



**CAN 02 OHRE-1**

**A COOPERATIVE AGREEMENT  
NOTICE**

**NASA  
Faculty Fellowship Program  
Co-Directing University  
(NFFP)**

**A Cooperative Agreement Notice  
Soliciting Proposals for the Joint Coordination  
of a NASA-wide Faculty Fellowship Program**

**National Aeronautics and Space Administration  
Office of Education**

---

Release Date:	<b>December 20, 2002</b>
Proposals Due:	<b>February 7, 2003</b>
Selection Announcement:	<b>April 2003</b>

## TABLE OF CONTENTS

Background.....	1
Intent and Scope.....	1
Expectations of the Co-directing Universities Under the Cooperative Agreement Notice .....	3
Expectations of NASA Under the Cooperative Agreement Notice .....	4
Instructions for Responding to a NASA Cooperative Agreement Notice.....	4
General Instructions .....	4
NASA Participation.....	5
Period of Performance .....	5
Funding .....	6
NASA Headquarters Funding for NFFP Fellows in FY 2003 .....	6
Proposal Preparation, Submission and Deadline .....	6
Online Submission Instructions .....	7
User Identifications (User ID) .....	7
Withdrawal.....	8
Cancellation of CAN.....	8
Schedule .....	9
Restriction of Use and Disclosure of Proposal Information .....	9

### **Appendices**

Appendix A: Proposal Format, Content, and Submission.....	10
Appendix B: Proposal Cover Page.....	13
Appendix C: Proposal Compliance, Evaluation, and Awards Process.....	18
Appendix D: Certifications, Disclosures, and Assurance Pursuant to Lobbying, Debarment and Suspension, Nondiscrimination and Drug-Free Workplace.....	21
Appendix E: NASA Centers and Jet Propulsion Laboratory .....	24

## **BACKGROUND**

Education is one of the core missions of NASA: to inspire the next generation of explorers, as only NASA can. The overarching goal of the NFFP is to inspire the next generation of explorers by providing unique summer research experiences for college and university faculty that are directly related to NASA's aeronautics and space research and development mission. Through these experiences, faculty will be better equipped with research and instructional tools that will motivate students to pursue careers in science, mathematics, engineering, and technology. The national scope of the program captures NASA's commitment to broadening the participation of all of our citizens in the NASA mission by engaging minority and underrepresented faculty, students, and universities in NASA's education programs. This program is intended to have a direct positive impact upon NASA's ability to foster partnerships with universities and faculty and to motivate students to pursue careers in science, mathematics, engineering, and technology. The program has the potential of recruiting NASA trained researchers to meet future human capital requirements. These relationships assure that NASA is investing the taxpayer's resources wisely.

Since 1964, the National Aeronautics and Space Administration (NASA) has supported a program of faculty fellowships for full-time engineering and science educators at U.S. colleges and universities. These fellowships provide a unique, NASA mission-related research opportunity for faculty to enhance their research experience by spending the summers at NASA field Centers, working side by side with other scientists and engineers, and becoming a part of the Nation's aeronautics and space program. In 1990, NASA developed a complementary program that expanded the reach of these faculty fellowships to schools that traditionally did not do business with NASA, added a follow-on research component, and provided flexibility as to when and how a faculty member interacted with NASA.

In FY 2003, these initiatives are being combined into a single entity – the NASA Faculty Fellowship Program (NFFP). The new program will incorporate both a ten-week summer research experience and a follow-on research component. The standard period of performance for faculty appointment is a ten-week summer research experience. In rare instances, this period may vary, dependent upon negotiations with individual Centers to meet the needs of both NASA and the university community. The extended research component within this program will be competitive and also dependent upon the Centers requirements and funding availability.

## **INTENT AND SCOPE**

The NFFP is intended to provide valuable hands-on research experience at a NASA Center and to give college and university faculty a rewarding personal, as well as profitable professional experience.

