Drake University Office of Sponsored Programs Administration and Research Compliance
Iowa Space Grant Consortium (ISGC) Base Program Request for Proposals

Program Summary
The Office of Sponsored Programs Administration and Research Compliance (SPARC) is conducting an internal competition to select an ISGC sponsored Base Program (BP) that will leverage existing faculty expertise to establish a research program designed to strengthen STEM research and education at Drake. The research program must be aligned with NASA and ISGC objectives. The goal of Drake’s Base Program is to grow a self-sustaining, innovative research program that supports NASA’s Human Exploration Operations (HEO) strategic objective.

Details about NASA’s HEO can be found at the following link:
https://www.nasa.gov/directorates/heo/about.html

The Human Exploration and Operations (HEO) Mission Directorate provides the Agency with leadership and management of NASA space operations related to human exploration in and beyond low-Earth orbit. HEO also oversees low-level requirements development, policy, and programmatic oversight. The International Space Station, currently orbiting the Earth with a crew of six, represents the NASA exploration activities in low-Earth orbit.

Exploration activities beyond low Earth orbit include the management of Commercial Space Transportation, Exploration Systems Development, Human Space Flight Capabilities, Advanced Exploration Systems, and Space Life and Physical Sciences Research & Applications. The directorate is similarly responsible for Agency leadership and management of NASA space operations related to Launch Services, Space Transportation, and Space Communications in support of both human and robotic exploration programs.

Base Programs are intended to reach a level that produces both scholarship and intellectual capital, and creates a sustainable presence that can demonstrate return on investment. The ISGC works to coordinate and improve Iowa’s future in NASA related Science, Technology, Engineering and Math (STEM); and to stimulate research education and outreach activities throughout the state that contribute to NASA’s mission. Through Base Programs, the ISGC will emphasize faculty support (financially and assisting to make connections with NASA) in establishing NASA-centric research training of professionals for careers in STEM.

The Base Program at Drake will receive annual funding from ISGC over the next four years, amounts each year are below, contingent upon availability of NASA funding:

- FY2021 – $49,000
- FY2022 – $36,000
- FY2023 – $36,000
- FY2024 – $36,000

Drake is not accepting Base Program proposals with research foci within other mission directorates; Aeronautics Research (ARMD), Science Mission (SMD) or Space Technology (STMD).

For funding opportunities that may support work focused in one of the other Mission Directorates, see https://www.iaspacegrant.org/funding/.
Timeline
- May 5, 2020  RFP distribution
- June 1, 2020  Proposals due by 5:00 p.m. (Send proposals to: Maria Bohorquez)
- June 2, 2020  Proposals sent to reviewers
- June 11, 2020  Reviews completed
- June 12, 2020  Proposal selected by SPARC and sent to ISGC for approval
- June 19, 2020  ISGC approval due
- July 1, 2020  Start date for Base Program

Application Content
Applications for the Drake BP submission shall include the following sections:

- Abstract
- Research narrative - significance and relevance to NASA/ISGC objectives
- CVs for the PI (and Co-PIs, if relevant) and all collaborators
- Timeline for expected activities for all years of the proposal
  Detailed budget for all years of the proposal, which meets the 1:1.25 non-federal match requirements, along with supporting budget justification. In-kind contributions such as faculty and staff salaries can be utilized to meet the match requirements. Materials, supplies, and services purchased in support of the proposed research, core and facility resources, and student stipends funded by other non-federal sources can be used for in-kind match. Unallowable expenses include: equipment (defined as >$5,000 per item), foreign travel, facility renovations, and promotional materials (t-shirts, swag, etc.)

All individuals (faculty, staff, and students) receiving NASA funds must be U.S. Citizens. Non-U. S. citizens may participate, but cannot receive direct support, or personal reimbursements from the project.

The budget template can be found at the end of this document, with a link to download in Excel format.

A signed Drake Routing form must be submitted along with the proposal, and the Excel budget template.

