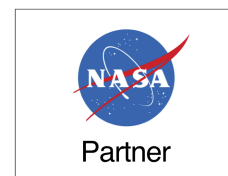# Maryland Space Grant Consortium
Activity Grants Announcement

Partner

PROGRAM DESCRIPTION

Maryland Space Grant Consortium (MDSGC) is pleased to accept proposals for Spring 2025 Activity Grants. These awards support projects that advance NASA's mission objectives, research priorities, and future workforce development needs. This opportunity is open to qualified applicants from Maryland institutions who meet the eligibility requirements detailed below. The performance period for Spring 2025 Activity Grants will commence no earlier than January 1, 2025 and continue through April 22, 2025, with possible extensions available until August 31, 2025.

The MDSGC Activity Grants program supports a diverse range of STEM initiatives including undergraduate research opportunities and internships; undergraduate and graduate co-curricular activities such as payload and launch vehicle projects, space-oriented clubs, student design competitions, and conference participation; mentorship programs in STEM fields; outreach initiatives targeting underserved and underrepresented populations in STEM; curriculum development and enhancement; workforce development programs; and related educational and research activities. All proposed activities must align with NASA's strategic priorities. Applicants should review NASA's current Strategic Plan and the research focuses of its Mission Directorates when developing their proposals.

APPLICATION REQUIREMENTS

Proposals must be submitted by December 1, 2024 as a single PDF file to mdsgc-grants@jhu.edu. The proposal should be single spaced using 12 point font (minimum) and 1 inch margins (minimum). All text in illustrations, figures, and tables must use at least 10-point font.

The proposal must include the following components:

- **Title Page** - The title page must include: a descriptive title for the proposed project; the name, title, and contact information for the principal investigator (PI) and a primary administrative contact person for the proposed project; the requested period of performance (see above under Program Description for limits on period of performance); and an abstract of the proposed project (400-word maximum). The PI must be eligible to serve as a principal investigator on external grants at their institution. The abstract of successful awards could be featured on the MDSGC webpage.

- **Proposed Work** - Please describe the details of your proposed plan and the project timeline within the desired period of performance. Proposals should specify realistic goals and describe a path to accomplish them, including intermediate milestones. 7 page maximum (including figures, tables, etc.) - references do not count towards the page limit.

- **Impact** - The mission of MDSGC is to support and enhance STEM education, research, and workforce development in areas of interest to NASA. Furthermore, one of our objectives is to improve inclusivity and diversity at all levels in the STEM education pipeline. Please describe how your proposed project aligns with these objectives and how it aligns with the priorities of NASA. 1 page maximum.

- **Budget and Budget Narrative** - Funds may be requested for salaries, fringe benefit support, travel, services, and supplies[1]. **MDSGC funds cannot be used to cover indirect costs or facilities and administrative (F&A) costs.** The budget and narrative must provide supporting detail for all items, e.g., hourly pay rates or fraction of FTE for salaries, fringe benefit costs, travel projections, and breakouts of individual item costs for materials and supplies totaling over $500. The budget narrative should explain how the funds will be used, including cost-share funds (see below), and provide supporting detail for all amounts in the budget table. No page limit for the budget and budget narrative. Supporting details, e.g. vendor quotes, shopping carts, etc., are particularly useful and encouraged.

- **Cost Sharing** - Grants awarded in this program follow a tiered cost sharing structure depending the cumulative size of awarded grants and on the institution of the PI. The minimum cost-share required for a proposal follows:

---

[1]Supplies include any item with cost up to $5,000. Higher cost items are possible but require additional approval from the NASA OSTEM. The approval process will delay the review of your proposal and could still result in your request being denied.

- **Tier 0** - Any proposal or combination of proposals from a single PI totalling $50,000 or more within a given year of performance requires a minimum cost share of 1:1 for the total award.

- **Tier 1** - Proposals from any division of Johns Hopkins University, including JHU Applied Physics Lab, and the University of Maryland - College Park must provide a minimum cost share of 1:1 for the entire award.

- **Tier 2** - Proposals from all other Maryland institutions of higher education, except for the U.S. Naval Academy, must provide a minimum of 1:2 cost share for the entire award. For example, a proposal requesting $20,000 in MDSGC funds must provide at least $10,000 in cost share.

