

Arkansas Space Grant Consortium

University of Arkansas at Little Rock

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Research Infrastructure Program Preparation Guidelines

Program Summary

The Arkansas Space Grant Consortium (ASGC), a participant in the National Space Grant College and Fellowship Program (NSGCFP), invites applicants for Arkansas NASA Research Infrastructure Development for seed funding in fields related to space at NASA Centers or aerospace related industry. We are particularly interested in encouraging faculty from traditionally underrepresented groups.

The purpose of this grant program is to support the expansion and diversification of Arkansas's aerospace industry by addressing workforce development and increasing statewide academic involvement in space research, technology development, engineering, education and training programs that are consistent with the state's priorities.

Funding is intended to support research that will:

1. Compete for larger sponsored research awards
2. Attract and leverage other federal or industry funding
3. Produce technologies that lead to commercial opportunities
4. Address workforce development issues
5. Enhance the technological competitiveness of Arkansas universities and Arkansas industry

Space related fields include any academic discipline or field of study (including, but not limited to the physical, natural, behavioral and biological sciences, engineering, instrumentation, sociology, computer science, and nanotechnology) that is concerned with or likely to improve the understanding, assessment, development, and utilization of Space.

A significant goal of the NSGCFP is to encourage interdisciplinary training and research to train professionals for careers in aerospace science, technology, and allied fields. It is preferred that applicants for the Research Infrastructure Program have one or more students applying for ASGC Student Scholarships/ Fellowships at the same time. The students are expected to travel with their mentor, perform research under the mentor's direction, and assist their mentor in outreach activities.

General Information

Award Level

Research Infrastructure (RI) awards are initially for one grant year, but they may be renewed for an additional period of time. The funding amount of these awards varies. Please talk to your campus representative for further information regarding funding amounts. Cost Share is required on these awards at a 1:1 ratio. All awards are subject to the availability of NASA funding.

Eligibility Requirements

RI grants are intended for faculty researchers from ASGC affiliated universities and colleges.

ASGC is funded by NASA under a Training Grant. As required under the Terms and Conditions for this grant, the following conditions apply:

- Principal Investigator's (PIs) that are US citizens may include funds for travel, but salary is not allowed.
- PIs that are non-US citizens may be selected for funding provided that NO salary, stipend, travel, or any other form of direct support is proposed.
- Non-US citizens may receive support from their universities.
- Students supported and funded by PIs under this program must be US citizens— no exceptions are allowed. Requests for student stipend and travel are allowed, provided the students meet the citizenship requirement. Permanent residents are not considered as US citizens in RI Awards.
- Cost Share is required at a 1:1 ratio
- No Indirect Costs (IDC) are allowed. All waived IDC's may be used as Cost Share.
- PI's are allowed to submit only one proposal per program type.

A submitted proposal that falls into any of the following categories must provide the documentation requested to be considered for funding:

- Any PI who is required to submit an ASGC Final Report for a previously funded program but has not done so is ineligible for funding until a complete Final Report is received by ASGC.
- Any PI who has received previous funding from ASGC under the RI or Collaborative Research Program (CRP) but is not yet required to submit a Final Report must include a brief progress report in the proposal citing the current status of the previously funded project.
- If human or animal subjects are involved in the proposed work, the proper IRB and/or IACUC documentation must be provided. Working with human subjects is not limited to the subjects themselves, but may include any information involving the subjects. Researchers should receive an approval/exemption number that must be listed on the proposal. Funding will not be released until this process has been completed and the number is turned into the ASGC Program Office. If your campus does not have an IRB or IACUC office, further information may be obtained at:

IRB: URL: ualr.edu/irb/ Contact: (501-569-8657; irb@ualr.edu)

IACUC: URL: ualr.edu/orsp/index.php/home/animal-subjects/ Contact: (Dr. William Baltosser, Chair, IACUC; 501-569-3521 or whbaltosser@ualr.edu).

Once a grant has been awarded, the recipient will be expected to make interim reports as requested. A Final Report is due at the end of the project when the final payment is requested.

Requests for reimbursements may be made on a monthly or quarterly basis by the respective campus business office. The recipient and their campus business office are responsible for maintaining copies of all receipts. These receipts are to be made available upon request in case of audit.

Research Infrastructure Application

Interested researchers must complete the included application. Please read all the RI program guidelines (including applicant eligibility and reporting requirements) before submitting your application. The application must be submitted to your Campus Representative, and all information must be completed. The application will not be reviewed if incomplete. All applications will be reviewed by the ASGC Board. Successful applicants will be announced by the ASGC Program Office. Start dates for new awards will generally be expected to coincide with the start date of internship. The key components of the application are discussed in more detail below.

The full proposal should be typed, single-spaced and not over 8 pages in length (not including CVs). It should include the following:

Application Form/Cover Sheet

The Research Infrastructure Application form should be filled out in full and used as a Cover Sheet for your proposal. Under Project Summary give a brief summary of the project as described in your full proposal. This summary must include the relevance the project has to NASA.

