

Dear Colleagues:

The South Carolina NASA EPSCoR office is releasing this ***Call for Letters of Intent and Pre-Proposals*** in anticipation of the release of the Federal announcement for the NASA EPSCoR \$750K Research Program. We anticipate that a 2017 NASA/EPSCoR Cooperative Agreement Notice (CAN) opportunity will be released in January 2017 with a 60-90 day response window for South Carolina to submit one proposal.

**FY 2017 NASA EPSCoR Cooperative Agreement Notice (CAN) Call for Letters of Intent (LOI) and Pre-Proposals**

**Release Date: August 21, 2016**

**Letter of Intent Due to SC NASA EPSCoR: October 7, 2016, 5pm**

**\*NEW\* Institutional Endorsement Due to SC NASA EPSCoR: October 7, 2016, 5pm**

**Pre-Proposals Due online through SC NASA EPSCoR submission site: Wednesday, November 30, 2016, 5 pm**

**I. SUMMARY OF KEY INFORMATION**

This is an official call for *Letters of Intent (LOIs)* and *Pre-Proposals* in anticipation of the release of the 2017 NASA EPSCoR Cooperative Agreement Notice (CAN) by NASA Headquarters. This statewide call for Pre-Proposals is the mechanism that will be used to identify the proposal that the SC NASA EPSCoR jurisdiction may submit in response to this notice. NASA EPSCoR proposals are expected to establish research programs that will make significant contributions to the strategic research and technology priorities of one or more of the four (4) NASA Mission Directorates and/or one or more of the ten (10) NASA Field Centers, and contribute to the overall research infrastructure, science and technology capabilities, higher education, and economic development of South Carolina. Briefly, the program parameters are:

- It is anticipated that the South Carolina jurisdiction will be allowed to submit one proposal.
- The proposal may request federal funds of up to \$750,000 total costs (direct + indirect) for a three-year project period (i.e., up to \$250,000/year). This budget must include a 5% management fee for the SC NASA EPSCoR Office and College of Charleston IDC charges.
- All NASA EPSCoR funds must be cost-shared at a level of at least 50% with non-federal funds. In-kind matches are allowable.
- **Due to high levels of interest in this program historically, SC NASA EPSCoR has instituted a - per-institution - limit of up to 6 pre-proposals that may be submitted for consideration in the state-wide competition.**

In consideration of the short timeline of previous federal calls for proposals, the highly competitive nature of this NASA EPSCoR Program, and extremely high historical interest in this program, the SC NASA EPSCoR office has instituted the following process to identify the proposal to be put forward from South Carolina, for entry into the national NASA EPSCoR competition:

**October 7, 2016:** Letter of Intent (LOI) due by 5 pm to the SC NASA EPSCoR/ SC Space Grant Office to email [scsgrant@cofc.edu](mailto:scsgrant@cofc.edu).

**October 7, 2016:** Institutional Endorsement Due by email from your institution's Authorized

Organizational Representative (AOR) to [scsgrant@cofc.edu](mailto:scsgrant@cofc.edu). Please refer to your institution's internal procedures for selection for endorsement. **Each institution may endorse up to 6 pre-proposals for the state-wide competition.**

**November 30, 2016:** Pre-Proposals due by 5pm through the SC NASA EPSCoR/ SC Space Grant Office online application site. All Proposals shall be submitted (with all signatures on budgets and cover page) through the SC NASA EPSCoR submission website: [https://spacegrant.net/proposals/submit/?sponsor\\_id=14](https://spacegrant.net/proposals/submit/?sponsor_id=14)  
LATE OR NON-COMPLIANT APPLICATIONS WILL NOT BE ACCEPTED.

**December 2016:** Pre-proposals are reviewed by external (non-EPSCoR jurisdiction) experts in fields relevant to each Pre-Proposal. An external panel comprised of scientists and engineers from non-EPSCoR states who have expertise and knowledge in NASA mission areas will make down-select recommendations. The SC NASA EPSCoR Technical Advisory Committee (TAC) will identify one Pre-Proposal that best responds to the federal solicitation. All other Pre-Proposals will be returned with mail review results only. The selected Pre-Proposal will be provided panel feedback for further development and submission to the national NASA EPSCoR program.

**February 2017:** Fully developed proposal due to the SC NASA EPSCoR/ SC Space Grant Office.

\*exact date dependent upon the final 2017 NASA EPSCoR CAN.

