

WYOMING



NASA Space Grant Consortium

Faculty Education Enhancement Grant Proposal Instructions

PROPOSAL FORMATTING

- 10-12 pt. Times New Roman or similar font
- 1-inch margins on all sides
- Single spacing
- Numbered pages
- Submit as PDF or MS Word file

PROPOSAL SECTIONS

There are six sections in the proposal, please start each section on a new page:

1. **Title Page** (1 page) – proposal title, name, school, and department.
2. **Abstract** (1 page, 300 words or less) – the Abstract should give a brief description of the project, including goals and relevance written in *non-technical language for a general audience*.
3. **Project Narrative** (3 pages) – *Write for a non-technical, general audience*. The page limit is not to exceed 3 pages, which includes *figures, tables, and references*. Please include the following section headers:
 - I. **Description of Proposed Project**
 - II. **Relationship to NASA and Space Grant Goals**
 - III. **Products** – Course offerings, curriculum materials, anticipated papers/publications, proposals, or presentations that will result from this project.
 - IV. **Timeline** – Include the anticipated start date, dates for major milestones, and expected completion date.
 - V. **References**
4. **Budget** (2 pages) – *A maximum of \$10,000* will be awarded for a Faculty Education Enhancement Grant. Funding can be used for summer salary (benefits included), supplies, wages for students, post-docs, or research scientists, or other expenses including domestic travel. Expenditures that cannot be supported include page charges, tuition to attend special institutes or off-campus programs, international travel over \$1000, and purchase of equipment over \$1000. Please include both a Budget Summary and Budget Narrative. ****Cost share or matching funds are required in an amount equal to that requested.*** Cost share can include your time, which can be reported on your monthly PAR (Personnel Activity Report) as cost share efforts towards the NASA Space Grant grant. We will

contact your department accountant for cost share reporting. See below for more information on Cost Share.

5. **Description of Current and Pending Funding** (1 page) – Please describe ***any current or pending funding that you have for this project or other projects.*** Please describe any previous awards received from NASA Space Grant or NASA EPSCoR with results of previous funding. If you do not have any current or pending funding sources or have not received NASA Space Grant or EPSCoR funding before, this section may be omitted.
6. **Vita of Faculty Member** (2 pages)

SUBMISSION INSTRUCTIONS

Submit the files listed below to: wsgc@uwyo.edu.

File 1. Project Proposal

File 2. Faculty Grant Application Form

You should receive an e-mail confirmation of receipt within two business days – if you do not receive confirmation in this time, please contact the Space Grant office.

COST SHARE INFORMATION

Briefly describe expenses required for this project that will be covered from other ***non-federal*** sources (i.e., department/university funds, another grant). Sources of cost share can include: ***1) time spent working on proposed project, reported as cost share efforts on monthly PAR***, 2) volunteer time donated by faculty or other personnel, 3) equipment-use fees paid by another source, and 4) funding for travel, supplies, or equipment for use with this project coming from another source. All sources of cost share or matching funds must be able to be documented – there must be a paper trail, so please consider that when detailing your cost share. We will work with you and your department accountant to document cost share if a grant is awarded.