Proposal Development Guidance
Prospective applicants are encouraged to discuss their ideas with ISGC Associate Director Jay Staker (jstaker@iastate.edu) to see if their ideas fall within the scope of this opportunity. Please copy Maria Bohorquez Maria.bohorquez@drake.edu, Drake Campus Coordinator when emailing ISGC staff. For support in developing your proposal contact Tracy Bainter at Tracy.bainter@drake.edu, for assistance with your proposal budget contact Kristine Plagman at Kristine.plagman@drake.edu.

Proposal Review and Selection
An internal review committee made up of four Drake faculty from different departments will be selected to review and make a proposal selection. Any member of the committee who has a conflict of interest must recuse themselves from specific proposal review. Maria Bohorquez will select review committee members and will serve in a recused reviewer’s place during the selection phase.

Review and selection will be based on the following criteria:
- Relevance to the NASA’s HEO
- Demonstrates clear and significant alignment with the NASA’s HEO
- Involves students in interdisciplinary research
- Builds connections to NASA Centers and research activities
- Aligns with documented NASA and State needs and priorities
- Involves participants from multiple disciplines
- Involves additional ISGC affiliates (where appropriate)
- Provides adequate matching funds (1:1.25), from non-federal sources
- Results in peer-reviewed publications, presentations, patents, technology transfers, and/or new course development
- Demonstrates capacity of personnel to conduct the project with clear and appropriate justification
- Demonstrates through a budget and justification, an acceptable and appropriate use of funds
- Demonstrates a high potential for becoming self-sustaining
- Leveraging additional ISCG funding (i.e. fellowships, scholarships, internships, curriculum development, research infrastructure, preservice education, and public service programs)
- Soundness of methodology
- Feasibility of approach
- Evaluation of PI(s) and internal/external collaborators experience and expertise
- Inclusion of students in research, with an effort to include undergraduates
- A recruitment strategy for women, underrepresented minorities, and persons with disabilities

### ISGC Budget template for proposal submission

<table>
<thead>
<tr>
<th>Drake University</th>
<th>NASA</th>
<th>MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.I. (insert name here)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISGC Base Program Proposal</td>
<td>ISGC Funds Request</td>
<td>Non-Federal (Cost Share)</td>
</tr>
<tr>
<td>Insert project title here</td>
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<td>$0</td>
</tr>
<tr>
<td>Salary+Fringe (Faculty)</td>
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<td>$0</td>
</tr>
<tr>
<td>Salary+Fringe (Graduate Students)</td>
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<td>$0</td>
</tr>
<tr>
<td>Wages+Fringe (Undergraduates)</td>
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<td>$0</td>
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<tr>
<td>Supplies and Services</td>
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<td>$0</td>
</tr>
<tr>
<td>Travel (Domestic)</td>
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<td>$0</td>
</tr>
<tr>
<td>Tuition</td>
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<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
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<td><strong>$0</strong></td>
</tr>
<tr>
<td><strong>Modified Total Direct Costs (MTDC)</strong></td>
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<tr>
<td><strong>(NOTE: MTDC = Total Direct Costs - Tuition)</strong></td>
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<tr>
<td><strong>INDIRECT COSTS</strong></td>
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<tr>
<td>NASA Indirect (edit per rates below)</td>
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</tr>
<tr>
<td>Match Indirect (edit per rates below)</td>
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</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
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<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

**Notes:**
- Match requirement is 1:1.25
- Change/add expense type as appropriate, add rows as needed.
- Check all calculations for accuracy when adding rows.

**Unallowable expenses include:**
- Indirect charges (waived indirect costs may be counted towards match)
- Equipment (defined as >$5,000 per item)
- Foreign travel
- Facility renovations
- Promotional materials (i.e. t-shirts, swag, etc.)
- Non-U.S. citizen reimbursements (i.e. travel, salary, wages)
- Non-U. S. citizens may participate, but cannot receive direct support.