



**Team Experience and Competition Grant Program  
2020-2021 Academic Year**

**Project Period:  
Nov. 1, 2020 to July 15, 2021**

**REQUEST FOR PROPOSALS**

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Proposal Submissions Due: Monday, Oct. 5, 2020 (12:00 p.m., EST)  
Anticipated Award Announcement Date: Oct. 19, 2020

## 2020-2021 Student Team Experience and Competition Grant Program

NC Space Grant awards funding to undergraduate/graduate teams to help them participate in national competitions either sponsored or sanctioned by NASA or by another STEM-related organization. Examples of such competitions are NASA Student Launch Initiative, NASA Human Robotics Competition, Shell Eco-Challenge, AUVSI SUAS, etc. Competitions should be in the fields of science, technology, engineering or mathematics (STEM) and complement the academic studies of team members.

NC Space Grant recognizes that this academic year, some competitions may be significantly modified, delayed or postponed due to the impacts of COVID-19. NC Space Grant will allow teams to propose collaborative team work experiences that build toward an anticipated future competition (must be named in proposal). All proposers must adhere to state and college/university COVID-19 policies and procedures for classwork, teamwork, labs, travel and any other competition/challenge guidelines.

NC Space Grant anticipates supporting up to 10 team competition grants of up to \$5,000 each contingent on available funding and strength of proposals.

### Proposal Guidelines

All proposals must include the following information in the order noted below. Proposals not meeting these requirements may not be considered.

*Project Content (not to exceed 10 pages):*

#### 1. Summary of the Team Competition

Proposers shall state the overall goal or purpose of the competition/challenge. Proposers MUST provide a web link to the current (or past) competition/challenge.

#### 2. Overview of the STEM-Based Team Project and Its Alignment to a NASA Mission Directorate

Proposers shall give an overview of their project (i.e., the main STEM-based task or tasks) and how it is aligned to a NASA Mission Directorate. NASA Mission Directorates include:

- a. [Aeronautics Research](#)
- b. [Human Exploration and Operations](#)
- c. [Science](#)
- d. [Space Technology](#)

#### 3. Description of Team Goals and Learning Objectives

Proposers shall provide the following.

A. For returning teams, a summary of the team's past participation, lessons learned and planned adjustments, modifications, etc. for this cycle.

B. For new teams, a description why a competition/challenge was selected and what the team hopes to learn and accomplish.

#### 4. Project Timeline

Significant goals, deadlines, requirements and competition dates.

#### 5. Summary of Team Composition and/or Member Recruitment

A narrative description or table with student team information, e.g., names, majors and/or skills sets (e.g., electrical engineering, computer programming, etc.) and team roles and responsibilities (e.g., club president, team leader, task lead, documentation, etc.). Teams should consider adding roles for non-STEM team members, such as fundraising, outreach and education, social media, etc.

If the composition of the team is unknown, the proposer **MUST** describe student recruitment efforts, including steps that will be taken to encourage diversity, equity and inclusion (DEI) of team members. Teams with diverse composition will be more favorably reviewed.

Refer to the section below, *Awardee Expectations*, for student data table reporting requirements for the final report.

## 6. Outreach Plan

Outreach is not required in all competition/challenge guidelines; however, it is the mission of NC Space Grant to engage and inspire the next generation of explorers. Therefore, teams that include an outreach component to pre-college and/or public audiences will be more favorably reviewed. Proposers should include a description of in-person outreach and/or online/remote learning tools (proposers must strictly adhere to COVID-19 policies at their institutions and for targeted outreach). This is an opportunity for teams to be creative, such as using an authorized YouTube channel, an online demo or launch, shared open-source materials, etc.

*Additional Required Content (no page limit unless otherwise noted):*

7. **Curriculum Vitae** of the Faculty Principal Investigator (PI)/Advisor (2 pages max)
8. **Letter of Support** from the Department Chair/Head that outlines the importance of the proposed project to the department and/or the direction of the university
9. **Budget and Budget Narrative** with request not to exceed \$5,000 – **A one-to-one cost match is required** (use budget template in Appendix A). Funds can be used to purchase supplies and materials to support the team project, cover registration and/or pay travel expenses. NASA grant funds cannot be used to purchase equipment. NC Space Grant does not allow facilities and administrative (F&A) costs. Unrecovered F&A costs may be used for required cost-matching.

