**Cover Sheet: FY2023 NASA EPSCoR R3 Proposal**

|  |  |
| --- | --- |
| FOR CONSIDERATION BY BOR ORGANIZATION UNITS(S)Sponsored Programs |  |
| PROGRAM ANNOUNCEMENTNASA EPSCoR R3 |  |
| NAME OF LEAD ORGANIZATION: | ADDRESS OF LEAD ORGANIZATION, INCLUDING ZIP CODE: |
| PI DEPARTMENT | PI POSTAL ADDRESS |
| TITLE OF PROPOSED PROJECT(Include Research Identifier number at end of title) |
| Research Focus Area and ID (Copy the exact title and research ID number listed for the task you are proposing to complete): |
| REQUESTED AMOUNT, YR 1:$90,000START DATE, YR 1: mm/dd/yy |  |  | TOTAL REQUESTED:$ Not ApplicableTOTAL PERIOD:  |
| LIST PARTICIPATING INSTITUTIONS/CAMPUSES: |
| LIST PROJECT DISCIPLINES: |
| NAMES (TYPED) | Highest Degree/ year attained | Telephone Number | Email Address |
| PRINCIPAL INVESTIGATOR (PI) |  |  |  |
| CO-IIf applicable |  |  |  |
| CO-IIf applicable |  |  |  |
| Signature of Institution’s Authorized Representative (please also print name) |

**Proposal Summary (Abstract)**

Abstract is limited to 4,000 characters (including spaces) by NASA. This equates to roughly 500 words / 1 page of single-spaced text. The abstract should identify the Research Focus Area and Research Identifier number addressed by this proposal. Note that this abstract is separate component from your proposal that starts after the Table of Contents.

**Data Management Plan (DMP)**

Data management plan is limited to 4,000 characters (including spaces) by NASA. This equates to roughly 500 words / 1 page of single-spaced text. Note that this DMP is a separate component from your proposal that starts after the Table of Contents.

**From the NASA NOFO**

*Recipients receiving awards under this NOFO shall comply with the provision set forth in the NASA Plan for Increasing Access to the Results of Scientific Research (http://www.nasa.gov/sites/default/files/files/NASA\_Data\_Plan.pdf) including the responsibility for—*

* *Submitting as approved peer-reviewed manuscripts and metadata to a designate repository: and*
* *Reporting publications with the annual and final progress reports.*

*All proposals shall include a Data Management Plan (DMP) or an explanation as to why one is not necessary given the nature of the work proposed. The DMP shall be submitted by responding to the NSPIRES cover page question about the DMP (limited to 4000 characters). Any research project in which a DMP is not necessary shall provide an explanation in the DMP block. Example explanations:*

* *This is a development effort for flight technology that will not generate any data that my entity can release, so a DMP is not necessary;*
* *The data that our entity will generate will be ITAR; or*
* *Explain why the proposed project is not going to generate data.*

*The proposal type that requires a DMP is described in the NASA Plan for Increasing Access to Results of Scientific Research (see above link). The DMP shall contain the following elements, as appropriate to the project:*

* *A description of data types, volume, formats, and (where relevant) standards;*
* *A description of the schedule for data archiving and sharing;*
* *A description of the intended repositories for archived data, including mechanisms for public access and distribution;*
* *A discussion of how the plan enables long-term preservation of data; and*
* *A discussion of roles and responsibilities of team members in accomplishing the DMP. (If funds are required for data management activities, these should be included in the budget and budget justification sections of the proposal.).*

*Proposers that include a plan to archive data shall allocate suitable time for this task. Unless otherwise stated, this requirement supersedes the data sharing plan included in the NASA Guidebook for Proposers.*

*In addition, as part of an award term and conditions, researchers submitting NASA-funded articles in peer-reviewed journals or papers from conferences now shall make their work accessible to the public.*

**Project Title (Include Specific Appendix)**

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# 1. Scientific / Technical / Management Plan

**[Section 1 is not to exceed 2 1/2 pages, including all illustrations, tables, and figures]**

Include a summary of the overall project, a description of the relevance of this project to NASA and the State of Louisiana, and list the major research tasks, project goals, objectives, and team structure.

Note that the management plan should describe the relationship between the Louisiana Board of Regents, the PI, the science institution, and the Sci I. An example text is as follows.

The proposal is submitted to NASA through the Louisiana Board of Regents with the Louisiana NASA EPSCoR Director, Dr. T. Gregory Guzik, serving as the managing Principal Investigator (PI) for the award. The PI will provide leadership and administrative direction for the team from an oversight role. The Science Investigator (Sci I) is responsible for the scientific direction and day-to-day management of the proposed work. The PI and Sci I work together to ensure the timely reporting of the team’s progress and accomplishment of its work. In the event NASA selects the project for award, the Board of Regents will issue a subaward to the Sci I institution.