The primary objectives of the NASA Faculty Fellowship Program are:

- To provide university faculty with unique research experiences to enrich and refresh the research and teaching activities of the participants' institutions.
- To further the professional knowledge of qualified engineering and science faculty members.
- To stimulate an exchange of ideas between participants and employees of NASA.
- To contribute to the research objectives of the NASA Center.
- To provide faculty insight to NASA's future human resources needs and education program opportunities for student engagement in NASA.

These objectives are accomplished through partnerships with several U.S. accredited colleges and universities. The University Affairs Officer at NASA Headquarters serves as the NFFP Program Administrator.

The Office of Education at NASA Headquarters provides overall policy and direction for the NASA Faculty Fellowship Program (NFFP). The American Society for Engineering Education (ASEE) and the Universities Space Research Association (USRA) have joined in partnership to recruit participants, accept applications from a broad range of participants, and provide overall evaluation of the NFFP. The NASA Centers, through their University Affairs Officers, develop and operate the experiential part of the program. In concert with co-directing universities and the Centers, Fellows are selected and provided the actual research experiences.

In addition to research experiences, short courses, workshops and seminars are common features of the Center programs, which help to round out the professional development experience for the Fellows. The academic, cultural and recreational facilities of the co-directing institutions, the NASA Center, and the local community are made available to the extent possible to further enhance the experience.

The purpose of this Cooperative Agreement Notice (CAN) is to select those universities that can partner with each NASA Center to help provide a mutually beneficial experience for the faculty Fellows and NASA. NASA is seeking university partners with strong undergraduate and graduate programs that are compatible with NASA's mission and have experience managing professional development activities for science and engineering faculty.

Participation from Historically Black Colleges and Universities (HBCUs) and Other Minority Universities (OMUs), which include Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs) is highly encouraged.

Additional information about the NASA Faculty Fellowship Program can be found at <http://education.nasa.gov/>.

## **EXPECTATIONS OF THE CO-DIRECTING UNIVERSITIES UNDER THE COOPERATIVE AGREEMENT NOTICE**

NASA is seeking universities to co-direct and coordinate the NASA Faculty Fellowship Program (NFFP) at each of the 10 NASA Centers and to bring an academic perspective to the management of the program. Universities will be selected based on their ability to support the NASA Center and sustain the program for three years, with an additional two-year option pending a successful review process. NASA encourages partnerships between minority and non-minority institutions.

### **University**

The co-directing university must show evidence of:

- Accreditation as an academic university with undergraduate/graduate degree-granting capabilities in NASA-related disciplines and an infrastructure to support scientific research relevant to the NASA Center and other similar government-funded research programs;
- Knowledge of NASA and the NASA Center with which the university will affiliate;
- A reliable infrastructure for distributing stipend and travel checks to Fellows in a timely fashion;
- A responsive staff member (potential Co-Director) with access to university officials, the ability to make frequent site visits and be present at all NFFP functions, and have frequent interaction with NFFP Fellows and Center staff, especially at critical periods; and
- An institutional commitment to develop this relationship with NASA and the resources to insure the success of this faculty development program.

### **Co-Director**

The Co-Director at each participating university is responsible for co-directing and coordinating the NFFP at the NASA Center of choice, in partnership with the Center University Affairs Officer. Primary responsibilities of the Co-Director are to:

- Work with the Center to coordinate the process for review and selection of applicants, including the recruitment of and matching with Center technical personnel;
- Collaborate with the Center Co-Director to develop an orientation process;
- Coordinate a seminar and tour program and any additional meetings, including a final reporting process;
- Insure that stipend and travel payments are issued to Fellows in a timely manner;
- In consultation with the Center, provide day-to-day operation of the program, including providing participants with resources and information to find housing; conduct work site visits and informal interviews; and monitor the progress of Fellows during their tenure;
- Attend a Co-Director's annual planning meeting;

- Submit end-of-year reports as required by the program and as required as part of the cooperative agreement; and
- Work with ASEE/USRA to assure prompt and complete input of evaluation data as directed and required to facilitate program evaluation.

