*Please note: Purple text throughout the document is meant to be instructional – and should not be included in the final proposal.*

*Note: The Cover Page does not count toward the page limit for the proposal.*

**Cover Page**

**Proposal Title:** *Please complete*

**Submitted by:** *Please insert name of Project Lead*

**Institution:** *Please complete*

**Affiliate/Partner Institution:** *Please complete*

**Address:** *Please complete*

**Phone:** *Please complete*

**Email:** *Please complete*

**Contact Table (***Please complete. Add or delete rows as needed.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Institution | Phone | Email |
|  | Project Lead |  |  |  |
|  | Co-lead |  |  |  |
|  | Co-lead |  |  |  |
|  | Financial Contact |  |  |  |
|  | Office of Sponsored Programs or Grants Office contact (or equivalent) |  |  |  |

**Proposed award period of performance:** *Please insert your preferred period of performance*

**Requested award amount:** 2025 – 2026: $ XX

**Proposed cost share:** 2025 – 2026: $ XX

*Note: The total page count for the following sections (Project description and merit, Alignment with NASA’s activities, interests, or programs, and Project management and timeline) should not exceed 5 pages.*

**Project description and merit:**

*Describe the proposed project and how it will engage Idaho’s students, educators, researchers, industry, and/or the public in NASA’s activities. If proposing a research project, the proposers should present the project proposal in plain language so that individuals who are not experts in the proposed research area will be able to effectively evaluate the research plan.*

**Alignment with NASA’s activities, interests, or programs**

*The proposal should demonstrate how the project aligns with NASA interests/activities and describe the benefits to ISGC, Idaho, NASA, and/or others. As much as possible, please identify the specific NASA program, activity, office, or NASA Center aligned with your project.*

**Project management and timeline:**

*The proposal should address how the project will be managed and staffed. This section should identify any possible challenges associated with the project’s implementation, and how the project will address those challenges. It should also include a project timeline that clearly indicates milestones and metrics to demonstrate progress.*

*Note: There is a 2 page limit for Project Lead CV/Resume and a 1 page limit for any Co-leads*

**CVs/Resume of Project Lead and Co-leads**

*Insert CVs/Resume for the Project Lead/P.I. and any Co-leads/Co-Is must be included.*

*Note: There is no page limit for the Budget Justification.*

**Budget Justification**

*The budget justification should align with the project proposal and explain the purpose of each expenditure and sources of cost share. The justification should align with the activities proposed in the budget and be consistent with the budget details.*

## Salaries

*Describe any salaries or wages to be paid to personnel on the project.*

## Fringe Benefits

*Describe any fringe benefits to be paid to personnel on the project.*

## Other Direct Costs - Subcontracts

*Insert narrative here*

## Other Direct Costs – Consultants

*Insert narrative here*

## Other Direct Costs – Supplies

*Insert narrative here*

## Other Direct Costs - Travel

*Insert narrative here*

## Other Direct Costs - Student fellowships and scholarships

*Insert narrative here*

## Other Direct Costs - Publication and Dissemination

*Insert narrative here*

## Total Direct Costs

*Summarize the total direct costs for this project.*

## Modified Total Direct Costs

*Summarize the Modified Total Direct Costs (MTDC). Often, MTDC consists of salaries and wages, fringe benefits, materials, supplies, services, travel, and sub-awards. However, these costs may vary by institution.*

## Indirect Costs

*Summarize any indirect costs that your institution is charging on the project.*

## Grand Total

*Summarize the total cost for the project.*

*Note: There is no page limit for the Budget Details*

**Budget Details**

*Cut and paste a copy of your MS Excel Budget table here*

*Note: There is no page limit for any letters related to the project.*

**OPTIONAL: Collaboration Letters/ Letters of Support/ Additional Support**

*While not required, if your team has collaborators from NASA, industry, an ISGC affiliate/partner, or other organizations, you may include information about the collaboration with your proposal. If you have received additional financial support, or anticipate any additional support for this project, include information such as the name of the funding agency, award amount, and the anticipated award date if not yet awarded.*

*Note: There is no page limit for any references and citations*

**OPTIONAL: References and Citations**

*Insert References and Citations.*

*Note: There is no page limit for the Summary of Past ISGC Awards*

**OPTIONAL: Summary of past ISGC award accomplishments**

*Proposers who have received previous NASA Idaho Space Grant funding for similar activities should submit a summary of accomplishments resulting from the award, including participants, goals achieved, proposals submitted, papers/presentations, or collaborations with NASA, the aerospace industry, or other partners in Idaho.*