



North Carolina Space Grant  
Box 7515, NC State University  
911 Oval Drive, EBIII, Room 4172  
Raleigh, North Carolina 27695-7515  
(919) 515-4240 • (919) 515-5934 (fax)  
www.ncspacegrant.org

## **NC Space Grant Higher Education Program FY2016-17 Team Competition Grants**

NC Space Grant awards funding to undergraduate teams to help them participate in national competitions either sponsored or sanctioned by NASA or another STEM-related organization (NASA USIP, IEEE, Eco-Challenge, etc.). These competitions should be in the fields of science, engineering or mathematics, and complement the academic studies of the team members.

NC Space Grant anticipates supporting 2-4 team competition grants of up to \$5,000 (based on available funding). Funds can be used to purchase supplies and materials to support the team project, and/or cover registration and travel expenses.

### Proposal Content

Each team proposal must include the following information in the order noted below:

1. Application form (Appendix A);
2. A letter of support from the team's faculty mentor or advisor;
3. A written description (no more than 3 pages) that includes:
  - a. Summary of the team competition;
  - b. Summary of the team project being competed and its significance to NASA; and
  - c. Team member information that includes:
    - i. Roles and responsibilities
    - ii. Email and date of birth (for NASA reporting purposes ONLY)
    - iii. Demographical information (gender, ethnicity)
4. Full project budget and description with request not to exceed \$5,000; a one to one cost-match is required (use budget template in Appendix B).

### Eligibility

- Proposals will be accepted from teams at NCSG Affiliate universities.
- Team members must be enrolled in an academic degree program at a NCSG Affiliate institution
- Please note: 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.

### Period of Performance

The period of performance for this project is November 15, 2016 to June 15, 2017 (7 months).

### Expectations for Students

#### *NC Space Grant Expectations:*

- Each student group is expected to keep NC Space Grant informed of their progress (this can include copies of written reports, and/or invitations to sit in on review meetings). NCSG should be given credit for sponsoring the activity in all printed materials.
- A final report on the team project is required (electronic).
- NC Space Grant would like to receive pictures of your group members working on your project for use in reporting to NASA, newsletters, and other publicity.



North Carolina Space Grant  
Box 7515, NC State University  
911 Oval Drive, EBIII, Room 4172  
Raleigh, North Carolina 27695-7515  
(919) 515-4240 • (919) 515-5934 (fax)  
[www.ncspacegrant.org](http://www.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 you receive support through this program, expect to keep in touch with NC Space Grant for some time after the completion of your project (minimum info we'll need is an updated e-mail address so we can contact you if required).

#### Proposal Submission

Proposals must be submitted via email in PDF format to [jobi\\_cook@ncsu.edu](mailto:jobi_cook@ncsu.edu) by **October 28, 2016**. Award announcements will be made by November 10, 2016. Projects selected for funding will receive payments through the proposing institution's Office of Sponsored Projects.

All documents noted in the checklist **must be** submitted as one complete proposal package:

#### ***Proposal Checklist:***

- ✓ Application form – Appendix A (should be cover page of proposal);
- ✓ A letter of reference from the team's faculty mentor or advisor;
- ✓ A written description of team project; and
- ✓ Full project budget and description.

*For questions related to this solicitation, please contact Jobi Cook at (919) 515-5933 or [jobi\\_cook@ncsu.edu](mailto:jobi_cook@ncsu.edu).*



North Carolina Space Grant  
Box 7515, NC State University  
911 Oval Drive, EBIII, Room 4172  
Raleigh, North Carolina 27695-7515  
(919) 515-4240 • (919) 515-5934 (fax)  
[www.ncspacegrant.org](http://www.ncspacegrant.org)

## APPENDIX A: APPLICATION FORM

Please use this form as a template to complete the application; use as much space as needed.

*Note: 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.*

---

**1. Name of Competition or Program:**

**2. Team Member Institution(s):**

**3. Team Spokesperson:**

- a. Name:
- b. Full time student? (Yes/No)
- c. U.S. Citizen (Yes/No)
- d. Mailing Address:
- e. Telephone:
- f. Email:

**4. Faculty Mentor/Advisor:**

- a. Name:
- b. Institution:
- c. Mailing Address:
- d. Telephone:
- e. Email:

**5. Project Information:**

- a. Date(s) of Competition/Program:
- b. Competition/Program URL:
- c. Are team members required to be full-time students? (Yes/No)
- d. Are team members required to be U.S. citizens? (Yes/No)
- e. Competition/Program timeline:
- f. Award Amount Requested:
- g. Total Cost and Fund-raising Plan:

**6. Team Members:**

List all team members, their e-mail addresses, gender/ethnicity, academic major and standing, and whether they are full-time students and/or U.S. citizens:



North Carolina Space Grant  
 Box 7515, NC State University  
 911 Oval Drive, EBIII, Room 4172  
 Raleigh, North Carolina 27695-7515  
 (919) 515-4240 • (919) 515-5934 (fax)  
 www.ncspacegrant.org

**APPENDIX B: BUDGET TEMPLATE**

Period of performance: November 15, 2016 to June 15, 2017

Maximum budget request: \$5,000

1:1 cost match required

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

**BUDGET DESCRIPTION:**