### **EXPECTATIONS OF NASA UNDER THE COOPERATIVE AGREEMENT NOTICE**

Under the terms of this agreement, co-directing universities can expect **NASA Headquarters** to:

- Provide overall policy direction for the NFFP;
- Develop an effective partnership with ASEE/USRA for recruitment, evaluation, and oversight of the program; and
- Work with the centers to develop implementation procedures for the NFFP.

Under the terms of this agreement, co-directing universities can expect **NASA Centers** to:

- Provide access to Center facilities and personnel;
- Work with co-directing universities to review, select, assign and host faculty participants; and
- Work with co-directing universities to develop a program of activities for the summer experience.

### **INSTRUCTIONS FOR RESPONDING TO THIS NASA COOPERATIVE AGREEMENT NOTICE**

#### **General Instructions**

Participation as the lead organization is sought from U.S. accredited universities and colleges with undergraduate and graduate degree-granting authorities in NASA-related fields and a track record of successfully managing NASA or other government-funded research. A separate cooperative agreement award will be made for each NASA Center. NASA will accept only one final proposal from the lead college or university. Universities and colleges within the United States with strong undergraduate and graduate science and engineering programs are invited to propose.

Proposals that demonstrate effective partnerships or cooperative arrangements between minority and non-minority universities are strongly encouraged. If the proposal is submitted as a partnership, it must show a clear plan of action for collaboration that best supports the needs of the NASA Center in co-directing the NFFP and the needs of the participating university.

General guidelines for proposal preparation follow:

1. If you plan to collaborate with another university, summary statements identifying the partner, their contribution, and the names and signatures of the responsible officers or managers at both universities must be included. (See page 10.)

2. Submit an original and four copies by **February 7, 2003**.

A submitted proposal should be no more than 25 pages in length, using standard-sized paper (8.5x11), one-inch margins (top, bottom, left and right), and 12-point font. Certifications, vita, appendices, forms, and figures are desired but must fit within the 25-page limit. To facilitate the recycling of proposals after review, proposals should be submitted on plain, white paper only. The use of cardboard stock, plastic covers, colored paper, etc., is prohibited. For ease of handling, proposals should not be bound at the spine. A staple in the upper left-hand corner is sufficient.

For more details about proposal preparation, see Appendix A: Proposal Format, Content, and Submission. Also see the NASA Grant and Cooperative Agreement Handbook (NPG 5800), which is published as part 1260 and part 1274 of title 14 of the Code of Federal Regulations (CFR). The Internet address is <http://ec.msfc.nasa.gov/hq/grcover.htm>.

Copies of the handbook may be purchased from the Superintendent of Documents, United States Government Printing Office, Washington, DC 20402, Telephone (202) 512-1800. Requests should cite GPO Stock No. 933-001-00000-8.

**NASA Participation**

The overall NFFP is managed from NASA Headquarters under the direction of the Office of Education.

Questions concerning policy matters for the overall program and questions pertaining to this CAN should be directed to the University Affairs Officer, who serves as the NFFP Program Administrator at the address below:

Katie Blanding, Ph.D.  
University Affairs Officer  
Office of Education  
Code FE  
NASA Headquarters  
Washington, DC 20546

(202) 358-0402  
[kblandin@hq.nasa.gov](mailto:kblandin@hq.nasa.gov)

For specific information about how to partner with the NASA Center near you, contact the appropriate Center Program Administrator directly. (See Appendix E, page 24 for Center contact information.)

**Period of Performance**

The Cooperative Agreement awarded as a result of this CAN will be for three years, with an option for an additional two years, pending a successful evaluation and is renewable based upon

satisfactory performance and available funding. The Program Administrator and the Program Point of Contact at the NASA Center must approve renewals.

**Funding**

Funding levels for each cooperative agreement will depend on the number of Fellows supported at each center. Each fellow receives a stipend of not less than \$1,200/week for 10 weeks, relocation allowance (\$1,500) and round-trip travel. It is anticipated that total funding provided under this CAN will be \$2,900,000, which includes stipends, relocation, travel, and administrative costs for co-directing universities. Advertising, recruiting, evaluation, and extended research are provided under a separate agreement with ASEE and USRA.