# 2. References and Citations

Include references and citations made in the body of the proposal here.

# 3. Biographical Sketches

[Submit short CVs for key personnel using the following guidelines: **Science-PI:** maximum 2 pages;

**Co-I/Institutional-PI :** 1 page] *Note: NASA does not allow Co-PI’s in any role.*

Provide the following information for the senior personnel on the project. Begin with the Principal Investigator.

**DO NOT EXCEED 2 PAGES PER PERSON.**

 A. Vitae, listing professional and academic essentials and mailing address.

 B. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printing. Patents, copyrights, or software systems developed may be substituted for publications. Do not include additional lists of publications, invited lectures, etc. Only the list of up to 10 will be used in merit review.

 C. List of persons, other than those cited in the publication list, who have collaborated on a project or a book, article, report or paper within the last 48 months, including collaborators on this proposal. If there are no other collaborators, please indicate that fact.

 D. Names of graduate and post-graduate advisors and advisees.

The information in C. and D. is used to help identify potential conflicts or bias in the selection of reviewers.

# 4. Current and Pending Support

The following information MUST be provided for each investigator and other senior personnel. Use additional sheets as necessary. Complete Form 1001CP, provided on the following page. List support from ALL sources, including BOR Support Fund.

**NAME OF INVESTIGATOR:**

|  |
| --- |
| Status of Support: \_\_\_Current \_\_\_Pending \_\_\_Submission Planned in Near FutureProject/Proposal Title:Source of Support:Award Amount (or Annual Rate): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period Covered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location of Activity:Person-Months or % of Effort Committed to the Project: \_\_\_\_\_Cal Yr \_\_\_\_\_Acad \_\_\_\_\_Summ |
| Status of Support: \_\_\_Current \_\_\_Pending \_\_\_Submission Planned in Near FutureProject/Proposal Title:Source of Support:Award Amount (or Annual Rate): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period Covered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location of Activity:Person-Months or % of Effort Committed to the Project: \_\_\_\_\_Cal Yr \_\_\_\_\_Acad \_\_\_\_\_Summ |
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# 5. Statements of Commitment and Letters of Support

*Institutional Commitment to The Project: When preparing a proposal with content that requires internal institutional certification, waiver, or approvals the proposers will need to address applicable compliance issues in advance. All necessary internal approvals from the lead and collaborator institutions must be secured and documented in writing. A letter (see sample in the below) signed by the authorized organization representative certifying that all reviews and waivers relevant to the proposal have been completed prior to issuing the proposal to NASA.*

Please use university letterhead.

*<Date>*

Ms. Jessica Patton

Federal Program Administrator

Board of Regents, State of Louisiana

1201 North 3rd Street, Suite 6-200

Baton Rouge, LA 70802

Dear Ms. Patton:

*<Institution>* agrees to participate as a subrecipient in Louisiana Board of Regents' proposed NASA EPSCoR project entitled ***“<Title>.”*** The *<institution>* portion of the work as described in the attached proposed scope of work will be under the primary direction of *<Science or Institutional lead investigator, title>.*

The amount requested for *<institution>*’s participation in this research project is ***<total budget amount>*** over one year. Please see the attached budget and budget justification for a detailed explanation of costs. <I*nstitution*> has reviewed and approved the budget and budget justification for this proposal.

This letter also acknowledges that the institution has conducted all reviews, and signed all waivers, and certifications associated with the proposed effort so that the project can be immediately implemented following award by the Board of Regents.

We look forward to a rewarding and productive research effort.

Sincerely,

*<Authorized Organization Representative>*

*<Office of Authorized Organization Representative>*

Enclosures: *<Any necessary attachments>*

Note: Additional letters of support should be included in this section as needed.

# 6. Budget Justification: Narrative and Details

## 6.1 Budget Narrative

 ***[Budget Narrative/Details:*** All budget line items require detailed explanations without exception. We have created the following budget narrative template with some examples of acceptable descriptions for the various categories. This section must be duplicated for all sub-awardees.]

Include a brief (1-3 paragraph) narrative description of the funding structure and participating institutions, including NASA-EPSCoR, the lead institution, and any sub-award institutions. Include a high-level table identifying contributions of the funding from NASA and Institution cost share (if any) for each of the years of the research project. In developing the project budget note the limitations and requirements as specified in section II of these guidelines. This program is intended to improve research capability in Louisiana and, consequently, costs should primarily support effort within the state. Direct labor costs will be allowed exclusively for faculty, staff, students, and visiting researchers at Louisiana Institutions.

Note that the maximum budget is $90,000 for a one-year period of performance.

