

Arkansas Space Grant Consortium

University of Arkansas at Little Rock
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STEM MSI/Minority 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 to apply for the Arkansas STEM MSI/Minority Program.

The purpose of this grant program is to address the decreased number of minorities in STEM related fields by offering a grant to help promote awareness of aerospace related topics around the state.

General Information

Award Level

STEM MSI/Minority awards are initially made for one grant year. The value of this award is \$1,500 for materials, stipend, or a combination of both. A match is requested on these awards at a 1:1 ratio. Please talk to your campus representative for further information in obtaining matching funds. Awards are subject to availability of NASA funding.

Eligibility Requirements

STEM/MSI grants are intended for students from ASGC affiliated universities and colleges.

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

- Research proposals must be from students who are US citizens.
- Students must be a minority by NASA's definition: Hispanic, African American, Native American, Pacific Islander, or Female.
- Students are allowed to submit only one proposal per funding year.
- No Indirect Costs (IDC) are allowed on this award.

Once a grant has been awarded, the recipient will be expected to make interim reports, as requested, and a final report is due at the end of the project.

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

Student Grant Application

Interested students must complete the Student Grant Application included in this packet. Please read all 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 or the application will not be reviewed. All applications will be reviewed by the ASGC Board. Successful applicants will be announced by the Program Office. Starting dates for new awards will generally be expected to coincide with the internship starting dates. The key components of the application are discussed in more detail below. The full proposal should be typed, single-spaced and not be over 5 pages in length. It should include the following:

Application Form/Cover Sheet

The Student Grant Application form should be filled out in full and used as a Cover Sheet for your proposal. Check the box for STEM MSI/Minority Award. Under Project Description give a brief summary of the items as described in your full proposal along with its NASA relevance.

Project Description

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

- Describe the research project that you will work on with your mentor.
- Describe how this project will enhance aerospace related fields on your campus and throughout Arkansas.

Letter of Support

A letter of support from your mentor is required. This letter should contain details of your dedication to research and school.

Detailed Budget Justification

A detailed budget justification is required. For materials, be sure to indicate the store the item will be purchased along with the cost. A detailed list of materials is required. For Stipends, be sure to indicate the estimated number of hours you will work on the project. A detailed budget justification form is included in this packet.

Curriculum Vitae

A Curriculum Vitae (CV) form is provided in this packet, and the length is limited to one page.

Proposal Check List

Completed	Page Limit	Item
	1	Cover Page
	1	Project Description
	1	Letter of Support
	1	Detailed Budget Justification
	1	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. A poster or 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.

Certifications and Authorizations

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 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).

Inquiries

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

Acknowledgement

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Administration

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