It is anticipated that NASA Headquarters will provide funding for the following numbers of Fellows in FY 2003:

**NASA Headquarters Funding for NFFP Fellows in FY 2003**

Center	Number of Fellows
Ames Research Center (ARC)	20
Dryden Flight Research Center (DFRC)	5
Glenn Research Center (GRC)	20
Goddard Space Flight Center (GFFC)	20
Jet Propulsion Laboratory (JPL)	20
Johnson Space Center (JSC)	20
Kennedy Space Center (KSC)	15
Langley Research Center (LaRC)	20
Marshall Space Flight Center (MSFC)	20
Stennis Space Center (SSC)	10

Some Centers may elect to provide additional local funding to the program to increase the number of fellows supported.

In order to insure that a significant portion of the program’s budget goes directly to the faculty participants, we encourage the waiver of overhead for faculty stipends.

**Proposal Preparation, Submission and Deadline**

Participation as the lead organization is sought from U.S. accredited universities and colleges. NASA will accept only one final proposal from a college or university as the lead.

The original and 4 copies of the proposal package must be received at NASA Peer Review Services no later than **February 7, 2002**, at 5:00 p.m., Eastern Time. Proposals received after this time are ineligible for consideration. Hard copies of the proposals are required and are

considered the official time stamp of submission. Faxed or emailed versions will not be processed.

Proposals sent via commercial delivery or courier service or through the U.S. Postal Service by first class, registered or certified mail should be addressed to:

NASA Peer Review Services  
Attn: Code FE—CAN 02 OHRE-1  
500 E Street, S.W.  
Suite 200  
Washington, DC 20024

***Online Submission Instructions***

Proposals are to be submitted electronically by entering the requested information through the SYS-EYFUS web site located at <http://proposals.hq.nasa.gov/>.

The SYS-EYFUS is an electronic system (SYS -) used by NASA Headquarters to manage research solicitation activity, plan for the receipt of research proposals, track the receipt and peer evaluation of these proposals, and manage funded research (grants, cooperative agreements, etc.) sponsored by NASA's Office of Equal Opportunity (Code E), Office of Earth Science (Code Y), Office of Human Resources & Education Division (Code F), Office of Biological and Physical Research (Code U), Office of Space Science (Code S), and the Office of Space Flight (Code M). SYS-EYFUS also supports the funding and administration of awards pursuant to selection of these research opportunities.

***User Identifications (User ID)***

User ID and passwords are required by NASA security policies in order to access the SYS-EYFUS Web site and follow the instructions for "New Proposal Cover Page." Prospective Co-Directors can check if they have a SYS-EYFUS User ID and Password by going to <http://proposals.hq.nasa.gov/> and performing the following steps:

1. Click the hyperlink for NEW USER; this will take the user to the personal information Search Page.
2. Enter the user's first and last name. SYS-EYFUS will search for matching record information in the SYS-EYFUS database.
  - a. If matches are found, select the "correct" record from those displayed and then click on CONTINUE.
  - b. If no exact match is found, select NONE OF THE ABOVE and click on CONTINUE. Then complete the NEW USER form. Follow the on-line instructions

for updating and/or entering new data. In addition, to adding general contact information, areas of interest and expertise are required.

- c. If no match is found, select ADD RECORD. Follow the on-line instructions for updating and/or entering new data. In addition, to adding general contact information, areas of interest and expertise are required.

A User ID and password will be emailed to you. With the User ID and Password, login to the SYS-EYFUS Web site and select the "New Proposal Cover Page" option and follow the instructions.

As a minimum, the following information will be requested:

- CAN number, alpha-numeric identifier (Note: this may be included on the Web site template); (CAN 02 OHRE-1)
- The Co-Director's name, mailing address, phone number, and email address;
- The name(s) of any Co-Investigator(s) and university or universities;
- A descriptive title of the intended investigation; and,
- A brief (200-300 word) description of the approach to co-directing the NFFP.