**6.1.1 Summary of Proposal Personnel and Work Effort**

Include a table of anticipated work effort in (person-months). Example Table below.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Person-Months****Year 1** |
| ***Lead Institution Name*** |
| Jane C. Smith | CO-I, Science-I, Institution-PI | 1.0 |
| John B. Doe | Co-I | 1.0 |
| To be named | Post-doctoral Associate | 12 |
| Graduate Students (3 per year) | Student | 18 |
| Undergraduate students (up to 5 per year) | Student | 15 |
| ***Sub-Award Institution Name***  |
| James Smith | Co-I, Institution-PI | 1.0 |
| Graduate Student (1) | Student | 6 |
| Undergraduate Student (3) | Student | 6 |

***Note: You must describe exactly how person-months/years are calculated for students***

**6.1.2 Facilities and Equipment**

***Existing Facilities and Equipment***

Provide a 1-paragraph description of each facility (faculty labs, departmental labs, general department facilities). Follow each paragraph description with a list of all major equipment available to support this project, as needed.

***Additional Facilities and Equipment to be Acquired using Project Funds***

Identify any additional space or general equipment that will be acquired for this project in a brief narrative description (1 to 3 paragraphs). [Detailed descriptions of all proposed equipment / facility costs must be included in the detailed budget section.]

**6.1.3 Cost Methodology**

Provide a brief (1-3 sentences) description of the method used to estimate the following cost categories.

* ***Salaries and Wages***
* ***Equipment***
* ***Materials and Supplies***
* ***Travel***
* ***Other Applicable Costs (Operating Services)***

## 6.2 Budget Details – Lead Institution

[Dollar amounts proposed with no detailed explanation (e.g., Equipment: $12,000, or Labor: $35,000) will reduce proposal acceptability, or cause delays in funding should the proposal be selected. Each item should be explained in reasonable detail.]

Provide a summary table of the lead institution’s budget by major cost category as indicated below.

***“Project Title,” Lead Institution Name: Budget Summary by Major Category***

|  |  |
| --- | --- |
| Category  | Year 1 |
|  | NASA | Institution (Not required) |
| Direct Labor |  |  |
| Other Direct Costs: |  |  |
|  Supplies & Materials |  |  |
|  Equipment  |  |  |
|  Travel Costs |  |  |
|  Sub-Award Costs |  |  |
|  Other Applicable Costs |  |  |
| *Total Direct Costs* |  |  |
| *F&A (Indirect) Costs* |  |  |
| Total Project Costs  |  |  |

Note that in each of the “Detail” subsections below, you need to specify the costs allocated to NASA funds separately from those allocated to the institutional cost share. Your numbers for each year need to be shown to sum to the totals listed on the section 6.4 Budget Form for each column, “NASA Funds Requested”, “Non-Federal Match Institutional”, for each year.

***Direct Labor Detail***

Direct labor costs should be separated by titles or disciplines (e.g., Principal Investigator, Co-Investigator, Collaborator, Research Associate, graduate, or undergraduate research assistant, etc.) with estimated hours, hourly rates, or monthly rates and total amounts of each. Identify all faculty, staff, and students to be supported. **Direct labor costs will be allowed exclusively for faculty, staff, and students at Louisiana Institutions.** List amounts for each year for each one you list. Also provide brief summaries of the primary responsibilities for each of the categories. Specifically, mention what each Investigator will be responsible for, what research any post-docs or graduate students will perform, and what kind of work undergraduate students might complete. Document fringe benefits (rates & totals) and lastly, summarize the yearly totals for wages, salaries, and benefits.

***Supplies & Materials Detail***

Organized by year, identify amounts followed by a brief description (with concrete examples) of typical supplies required to conduct your research project. Pay special attention to high-cost materials and supplies (e.g. Platinum substrates or the like). Cite sources for cost estimates (vendor quote, website price listing, previous orders, etc). Supplies and Material is an area where NASA often requested additional information resulting in delaying implementation of the award. Therefore, it is highly recommended that you provide as much information here as you reasonably can.

***Equipment Detail***

Organized by year, identify all equipment to be purchased for this project. For each piece of equipment, included the name of the equipment, model number & brand, supplier cost quote or website price, and 1-2 sentences describing what the equipment does and how it will be used in the project. The source of the cost estimate **must** be included.

***Travel Detail***

Separate domestic and foreign travel, and then identify fund amounts and funding sources by year. Include visits to NASA Centers and relevant technical conferences. For each trip list: purpose, destination, number of travelers, airfare, per diem, registration, local transportation, and miscellaneous. If exact location of travel is not known, select a probable destination for the estimate.

Requested domestic travel should include purpose, the number of trips and expected location, duration of each trip, airfare, rental vehicle (if needed), and per diem. There is no limit placed on domestic travel. Domestic travel should be appropriate and reasonable to conduct the proposed research.

