



**MAINE SPACE GRANT
CONSORTIUM**

An affiliate of the National Space Grant College and Fellowship Program

Request for Proposals

**Maine Space Grant Consortium
Research Infrastructure Seed Grant Program**

Letter of Intent Deadline (due by 5 pm.):

November 15, 2011

Full Proposal(s) Deadline (due by 5 p.m.):

December 15, 2011

Research Infrastructure Program

Table of Contents

SECTION 1: INTRODUCTION.....	1
SECTION 2: PROGRAM DESCRIPTION	1
2.1 Eligible uses of Seed Research Grant Funds:	1
2.2 Program Requirements:.....	1
2.3 Evaluation and Award Criteria:	1
2.4 Required NASA Contact:.....	2
SECTION 3: GENERAL PROPOSAL REQUIREMENTS	2
3.1 Letter of Intent (non-binding)	2
3.2 Research Proposals:	3
3.3 Unallowable Costs and Other Requirements:	3
SECTION 4: DEADLINES AND IMPORTANT DATES	3
SECTION 5: RESOURCES.....	4
APPENDIX A – NASA CENTER CONTACTS	6

Research Infrastructure Program

SECTION 1: INTRODUCTION

The Maine Space Grant Consortium Research Infrastructure Seed Grant Program (Seed Grant) seeks to improve the research competitive position of Maine researchers for larger scale funding from NASA and other agencies by supporting projects that are aligned with NASA priority areas and the state of Maine's strengths

This program provides funding to support projects that promote collaborations to strengthen the research infrastructure capacity of the institution and improve the research competitive position of research faculty.

Proposers may request up to \$20,000 under the Seed Grant Program

SECTION 2: PROGRAM DESCRIPTION

2.1 Eligible uses of Seed Grant Funds:

- Preliminary research activities
- Travel to NASA Field Centers
- Student fellowships or internships
- Disciplinary-specific workshops for networking between Maine researchers and NASA

2.2 Program Requirements:

- MSGC strongly encourages interdisciplinary research projects.
- MSGC strongly encourages the participation of undergraduate and/or graduate students in proposed research projects.
- MSGC encourages the collaboration or cooperation of two or more Maine organizations
- MSGC strongly encourages the participation of women, minorities and persons with disabilities, therefore it is required that any recruitment of students must be broadly promoted across campus/disciplines and that the institution actively promotes opportunities to its multi-cultural centers, or equivalent of such
- A cost-share (match) of 1:1 by the institution is required, which can be a combination of cash and/or in-kind
- Proposals should not exceed a one-year period.

2.3 Evaluation and Award Criteria:

- Strategic Alignment with NASA's interests and State of Maine R&D goals
- Technical Merit (goals, objectives, milestones, approach, outcomes and evaluation)
- Schedule and Cost
- Preference may be given to proposals that are interdisciplinary

Research Infrastructure Program

- Preference may be given to proposals with relatively high proportions of matching funds

2.4 Required NASA Contact:

Because a major aim of this seed grant program is the promotion of collaborative efforts between Maine researchers and NASA Field Centers, a required element of the *proposal* is written confirmation that NASA Field Center personnel have been contacted about the proposed research. This confirmation should comprise, *at minimum*, a letter of support from a NASA researcher who is interested in the outcome of the proposed project. Evidence of a more involved collaboration with a NASA researcher will result in higher scoring of the proposal's Strategic Alignment.

Research opportunities are provided by the Mission Directorates (Aeronautics Research, Science, Human Exploration and Operations) and the Office of the Chief Technologist, NASA Centers, and the Jet Propulsion Laboratory. Each Mission Directorate covers a major area of the Agency's research and development efforts. NASA critical research opportunities can be viewed at

<http://nspires.nasaprs.com/external/solicitations/solicitations.do?method=past&stack=push>. There are also direct links to the Centers from <http://www.nasa.gov/home/index.html?skipIntro=1> . If you have not previously collaborated with NASA personnel, remember to include a statement to that effect in your Letter of Intent. You should then contact the University Affairs Officer (UAO) at your NASA Center(s) of interest. NASA University Affairs Officers are listed in Appendix A of this document. The UAO at your Center of interest can direct you to specific NASA researchers in your field.

SECTION 3: GENERAL PROPOSAL REQUIREMENTS

3.1 Letter of Intent (non-binding)

Please send a one-page letter **by 5:00 PM November 15, 2011**, containing the following information:

- Name of primary institution/organization and any collaborating institutions
- Principal Investigator's name and contact information
- Brief description of Principal Investigator's general area of expertise
- Preliminary project title and brief description of research and/or education area being explored for proposal
- Estimate of amount to be requested
- If you already have a contact at a NASA Field Center related to the proposed area of research, please provide the person's name and contact information, plus a brief description of your relationship with that person or Center. If you do not have a contact, include a statement to that effect. (For more information, see section above "REQUIRED NASA CONTACT.")