The web site provides the user future use in updating this information for the final *Cover Page/Proposal Summary* up to the deadline for submission of the final proposal.

### **Withdrawal**

Proposals may be withdrawn by the proposer at any time. Offerors are requested to notify NASA if the proposal is funded by another organization or other changed circumstances which dictate termination of evaluation.

### **Cancellation of CAN**

NASA reserves the right to make no awards under this CAN in the absence of program funding or for any other reason. NASA assumes no liability for canceling the CAN or for anyone's failure to receive actual notice of cancellation. Cancellation may be followed by issuance and synopsis of a revised CAN, since amendment of the CAN is normally not permitted.

**Schedule**

The schedule for the review and selection of proposals for this CAN is as follows:

Release of the CAN	December 20, 2002
Proposals Due	February 7, 2003
Award Announcements	April 2003

**Restriction of Use and Disclosure of Proposal Information**

It is NASA's policy to use information contained in proposals for evaluation purposes only. Information (data) contained in proposals will be protected to the extent permitted by law; but, NASA assumes no liability for use and/or disclosure of information not made subject to specific notice. While this policy does not require that the proposal bear a restrictive notice, offerors or quoters should, in order to maximize protection of trade secrets or other information that is commercial or financial, and confidential or privileged, place the following notice on the title page of the proposal to notify NASA of your specific notice of disclosure of information:

**NOTICE:**

**Restriction on Use and Disclosure of Proposal Information**

The information (data) contained in [insert page numbers or other identification] of this proposal constitutes a trade secret and/or information that is commercial or financial, and confidential or privileged. It is furnished to the government in confidence with the understanding that it will not, without permission of the offeror, be used or disclosed other than for evaluation purposes; provided, however, that in the event a grant or cooperative agreement is awarded on the basis of this proposal, the government shall have the right to use and disclose this information (data) to the extent provided in the grant or cooperative agreement. This restriction does not limit the government's right to use or disclose this information (data) if obtained from another source without restriction.

**APPENDIX A: PROPOSAL FORMAT, CONTENT, AND SUBMISSION**

The proposal should be formatted according to the order listed in the following table and **should not exceed twenty-five (25) pages, including certifications, forms, endorsement letters and appendices. NASA will accept only one final proposal from a university as the lead.** Each proposal should adhere to the table guidelines for the maximum number of pages for that section.

Proposal Content	Page Guideline	Section and Appendix References
<p><b>Note: Items 1 – 3 are submitted online:</b></p> <p><b>1. Proposal Cover Page:</b> The proposal cover sheet must be signed by an institutional official who is authorized to certify institutional support and sponsorship of the investigation and of the management of the proposal. (The electronic proposal submission process located at <a href="http://proposals.hq.nasa.gov/">http://proposals.hq.nasa.gov/</a> generates this form). A sample electronic Proposal Abstract page is included in Appendix B.</p> <p><b>2. Proposal Abstract</b> (200-300 words). Include a description of the project’s objectives, number of participants in the project, method of approach, and the measurable outcomes. A sample electronic Proposal Abstract page is included in Appendix B.</p> <p><b>3. Proposed Cost:</b> The budget section of the electronic proposal cover page should include a budget breakdown for each year of the proposed work. Budgets for years 1–3 are required. The electronic form will provide a total summary for the entire period of the proposal. See Budget Instructions in Appendix B.</p> <p>The length of the electronic proposal cover page (as generated via SYS-EYFUS) may vary depending upon the length of the proposal abstract/summary. <u>However, the total cover-page packet, including the summary and budget figures, will count as only 1 page total.</u> A sample cover page packet is included in Appendix B.</p> <p><b>To print the Proposal Cover Page</b>, select “View” and then use the “Print” Button on your Internet browser menu.</p> <p><b>Note: Attach a printed copy of the Cover Page (with the Abstract and the Budget) to the front of your proposal when you submit it.</b></p>	<p>1</p>	<p>Appendix B</p> <p>Appendix B</p> <p>Use the electronic SYS-EYFUS Cover Page</p>
<p><b>4. Budget Narrative:</b> Include explanatory notes for each line item in the budget.</p>	<p>3–5</p>	<p>Appendix C</p>
<p><b>5. Table of Contents</b></p>	<p>1</p>	