Foreign travel is allowable up to $3,000/trip and a total of two trips (maximum $6,000) for the entire jurisdiction’s EPSCoR proposal (NASA and BOR funds). Requested foreign travel should include justification, purpose, the number of trips and expected location, duration of each trip, airfare, rental vehicle (if needed), and per diem.

***Sub-Award Detail***

This section should describe all sub-awards anticipated to be funded by the lead institution. Include the institution name, project role, yearly funding level, and total funding level for each collaborating institution receiving an award.

In addition, starting at section 7.4 each sub-award proposed must include a cover sheet, a statement of work for the sub-award institution, and a complete budget section (four total budget forms and the same budget details specified here). Sub-award packages should be approved and signed by the receiving institution prior to submission of the pre-proposal.

***Other Applicable Costs Detail***

List any additional allowable costs to be covered by NASA, BOR, and/or your institution, such as consultants, preparing manuscripts, and F&A (indirect) costs. Organize by year and identify amounts with funding agencies.

***F&A (Indirect) Costs***

Include rates and the base, plus total cost. Your campus’s federally negotiated rate applies for the funds requested from NASA. Include reference or copy of the letter that specifies your institution’s current federally negotiated F&A and fringe benefits rates. If you plan to escalate your fringe or F&A rate over the three years of the proposed budget, that escalation rate should be described in your documentation.

***Institutional Contribution***

Institutional match funds are not required and should only be included if there is a clear value-add. All institutional contributions need to be listed and described here. Unrecovered F&A used as an institutional contribution must be explained, including a calculation as to how the amount is obtained. All institutional contributions should be sufficiently explained such that evaluators can understand the basis of the proposed costs.

## 6.3 Budget Details – Subawards

For all anticipated Sub-Award Institutions, the items listed below are to be included on the following pages.

***Cover Sheet***

With authorized institutional signature.

***Statement of Work***

Summary of the work to be completed by the collaborating institution.

***Budget Details***

Budget Details for Subawards must be included just as described in the previous section for the lead institution.

## 6.4 Budget Forms

[Budget Form: Use the Louisiana NASA EPSCoR Pre-proposal Budget Form that follows this page (this form is also provided in MS Excel as a separate attachment). A budget justification must be included. Use your negotiated federal rate on NASA funds. This section must be duplicated for all sub-awardees.]

**Louisiana NASA EPSCoR Pre-proposal Budget Form Year 1**

|  |  |
| --- | --- |
| PROJECT TITLE:    | PROJECT YEAR: (circle one) |
|  1 2 3 combined |
| PRINCIPAL INVESTIGATOR: | ORGANIZATION: |
| 1 | SALARY COSTS |   | NASA Funds | Non-Federal Match |
|   |   |  | Requested | BOR | Institutional |
|   | 1  |   | N/A | N/A |
|   | 2  |   | N/A | N/A |
|   | 3  |   | N/A | N/A |
|   | 4  |   | N/A | N/A |
|   | 5 Graduate Student Support |   | N/A | N/A |
|   | 6 Undergraduate Student Support |   | N/A | N/A |
|   | TOTAL PERSONNEL |  | N/A | N/A |
| 2  | FRINGE BENEFITS |  |   |  |  |
|   |  (if charged as direct costs) Specify Rate: |   | N/A | N/A |
| 3  | TOTAL WAGES, SALARIES, BENEFITS |   |  |  |
|   | ( 1 + 2 ) |  | N/A | N/A |
| 4  | SUPPLIES & MATERIALS |   | N/A | N/A |
| 5  | EQUIPMENT |   |   |   |
|   | (List item & dollar amount for items exceeding $1,000) |   |  |  |
|   |  |   |  |  |
|   |  |   |  |  |
|   |  |   |  |  |
|   |  |   |   |   |
|   |  Total Permanent Equipment |   | N/A | N/A |
| 6  | TRAVEL COSTS |   |  |  |
|   |  Domestic (Incl. Canada & U. S. possessions.) |   | N/A | N/A |
|   |  Foreign |   | N/A | N/A |
| 7  | PUBLICATION & REPORT COSTS |   | N/A | N/A |
| 8  | SUBAWARD COSTS |   | N/A | N/A |
| 9  | CONSULTANT COSTS |   | N/A | N/A |
| 10  | COMMUNICATION COSTS |   | N/A | N/A |
| 11  | OTHER DIRECT COSTS |   | N/A | N/A |
| 12  | TOTAL DIRECT COSTS |  | N/A | N/A |
| 13  | INDIRECT COSTS (Specify rates.) |   |   |   |
|   | 1. Federal: XX% |   |  |  |
|   | 2. Institutional: (specify rate) |   |  |  |
|   |  |   |  |  |
|   |  Total Indirect Costs |   | N/A | N/A |
| 14 | TOTAL PROJECT COSTS (12 + 13) |  | N/A | N/A |