**Note:** The submission and review timeline may be subject to change once the NASA EPSCoR Call for Proposals is released. It is anticipated that NASA will make a total of 4 to 6 awards of up to \$750,000, each to be expended over a three-year period of performance.

#### **South Carolina NASA EPSCoR office contacts:**

- Dr. Cassandra Runyon, Director, SC NASA EPSCoR and SC Space Grant Consortium  
Telephone: (843) 953-8279, email: [runyonc@cofc.edu](mailto:runyonc@cofc.edu)
- Tara B. Scozzaro, MPA, Program Manager, SC NASA EPSCoR and SC Space Grant Consortium  
Telephone: (843) 953-5463, email: [scozzarot@cofc.edu](mailto:scozzarot@cofc.edu)

## **II. DESCRIPTION OF THE OPPORTUNITY**

### **Principal Investigator Qualifications and Limitations**

Principal Investigators/Project Directors (PI/PD) of proposed NASA EPSCoR projects must be tenured or tenure track faculty at any one of South Carolina's institutions of higher education. A PI may only submit one Pre-Proposal. An investigator may serve as PI or Co-PI on only one LOI or Pre-Proposal submitted in response to this solicitation. **Only investigators with strong, established, active relationship(s) with staff at a NASA research and spaceflight center(s) are encouraged to apply. Prior recipients of the NASA EPSCoR CAN award are not eligible.**

- > Prior NASA EPSCoR PIs are not permitted to reapply as the PI or for a significant portion of a research effort. The NASA EPSCoR program recognizes their experience and would welcome their participation as a mentor and/or in a minor role.
- > Prior NASA EPSCoR Co-Is who did not receive significant funding from a NASA EPSCoR award

may submit as PI and/or as a team member. Their proposal should clearly indicate prior support from, and their role / level of effort, in the previous NASA EPSCoR grant(s).

### **Alignment of Responses to State and National Priorities**

Pre-Proposals submitted in response to this solicitation will be evaluated on how well they address NASA's Mission and priority Research Areas of Interest. NASA's research priorities are defined by the Mission Directorates (e.g. Aeronautics Research, Human Exploration & Operations, Science, and Space Technology), the Office of the Chief Technologist and NASA's ten Centers. You may download the NASA Research Areas of Interest for 2016 from our website: <http://scspacegrant.cofc.edu/nasa-epscor-research-page>. Additional information may be found at the following NASA web site: <http://www.nasa.gov/missions/index.html#.Ujcp7WSgluA>.

The goal of the NASA EPSCoR program is to provide funding that will enable designated NASA EPSCoR jurisdictions to develop an academic research enterprise directed toward long-term, self-sustaining, nationally competitive capabilities in aerospace and aerospace-related research. This capability is expected, in turn, to contribute to the jurisdiction's economic viability and expand the nation's base for aerospace research and development. (Note: Responses to this solicitation should be aligned with the South Carolina Science and Technology Plan, *Vision 2025, Advancing South Carolina's Capacity and Expertise in Science and Technology*.)

### **III. LETTER OF INTENT (LOI) PREPARATION INSTRUCTIONS**

Faculty interested in submitting a Pre-Proposal in response to this call must initially submit a Letter of Intent (LOI). Pre-Proposals received without being preceded by an LOI will be returned without review. Prior to submission of your LOI, investigators should consider that the South Carolina NASA EPSCoR Office will use the information provided in the LOI to identify and recruit external reviewers with the expertise to evaluate the Pre-Proposals. **Please understand that this program is exceedingly competitive, thus please do not submit a Letter of Intent unless a Pre-Proposal will be forthcoming.**

Letters of Intent are **due by 5 p.m. EDT October 7, 2016**. These LOIs need to be submitted as a single .pdf file in an email attachment to [scsgrant@cofc.edu](mailto:scsgrant@cofc.edu) with the Subject: "NASA CAN LOI."