Proposal Content	Page Guideline	Section and Appendix References
<p><b>6. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements Form.</b></p> <p><i>(This appendix is for informational purposes only. The authorizing institutional official's signature on the Proposal Cover Page certifies that the proposing institution has read and is in compliance with these certifications.)</i></p>		Appendix D
<p><b>7. Proposal Description</b></p> <p><b>7a. Relevance to NASA's Education Program:</b> Include how the proposal relates to NASA interests.</p> <p><b>7b. Management Approach:</b> Plans for distribution of responsibilities and arrangements for insuring a coordinated effort should be described. Include a description of the mechanism and procedures for administering faculty stipends, travel/transportation arrangement, housing allowance/assistance, and other faculty support activities.</p> <ul style="list-style-type: none"> <li>• <i>Personnel Qualifications:</i> Submit qualifications of the principal program official, including roles and responsibilities with distribution and percentage of time devoted to this project. The proposer should include a curriculum vitae.</li> <li>• <i>Management of Faculty Development Programs:</i> Describe experience managing faculty research or professional development programs. Provide examples.</li> </ul> <p><b>7c. Plan of Action:</b> Narrative should include a description of the overall program design and plan, the methodology for maintaining program objectives efficiently, including a description of how the university plans to work with the NASA Center to coordinate all activities, manage all fiscal responsibilities, coordinate all day-to-day operations, and evaluate the program.</p> <ul style="list-style-type: none"> <li>• Explain how your college or university is uniquely positioned to fulfill the plan of action.</li> <li>• The milestone chart should be submitted separately from the project narrative. It should highlight key program target dates, schedules, and requirements.</li> <li>• A measurable performance metrics chart should be submitted separately from the project narrative.</li> </ul>	<p>10</p> <p>10–12</p>	Appendix C

Proposal Content	Page Guideline	Section and Appendix References
<p><b>8. Statements of Commitment:</b></p> <ul style="list-style-type: none"> <li>• <i>University Commitment Statement:</i> A description of the university's support and resources, submitted by the financial officer responsible for committing resources.</li> <li>• <i>Partner's Commitment Statement:</i> Summary of endorsements from a partner, outlining specific commitment and support of the project, submitted by the financial officer responsible for committing resources.</li> </ul>	<p>3-5</p>	

**APPENDIX B:**

**PROPOSAL COVER PAGE**

(Date: \_\_\_\_\_ )

<b>CAN 02 OHRE-1</b>
----------------------

**Name of Submitting Institution:** \_\_\_\_\_

**Congressional District:** \_\_\_\_\_

<p><b>Certification of Compliance with Applicable Executive Orders and U.S. Code</b></p> <p>By signing and submitting the proposal identified in this Cover Sheet / Proposal Summary, the Authorizing Official of the proposing institution, as identified above (or the individual proposer if there is no proposing institution):</p> <ol style="list-style-type: none"> <li>1. Certifies that the statements made in this proposal are true and complete to the best of his/her knowledge;</li> <li>2. Agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this proposal;</li> <li>3. Provides certification to the following that are reproduced in their entirety in this NRA:             <ol style="list-style-type: none"> <li>i. Certification Regarding Debarment, Suspension, and Other Responsibility matters;</li> <li>ii. Certification Regarding Lobbying, and</li> <li>iii. Certification of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs.</li> </ol> </li> </ol>
---

**[1] ... Co-Director Information**

<b>Name:</b>		<b>Email:</b>	
<b>Organization:</b>		<b>Department</b>	
<b>Telephone:</b>			
<b>Address:</b>		<b>Fax:</b>	
<b>City, State, Zip:</b>		<b>Country:</b>	

