

**New Mexico Space Grant Consortium  
Public Service Program  
Call for Proposals**

The Public Service Program is an opportunity to support programs which support literacy in science, engineering, technology, and mathematics, for the citizens of New Mexico. This program will support programs which publicize the vision, mission, and priorities of NASA and the NMSGC programs and enterprises. This includes grass roots, statewide efforts to publicize through demonstration, the benefits of space science, engineering, technology, and mathematics to all citizens of New Mexico through collaborations with legitimate museums, malls, airports, schools, public and private groups, clubs, fairs and any relevant statewide program which the partners agree to support. This program is intended to supplement/augment (not duplicate) already existing opportunities. As is true with all NMSGC programs, minority and women participation is strongly encouraged.

**A. OBJECTIVES**

The overall goal for this program is to effectively utilize the resources available through NMSGC to support grass roots, statewide efforts to publicize through demonstration, the benefits of space science, engineering, technology, and mathematics to all citizens of New Mexico.

**B. ELIGIBILITY**

Legitimate museums, malls, airports, public and private groups, schools, clubs, fairs and any relevant statewide program which the partners agree to support are eligible. Organizations must be located in New Mexico and have a legal governing board or advisory council.

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

NMSGC is expected to make varying numbers of awards in the Public Service Program. The duration of the projects is one year. A shorter duration, depending on the project, may be proposed. The Public Service Program awards may range up to \$5,000. All deadlines must be met. No extensions or renewals will be considered if all proposed deadlines and timetables have not been met.

**D. ASSESSMENT OF APPLICATIONS**

Each proposal submitted under this Public Service Program will be evaluated by experts in Space, Aerospace, and Aeronautics 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 Space, Aerospace, Aeronautics and Launch related fields and to research or training.                | 20%        |
| 2) Scientific and technical merit of the proposed project.  | 25%        |
| 3) Competency of the proposers to carry out the plan and achieve their stated goals.  | 15%        |
| 4) Probability for the project to lead to increased public awareness of the vision, mission, and priorities of NASA and the NMSGC programs and enterprises. | 25%        |
| 5) Adequacy and appropriateness of the budget to carry out the project, including institutional contributions or other matching funds.                      | 15%        |
| Total   | 100%       |

#### E. FINAL SELECTION

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

#### F. BUDGET

##### 1) Allowable Expenses:

**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) or 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 and 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

Describe the program

4-b) Objectives of the Project

Indicate how the program addresses the objectives stated in the program

4-c) Implementation Strategy or Scientific Method and Timetable

Describe how the program will be implemented. Include a concise timeline, key steps and milestones toward project completion.

4-d) Long Term Benefits

Describe the expected long range benefits from the project to the publication of the vision, mission, and priorities of NASA and the NMSGC programs.

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 Project Director (These vitae are not included in page totals listed above.)

Project staff should be aware the people with disabilities may want to participate in their programs. If that is the case, they should be willing to have the expertise and/or required assistive technology available to support their participation. For more information, contact the Regional Alliance for

Science, Engineering, and Mathematics for Persons with Disabilities (RASEM) at (505) 646-6051.

#### 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  
PUBLIC SERVICE PROPOSALS

(Duplicate as needed)

Form 1: Cover Page

Form 2: Project Summary

Form 3: Budget

NEW MEXICO SPACE GRANT CONSORTIUM  
PUBLIC SERVICE PROGRAM  
COVER PAGE

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

2. Project Director(s): (Name) (Highest Degree Earned)

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

3. All Other Project Personnel: (Name) (Highest Degree Earned)

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

4. Institution : \_\_\_\_\_

5. Institution 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 Authorized Fiscal Agent: \_\_\_\_\_

NEW MEXICO SPACE GRANT CONSORTIUM  
PUBLIC SERVICE PROGRAM  
PROJECT SUMMARY

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

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ADDRESS (INCLUDE DEPARTMENT)

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PROJECT DIRECTOR(S)

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TITLE OF PROJECT

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ABSTRACT (DO NOT EXCEED 250 WORDS)

NEW MEXICO SPACE GRANT CONSORTIUM (NMSGC)  
PUBLIC SERVICE PROGRAM  
BUDGET

Title of Proposed Project: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

Institution(s): \_\_\_\_\_

| PROPOSED BUDGET              |                    |                            |
|------------------------------|--------------------|----------------------------|
|                              | NMSGC Funds        | Institutional Contribution |
| A. Salaries:                 | XXXXXXXXXXXXXXXXXX |                            |
| 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.