#### **Letters of Intent must include:**

- 1. Cover Letter:** A cover letter from the Chief Research Officer of the institution submitting the LOI or the Dean of the College from which the Pre-Proposal is to originate. This cover letter should clearly delineate the institution's willingness to commit the required 50% cost-share commitments in support of the project, should the Pre-Proposal be selected for full development and submission in response to the NASA EPSCoR CAN federal solicitation; and commitment to prepare the follow-on Pre-Proposal.
- 2. Project Summary:** The Project Summary must open with the contact information for the Principal Investigator and the anticipated title of the Pre-Proposal followed by a 3-page summary (12 pt font, 1" margins) that describes the NASA EPSCoR CAN Project Activities, as aligned with NASA Mission priorities and the South Carolina Science and Technology Strategic Plan (or VI). The Project Summary must describe the proposed scope and project organization, collaborating team members including student participants, NASA Laboratories and

Facilities, and activities in research and education, and their integration.

3. **Mission Directorate and NASA Center Alignment:** Identify the NASA Mission Directorate and the NASA Center(s) that best align with your proposed research. Include evidence of PI's/Col's strong, established, active relationship(s) with staff at a NASA center.
4. **Required Area of Expertise:** Provide a specific field title of your research area (e.g., Heliophysics or polymer chemistry). This will help to identify additional reviewers.  
**Biographical Sketches:** Include a two page biographical sketch for each Key faculty level participant. Include educational background, professional employment, publications, and any other information deemed relevant.
5. **Current and Pending Support:** List current and pending support for each faculty for which a biographical sketch has been provided. A table listing Current and Pending Support for each research team member must be provided.
6. **Suggested Reviewers:** Please list five (5) NASA or non-NASA potential reviewers whom you know to be familiar with your area of expertise. Include their name, institution/center, address, phone number and email address.
7. **Cost Share Table:** Provide a table showing total matching funds and their source.

#### IV. INSTITUTIONAL ENDORSEMENT INSTRUCTIONS

Each institution (defined as a single campus under the SC Space Grant guidelines) may submit an endorsement for up to 6 pre-proposals for the state-wide competition. This may require an internal selection process depending on the level of interest within the institution. Please refer to your institution's sponsored research personnel for information on that process. **Once each institution identifies the pre-proposals it wishes to endorse, the authorized organizational representative must email the list of 1-6 pre-proposals, including PI name and project title, to [scsgrant@cofc.edu](mailto:scsgrant@cofc.edu) by October 7, 2016.** This is in addition to the cover letter endorsements required in the letter of intent. The duplication of effort is necessary to avoid any intra-institutional confusion on who has been selected internally to compete.

Attached to this email, the AOR should include a signed Equal Opportunity Survey for the institution. The institution only needs to submit one signed Survey for this call; this submission replaces the requirement to include a separate Survey for each individual pre-proposal. The Survey may be downloaded from the SCSGC web site: <http://scspacegrant.cofc.edu/nasa-epscor-research-page>.

#### V. PRE-PROPOSAL PREPARATION INSTRUCTIONS

NASA EPSCoR awards will support a three-year cooperative agreement. Cooperative Agreements are awarded to the College of Charleston as the institution of the South Carolina NASA EPSCoR/Space Grant whose Director is Dr. Cassandra Runyon. The NASA EPSCoR Director will serve as the Principal Investigator (PI) for, and manage any award, to South Carolina under the NASA EPSCoR CAN program. Individuals and institutions participating in South Carolina's NASA EPSCoR project need not be members of the South Carolina Space Grant Consortium.

The South Carolina NASA EPSCoR Office has been charged with the Review process for identification of the South Carolina jurisdiction in response to the federal NASA EPSCoR CAN solicitation.

Investigators must submit Pre-Proposals that demonstrate partnerships or cooperative arrangements among academia, government agencies, business and industry, private research foundations, jurisdiction agencies, and/or local agencies. Inclusion of faculty and students from underrepresented/underserved groups is strongly encouraged. ***A strong existing collaborative program with a NASA Laboratory(s), facility(s) and/or Center(s) is required.***

NASA-funded, in-kind services provided by NASA Centers, Mission Directorates, and/or the Office of the Chief Technologist should be identified as NASA responsibilities in the proposals and are not to be included in the 50% matching requirement. This must be identified on the LOI cover page, and as LOI requirement #8.

### **Limitations**

Note that domestic travel does not have a budgetary limit. However, domestic travel should be appropriate and reasonable to conduct the proposed research and must be fully justified. Foreign travel is limited to \$1,000. Computers may not be purchased through this program with NASA funds. The construction of facilities is not allowable in any of the NASA programs solicited in this NASA EPSCoR CAN.

