HIGHER EDUCATION INSTITUTIONS  
COVER PAGE

1. Title of Proposed Project: \_\_\_\_\_

2. Principal Investigator(s): (Name) (Highest Degree Earned)

\_\_\_\_\_  
(Department) \_\_\_\_\_

3. All Other Investigators: (Name) (Highest Degree Earned)

\_\_\_\_\_  
(Department) \_\_\_\_\_

4. Institution of Higher Education: \_\_\_\_\_

5. PI Address:

\_\_\_\_\_  
(Street Address/P.O. Box Number)

\_\_\_\_\_  
(City, State) (Zip Code)

6. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

7. Total Funds Requested: \$ \_\_\_\_\_

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By signing and submitting this proposal, the signatures are certifying that the institution and the proposed project are in compliance with all applicable Federal and State laws and regulations (including, but not limited to, the required certifications set forth in: (1) Grants for Research and Education in Science and Engineering, NSF 90-77; and (2) Appendix C, 45 CFR 620, Subpart F (Requirements for a Drug-Free Workplace) and funding of this project does not supplant other forms of direct state support for the project.

8. Signature(s) of All Investigators: \_\_\_\_\_

9. Signature of Dean: \_\_\_\_\_

10. Signature of Authorized Fiscal Agent: \_\_\_\_\_

11. Signature of Campus Head or  
Authorized Institutional Representative: \_\_\_\_\_

NEW MEXICO SPACE GRANT CONSORTIUM  
EDUCATION ENHANCEMENT PROGRAM  
HIGHER EDUCATION INSTITUTIONS  
PROJECT SUMMARY

NAME OF INSTITUTION (INCLUDE BRANCH/CAMPUS AND SCHOOL OR DIVISION)

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ADDRESS (INCLUDE DEPARTMENT)

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PRINCIPAL INVESTIGATOR(S)

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TITLE OF PROJECT

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ABSTRACT (DO NOT EXCEED 250 WORDS)

NEW MEXICO SPACE GRANT CONSORTIUM  
 EDUCATION ENHANCEMENT PROGRAM  
 HIGHER EDUCATION INSTITUTIONS  
 BUDGET

Title of Proposed Research: \_\_\_\_\_  
 Principal Investigator(s): \_\_\_\_\_  
 Institution(s): \_\_\_\_\_

PROPOSED BUDGET		
	NMSGC Funds	Institutional Contribution
A. Salaries:		
1. Research	\$	\$
2. Clerical	\$	\$
3. Subtotal	\$	\$
4. Fringe Benefits (____%)	\$	\$
5. Graduate Assistants	\$	\$
6. Undergraduate Students		
7. Student(s) hourly	\$	\$
8. Subtotal - Salaries	\$	\$
B. Supportive Expenses:		
1. Travel	\$	\$
2. Supplies	\$	\$
3. Other Expenses (identify)		
A. _____	\$	\$
B. _____	\$	\$
4. Subtotal of Expenses	\$	\$
C. Indirect Costs	XXXXXXXXXXXXXXXXXX	\$
D. Total Project Costs	\$	\$

**Note: No indirect costs, equipment, or food are allowed charged to NMSGC**  
 Please attach budget explanations.