- **Tier 3** - Proposals from any other Maryland organization require a minimum of 1:2 cost share for any amount above the first $25,000 awarded to the same PI within the MDSGC's current multi-year performance period, 4/23/2020 through 4/22/2025. For example, a proposal or combination of proposals requesting $45,000 would require at least $10,000 (($45,000 - $25,000)/ 2 = $10,000) in cost-share funds. A proposal or combination of proposals requesting up to $25,000 would not require cost-share.

As noted above, award funds cannot be used to cover F&A costs; however, unrecovered F&A may be applied toward any cost-share requirement. Cost-share funds must be non-federal, allowable, allocable, auditable, and not double-counted as cost-share on any other award. For examples of valid cost-share contributions, please refer to the Code of Federal Regulations. *Cost-share greater than the required minimum is encouraged, will improve the competitiveness of the proposal, and can be applied to meet the minimum requirements for additional proposals by the same PI within MDSGC's current multi-year period of performance, 4/23/2020 through 4/22/2025.*

- **Optional CV** - The CV of the PI and any key personnel involved in the project are optional but encouraged.

AWARDEE REQUIREMENTS

The following items are required for all Activity Grants. In some cases, additional requirements may also be placed on the awardee, depending on the nature of the proposal. Upon acceptance of an award, the PI agrees to the following terms and conditions:

- **PI and participant requirements** - Any individual (PI, participant, or support staff) directly funded by this award must be a U.S. citizen unless prior authorization is requested from and granted by MDSGC and NASA.

- **Nondiscrimination** - No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity sponsored by MDSGC because of race, age, sex, gender, color, religion, national origin, physical or mental disability, or sexual orientation.

- **Award Transferability** - Awards are not transferable to other institutions. An institution may request to transfer an award to from one PI to another, subject to approval by MDSGC.

- **Post Award Presentation** - Awardees may be asked to present their work at an MDSGC event, a regional meeting, or a national Space Grant meeting. The PI or an appointed representative will be expected to make every effort to attend. Travel expenses for such an event will be covered by MDSGC.

- **Acknowledgement** - Awardees must acknowledge MDSGC and NASA in any publications or presentations resulting from the award. The MDSGC logo and NASA grant number (80NSSC20M0049) should be included in any presentations or publications, if possible.

- **Progress Reports** - Upon request by MDSGC, brief progress reports must be provided during the award period. The reports should be submitted to the MDSGC office at mdsgc-grants@jhu.edu and should include a summary of the work conducted and any challenges encountered. Progress reports may be required for release of payments.

- **Final Report** - A final report is required at the end of the award period. The report should include the following:

  1. A summary of the project conducted including how it relates to the proposed work and broader impacts of the original proposal (500 word maximum).

  2. In accordance with NASA requirements, the name, academic level, gender, race, and ethnicity of any students receiving any amount of direct financial support from the award must be provided. Students receiving $3,000 or more through the project must also complete the MDSGC awardee form to register for longitudinal tracking.

  3. If applicable, a list of all papers submitted for publication, including the author list and a copy of the paper, resulting from the award.

  4. If applicable, a list of all patents that were applied for as a result of the award.

  5. A signed and certified statement of cost sharing from an authorized financial representative of the PI's organization. Cost sharing documentation must follow the expectations of Johns Hopkins University administrative policy. Example statements will be provided to the PI upon request.

- **Unused Funds** - Without prior written approval, any remaining funds at the end of the award period will be reclaimed by MDSGC and allocated to other projects.

ADDITIONAL INFORMATION

Proposals will be reviewed by the MDSGC Program Committee. Following review, the proposer may be asked to provide additional information or clarification to the committee. The number of proposals selected for funding will depend on the number of applications received, the total budget requested by all qualified applicants, the budget available to MDSGC, and the quality of the proposals submitted. Notification of the award decision will be sent to the proposing PI once the review process is complete.

While not formal requirements, the following elements are considered beneficial for a proposal:

- Concrete plans to improve inclusion and increase diversity in STEM fields.

- Incorporation of public outreach activities.

- Significant funding directly supporting students.

- Partnerships including multiple institutions or collaborations with other MDSGC affiliates.

- A well-founded evaluation plan to assess the impact of the proposed project.

- A plan to leverage the award for additional funding or resources. We are happy to provide letters of support or collaborate on proposals for additional funding.

MDSGC Activity Grants are funded by NASA and administered by Maryland Space Grant Consortium. For more information about the program, please visit our website at https://md.spacegrant.org. If you have any questions about the application process or eligibility requirements, please email the MDSGC office at mdsgc-grants@jhu.edu.