NASA EPSCoR funding cannot be used to purchase general purpose equipment, e.g. desktop workstations, office furnishings, reproduction and printing equipment, etc. as a direct charge. Special purpose equipment purchases (i.e., equipment that is used only for research, scientific, and technical activities directly related to the proposed research activities) are allowed and can be reflected as a direct charge. NASA EPSCoR funding may not be used to support NASA civil service participation (FTE) in a research project unless that funding is provided through a funding vehicle between the jurisdiction and NASA center, such as a Space Act Agreement or other reimbursable agreement.

The use of NASA EPSCoR funds for support of research students is allowable, and is strongly encouraged, and must be detailed in the Budget Justification and described in the narrative and evaluation sections of the Pre-Proposal. Inclusion of faculty and students from underrepresented/underserved groups is strongly encouraged.

Pre-Proposals are due by 5 p.m. EDT December 5, 2016, and must be submitted (with all signatures on budgets and cover page) through the SC NASA EPSCoR submission website:

[https://spacegrant.net/proposals/submit/?sponsor\\_id=14](https://spacegrant.net/proposals/submit/?sponsor_id=14)

\*LATE OR NON-COMPLIANT APPLICATIONS WILL NOT BE ACCEPTED.

We anticipate the following requirements for pre-proposals (Note: these are subject to change when the official call for proposals from NASA is released):

Pre-Proposals in response to this solicitation are to be prepared in 12 point font with 1" margins. Tables and figure captions may not be less than 10 point font. Each pre-proposal must include the following information in the order listed and be within the page limitations as indicated

below. Pre-Proposals not adhering to these guidelines will not be reviewed for consideration.

1. **Pre-Proposal Cover Page:** The Cover Page contains information about the Pre-Proposal, including the following: PI information, proposal title, proposed start and end dates, submitting institution information, certification and authorization. This may be downloaded from the SCSGC web site: <http://scspacegrant.cofc.edu/nasa-epscor-research-page>
2. **Project Summary** (up to 1 page): Brief description of the project, objectives, method of approach, and anticipated outcomes.
3. **Budget:** Using the NASA budget page, which may be downloaded from the SCSGC web site: <http://scspacegrant.cofc.edu/nasa-epscor-research-page>, prepare an annual budget not to exceed \$250,000 for each year of support and a three-year summary budget not to exceed \$750,000 total request (direct + indirect) from NASA. Institutional cost sharing must be provided at a minimum of 50% of NASA request up to \$125,000/year (\$375,000 for all years). This budget must include a 5% management fee for the SC NASA ESPCoR Office and College of Charleston IDC charges in Year 1.
4. **Budget Justification** (up to 2 pages): Provide a budget justification, which delineates requested funds from NASA and cost-share provisions.
5. **Project Description** (up to 10 pages): A detailed description of the proposed research plan. Page limit includes all illustrations, tables, and figures
  - A. **Project Purpose:** Describe how the proposed research activities will make significant contributions to the strategic research and technology development priorities of one or more of the Mission Directorates or the Office of the Chief Technologist and contribute to the overall research infrastructure, science and technology capabilities, higher education, and economic development of South Carolina.
  - B. **Goals and Objectives:** Clearly state goals and objectives for the proposed effort and provide a rationale for the approach that will be used to achieve them.
  - C. **Project Content:** Clearly describe the proposed effort and how the goals and objectives will be achieved. Please note, when preparing a proposal that involves the use of human subjects, animals, hazardous materials, select agents, and/or recombinant DNA, the proposers will need to address applicable compliance issues.
6. **Anticipated Results:** Describe the anticipated results of the proposed effort.
7. **Partnerships and Interactions:** Describe any partnerships or cooperative arrangements among academia, government agencies, business and industry, private research foundations, jurisdiction agencies, and local agencies as well as partnerships with minority-serving institutions and the inclusion of faculty and students from underrepresented/underserved groups.

8. **Timeline:** Include a timeline for achieving the stated goals and objectives, including significant milestones.
9. **Biographical Sketches** (up to two pages each): Include a biographical sketch for each Key faculty level participant. Include educational background, professional employment, research experience, publications, and any other information deemed relevant.
10. **Current and Pending Support:** List current and pending support for each faculty member for which a biographical sketch has been provided.
11. **Letters of Support and Commitment:** Must be included. At least one letter must indicate institutional match commitment. Each Pre-proposal must include at least one letter of support from a colleague at a NASA Center.