## Eligibility

- A faculty member or instructor must be the Principal Investigator (PI), although strong student involvement and leadership is the intention of this grant, including in proposal writing.
- Proposals will be accepted from teams at accredited higher education institutions **only within the state of North Carolina**.
- Team members must be enrolled in an academic degree program.
- The competition must occur during the 2020-2021 academic year or summer of 2021.
- Some competitions require that team members be full-time students and/or U.S. citizens. Applicants should review all competition or program requirements and make sure the entire team is eligible to participate before submitting this proposal.
- Release of funds is contingent upon acceptance into competitions/challenges for those with a competitive application process.

## Period of Performance

The period of performance for this project is Nov. 1, 2020 to July 15, 2021 (≈ 9 months).

### Awardee Expectations

- All proposers **MUST** strictly adhere to the State of North Carolina and college/university COVID-19 guidance for classwork, teamwork, labs, travel and other relevant policies and procedures. Safety first!
- A final report and a student participant data table are **required**. **Reports are due no more than 30 days after completion of the period of performance** (i.e., no later than Aug. 15, 2021). Please note that some competition dates will take place after the grant period of performance. In those cases, teams **MUST** submit an amendment to reports following completion of competition.

NOTE: The collection and submission of student data is a REQUIREMENT of the NASA Office of STEM Engagement in order for NC Space Grant to receive annual funding. As a result, **all NC Space Grant funded projects MUST complete a final report that includes student participant data (names, dates of birth, gender, ethnicity, email address and field of study, etc.)**. To protect Personally Identifiable Information (PII), NC Space Grant utilizes reporting systems that are FERPA compliant and meet or exceed the United States Department of Education Privacy Technical Assistance Center and the Student Privacy Policy Office data security recommendations.

- The PI and designated team members shall collaborate with the NC Space Grant communications specialist to develop and implement a plan to share progress and experiences, including but not exclusively on social media, in print and on the NC Space Grant website. You can reach the NC Space Grant communications specialist, Lee Cannon, at [lacannon@ncsu.edu](mailto:lacannon@ncsu.edu).
- The PI and designated team members shall make activity and results public via social media during and after their projects, using accessible social media accounts and consistent hashtags (e.g., #yourteamname and/or #ncspacegrant).
- NC Space Grant should be given credit for sponsoring the activity in all printed materials (e.g., logo, social media, etc.). Logos can be obtained from Lee Cannon at [lacannon@ncsu.edu](mailto:lacannon@ncsu.edu).
- The team, or teams members, and their PI are strongly encouraged to participate at the NC Space Grant Space Symposium, April 15-16, 2021 (details coming soon at [ncspacegrant.org](http://ncspacegrant.org)).
- NC Space Grant is **required** by NASA to keep in touch with all awardees of significant programs *at least* until they receive their first job after receiving their highest degree. If students receive support through this program, they are expected to keep in touch with NC Space Grant for some time after the completion of the project. The minimum information needed is an updated email address.

### Proposal Submission

- **Proposals shall be received no later than 12:00 p.m. EST on Monday, Oct. 5, 2020.**
- Proposals must be submitted by the faculty advisor, who will serve as the Principal Investigator, as a single PDF file via the [NC Space Grant online submission system](#). Submissions must be signed by the PI's university's Office of Sponsored Research.
- Proposals should be one-sided, single-spaced on standard 8 ½ x 11 paper, no smaller than 12 point font and with no less than one-inch margins throughout. Text restrictions are inclusive of all illustrations, tables, charts, exhibits, etc. All pages must be numbered sequentially.

Award announcements will be made on approximately Oct. 19, 2020. Projects selected for funding will receive a sub-award through the PI institution's Office of Sponsored Research.

**Contact**

For questions related to this solicitation, please contact:

Sandy Canfield  
Assistant Director  
NC Space Grant  
(919) 515-5943  
[srcanfie@ncsu.edu](mailto:srcanfie@ncsu.edu)

**APPENDIX A: BUDGET TEMPLATE**

Period of performance: Oct. 30, 2020 to July 15, 2021

Maximum budget request: \$5,000

1:1 cost match required

**BUDGET DESCRIPTION:**

Enter University Here			
Enter Faculty Advisor and Team Leader Names Here			
	<b>NASA Funding</b>	<b>Cost Share</b>	<b>Total</b>
Salaries	x		
Travel			
Supplies and materials*			
Services	x		
Equipment	x		
Student Salaries/Stipend	x		
Other (Explain)**			
Indirect Costs***	x		
	<b>NASA Funding</b>	<b>Cost Share</b>	<b>Total</b>
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*Funds are limited to supplies and materials and travel only.

\*\*Registration expenses should be categorized as 'Other'.

\*\*\*The NC State University/NASA National Space Grant College and Fellowship Program does not allow facilities and administrative costs. Unrecovered facilities and administrative costs may be used to meet the required cost-match.