Project Description

The Project Description must include a narrative of the activities to be undertaken and presented under the following Section headings:

- ***Goals and Objectives for the Project***
There should be at least one (1) goal and at least one (1) objective per goal.
- ***Relevance of the Project to NASA***
Describe how your project relates to NASA interests, objectives, programs and/or research efforts. ***Note:** The NASA researchers that you list as contacts are people you should plan to visit (to be described in the Budget Justification).
- ***Description of Research to be Accomplished***
Discuss the “science” of your research project. It needs to correspond closely to your Goals and Objectives. It should be written after you prepare your Gantt Chart to ensure that it matches your description of activities.
- ***Roles of Faculty and Student Participation***
Describe the role that each proposed participant will play in accomplishing the Goals and Objectives (include both faculty and student participants.) If you are unable to name students, refer to them as “Student A”, Student “B”, etc. Distinguish between Graduates and Undergraduates.
- ***Description of Activities***
List each numbered activity shown on your Gantt Chart. Give a brief description of what is to be accomplished, and who will do the work during each activity.

NASA Research or Space Center to be visited

List the NASA Center(s) that you plan to visit. List the names of your NASA contacts, along with their postal address, telephone number, and email address. ***Note:** Contacts must be made before submitting your application.

Outreach Activity Plan

- When traveling to NASA Centers or to other aerospace facilities, you are expected to take a camera and capture your experience (pictures and videos at NASA sites are permitted, but there are some restricted areas. Please be sure to ask before taking pictures/videos.) It is all for the outreach activities at your campus, other campuses, and local elementary and secondary schools. The program office would greatly appreciate photos/videos from your visits as well.

- List the names and telephone numbers of any K-12 contacts whom you have already contacted and made preliminary arrangements to give talks/demonstrations/lectures.
- Please be sure to have all students fill out the NASA Media Release form that is located on our website.

Written Output Products of This Project

Describe the written output products of the project. Typically, these will be: unsolicited proposals, new teaching materials, outreach materials, journals, conference proceedings, or other publications.

Student Mentoring

Describe the number of students to be mentored and include their fields/background. A Student Applicant Data Sheet and Curriculum Vitae must be attached. ***Note:** If a student is not named at the time of approval, funding for student will not be released until all required documents have been submitted and approved by the program office.

Course Content Enhancement

Describe what new aerospace-oriented course(s) you expect to develop, and/or what aerospace-related materials you expect to incorporate into existing courses.

Gantt Chart of Time-Phased Activities

Gantt Chart Example

Task	Months after Expected Start of 12/1/00								
	1	2	3	4	5	6	7	8	9
Visit NASA	XXXXXX								
Visit to Michoud Facility				XXXXXXXXXXXXXX					
Study Lathe Operation		XXXXXX							
Define Weld Implementation		XXXXXX							
Design Concepts for Fixture	XXX								
Design Selection for Fixture				XXXX					
Detail Design of Fixture					XXXXX				
Fixture Fabrication							XXXX		
Welding Implemented							XXXXXXXXXXXXX		
NASA Presentations		X			X			X	

Detailed Budget Justification

Describe in detail all stipends, travel, materials, and other costs that you summarized on the Cover Page. All funds must be matched 1:1 by your campus in cash or in-kind. (See Appendix A)

Restrictions

Under NASA’s Terms and Conditions for a Training Grant, the following restrictions apply:

- Funds may not be used to fund research carried out by non-U.S. institutions. However, U.S. research award recipients may directly purchase supplies and/or services that do not constitute research from non-U.S. sources.
- Travel is allowed for the meaningful completion of the proposed investigation, as well as for reporting results at appropriate professional meetings. All travel funds must be funded through ASGC Campus funds. Be sure to talk to your campus representative for funding amount.
- The construction of facilities is not an allowable cost.
- Cost Share is required on these awards at a 1:1 ratio
- No Indirect Costs (IDC) are allowed on this award. All waived IDC’s may be used as Cost Share.
- **Funding cannot be used to purchase general purpose equipment, e.g. desktop workstations, office furnishings, reproduction and printing equipment, etc. as a direct charge regardless of cost.** Special purpose equipment purchases (i.e., equipment that is

used only for research, scientific, and technical activities directly related to the proposed research activities) under \$5000 are allowed. Software is not considered equipment and can be purchased even if cost exceeds \$5,000.

Curriculum Vitae

Each researcher should provide their most current CV. PI is limited to 2 pages and all Co-PI's and students are limited to 1 page.

Proposal Check List

Completed	Page Limit	Item
	1	Cover Page
	3	Project Description
	.25	NASA Center Contact(s)
	.25	Outreach Activities
	.5	Written Output
	.25	Student Mentoring
	.25	Course Content Enhancement
	.5	Gantt Chart
	2	Detailed Budget Justification
	As needed	Curriculum Vitae

Awardee Requirements

Awardees are required to submit a Final Report (via email) to the ASGC Program Office (asgc@ualr.edu) at the end of the award period. The Final Report must consist of information on the aerospace related research that has been conducted on campus. Scholars must participate in an outreach activity under the guidance of their mentor. A poster or an oral presentation must be presented at the Annual Space Grant Symposium held in April the year of the award. Dates and location will be announced in January.

Inquiries

Questions concerning the preparation of proposals, submission of applications, and the administration of this program may be directed to the ASGC campus representative at your institution.

Equal Opportunity

Applicants for the Research Infrastructure Program will be considered for funding as NASA Faculty Researchers without regard to race, creed, color, age, or handicap.

Acknowledgement

Any written materials supported in part from this award shall acknowledge the ASGC NASA Training Grant #NNX10AL28H. All logos can be found on our website: asgc.ualr.edu

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