Research Infrastructure Program

3.2 Seed Grant Proposals:

- Cover page which includes Information from Letter of Intent (updated or revised if necessary) (one page not included in the 5-page limit below)
- Project narrative (not to exceed five pages) explaining the project. Proposers must include specific measurable goals and objectives, measurable outcomes, milestones and deliverables, how the objectives are to be reached, and the capabilities of the proposer to achieve the objectives. The narrative should also describe alignment with specific NASA research interests (see information under “REQUIRED NASA CONTACT”) and State of Maine R&D goals (see <http://www.state.me.us/legis/opla/rdfinal.htm>).
- Brief plan for project evaluation that assesses the effectiveness and impact of the project (included in the 5-page limit).
- Project timeline, maximum one page (not included in the 5-page limit)
- Itemized budget and justification (not included in the 5-page limit)
- Demonstrated availability of *non-federal* matching funds, minimum 1:1 match (cash and/or in-kind)
- Written confirmation that NASA Field Center personnel have been contacted about the proposed research (See “REQUIRED NASA CONTACT” above.) (not included in the 5-page limit)

3.3 Unallowable Costs and Other Requirements:

- MSGC will not award funds for equipment purchases, including general purpose equipment such as computers and printers
- MSGC will not award funds for foreign travel
- Indirect costs cannot be allocated to student’s scholarships and fellowships
- Indirect cost recovery rate is limited to 25% for research projects (limited rate does not pertain to cost sharing).
- Travel funds cannot be used for civil servant travel expenses
- All participants being paid from NASA funds must be U.S. Citizens

SECTION 4: DEADLINES AND IMPORTANT DATES

Letter of Intent *DUE* – November 15, 2011

Proposals *DUE* – December 15, 2011

Awards announced on or around – February 1, 2012

Earliest project start date – February 15, 2012

SEND ALL MATERIALS TO:

Jana Hall, Director of Education Programs
Maine Space Grant Consortium

87 Winthrop Street, Suite 200, Augusta, ME 04330
1-877-397-7223 – www.msgc.org

Research Infrastructure Program

87 Winthrop Street, Suite 200
Augusta, ME 04330
Phone: (207) 622-4688
Fax: (207) 622-4548
E-mail: jana.hall@msgc.org

NOTES ON FORMAT: Submissions via e-mail are required as a **single** attachment in either PDF or Microsoft Word format. Faxed or postal mail notices of intent and full proposals will **not** be accepted..

If you have questions about this RFP, e-mail jana.hall@msgc.org or terry.shehata@msgc.org, or call toll-free at 1-877-397-7223. For more information about Maine Space Grant Consortium and NASA please visit www.msgc.org.

SECTION 5: RESOURCES

Proposers can find more information on NASA's mission, strategic plans, other initiatives and the State of Maine's 30 and 1000 plan on the sites below:

NASA <http://www.nasa.gov>

NASA Office of Education: <http://education.nasa.gov>

NASA Education Strategic Coordination Framework <http://education.nasa.gov/about/strategy>
http://www.nasa.gov/audience/foreducators/topnav/materials/listbytype/Strategic_Coordination_Framework.html

Vision for Space Exploration http://www.nasa.gov/missions/solarsystem/explore_main.html

NASA Grant and Cooperative Agreement Handbook
http://prod.nais.nasa.gov/pub/pub_library/grcover.htm

NASA Centers & Facilities: <http://www.nasa.gov/offices/education/centers/index.html>

Guidebook for Proposers Responding to a NASA Research Announcement
<http://www.hq.nasa.gov/office/procurement/nraguidebook>

NASA Solicitation and Proposal Integrated Review and Evaluation System (NSPIRES)
<http://nspires.nasaprs.com>

Office of the Chief Technologist Overview
http://www.nasa.gov/pdf/485335main_OCT_Overview_slides_TAGGED.pdf

The Maine Space Grant Consortium: www.msgc.org

Research Infrastructure Program

State of Maine's 30 and 1000, How to build a knowledge-Based Economy in Maine and Raise Incomes to the National Level:

<http://www.maine.gov/tools/whatsnew/index.php?topic=Economics+and+Demographics+News&id=97959&v=article2011>

Research Infrastructure Program

APPENDIX A – NASA CENTER CONTACTS

NASA Office of the Chief Technologist

Claudia Meyer
Space Technology Research Grants Program Executive
NASA Headquarters
Claudia.M.Meyer@nasa.gov

NASA Center Contacts

Ames Research Center Maria Lopez University Affairs Officer Phone: (650) 604-0896 Maria.C.Lopez@nasa.gov	Kennedy Space Center Rose Austin Education Projects Specialist Phone: (321) 867-6481 Rose.M.Austin@nasa.gov
Dryden Flight Research Center Dr. Lance Richards Education Lead Phone: (661) 276-3562 Lance.Richards-1@nasa.gov	Langley Research Center Thomas Pinelli University Affairs Officer Phone: (757) 864-2491 Thomas.E.Pinelli@nasa.gov
Goddard Space Flight Center Lucy McFadden Chief of University Affairs Phone: (301) 614-6941 Lucyann.A.McFadden@nasa.gov	Glenn Research Center David Kankam University Affairs Officer Phone: (216) 433-6143 Mark.D.Kankam@nasa.gov
Jet Propulsion Laboratory Linda Rodgers University Programs Administrator Phone: (818) 354-3274 linda.rodgers@jpl.nasa.gov	Marshall Space Flight Center Frank Six University Affairs Officer Phone: (256) 961-7701 Norman.F.Six@nasa.gov
Johnson Space Center Kamlesh Lulla Deputy University Research Officer Phone: (281) 483-3065 Kamlesh.P.Lulla@nasa.gov	Stennis Space Center Nathan Sovik University Affairs Officer Phone: (228) 688-7355 Nathan.A.Sovik@nasa.gov