Signature and Date: \_\_\_\_\_

**[2] ... Team Member**

<b>Authorizing Official:</b>	
<b>Title:</b>	
<b>Institution:</b>	

Signature and Date: \_\_\_\_\_

**[3] ... Proposal Title (Short and/or Full)**

<b>Short Title:</b>	
<b>Full Title:</b>	

**[4] ... NASA Center where support will be provided (Select one.)**

- (1) Ames Research Center
- (2) Dryden Flight Research Center
- (3) Glenn Research Center
- (4) Goddard Space Flight Center
- (5) Marshall Space Flight Center
- (6) Jet Propulsion Laboratory
- (7) Johnson Space Center
- (8) Kennedy Space Center
- (9) Langley Research Center
- (10) Stennis Space Center

**[5] ... Themes (Strategic Enterprise)**

- (11) Earth Science
- (12) Space Science
- (13) Aeronautics and Space Transportation Technology
- (14) Human Exploration and Development of Space
- (15) Biological and Physical Research

**[6] ... Summary (Proposal Abstract – 200-300 words)**

**[7] ... Budget**

Type	Year 1	Year 2	Year 3	Total
<b>Direct Labor</b>				
<b>Other Direct Costs - Subcontracts</b>				
- Consultants				
- Equipment				
- Supplies				
- Travel				
- Other				
<b>Indirect Costs</b>				
<b>Other Applicable Costs</b>				
<b>Subtotal – Estimated Costs:</b>				
<b>Less: Proposed Cost Sharing</b>				
<b>Budget Total</b>				

**NASA PROCEDURE FOR HANDLING PROPOSALS**

This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices that the submitter places on this proposal shall also be strictly complied with. Disclosure of this proposal for any reason outside the Government evaluation purposes shall be made only to the extent authorized by the Government.

### SPECIFIC BUDGET INSTRUCTIONS

"Proposed Costs" are discussed in Appendix A and are supplemented by the following information concerning proposal cost detail.

1. The proposal must contain sufficient cost detail and supporting information to facilitate a speedy evaluation and award. The proposed costing information should be sufficiently detailed to allow the Government to identify cost elements for co-directing the NASA Faculty Fellowship Program. Generally, the Government will evaluate costs in terms of their reasonableness and acceptability. Each category should be explained. Offers should exercise prudent judgment since the amount of detail necessary varies with the complexity of the proposal.
2. Direct labor costs should be separated by titles or disciplines such as Principal Investigator, clerical support, with percent of time. Estimates should include a basis of estimates such as, currently paid rates or outstanding offers to prospective employees. Indirect costs should be explained to the extent that allows the Government to understand the basis of the estimates.
3. With regard to other costs, each significant category should be detailed, explained, and substantiated. For example, proposed equipment purchases should specify the type of equipment, number of units, and unit cost. Requested travel allowances should include the number of trips, duration of each trip, per diem, rental car expenses, etc. One trip should be budgeted to attend a co-director's annual planning meeting.

Indirect costs are included in the award amounts.

### GENERAL BUDGET INSTRUCTIONS

1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list number and titles of personnel, amount of time to be devoted to the grant, and rates of pay.
2. Other Direct Costs:
  - (i) Subcontracts: Attachments should describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting.
  - (ii) Consultants: Identify consultants to be used, why they are necessary, the time they will spend on the project, and rates of pay.
  - (iii) Equipment: List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General-purpose equipment is not allowable as a direct cost unless specifically approved by the grant officer. Any equipment purchase requested to be made as a direct charge under this grant must include the equipment description, how it will be used in the conduct of the basic research proposed and why it cannot be purchased with indirect funds.
  - (iv) Supplies: Provide general categories of needed supplies, the method of acquisition, estimated cost.
  - (v) Travel: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination and number of travelers where known.
  - (vi) Other: Enter the total of direct costs not covered by 2(i) through 2(v). Attach an itemized list explaining the need for each item and the basis for the estimate. Enter the student stipends (number of students and amount of stipend for each).

3. Indirect Costs: Identify indirect cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency and official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.
4. Other Applicable Costs: Enter total of other applicable costs with an itemized list explaining the need for each item and basis for the estimate.
5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
7. Carryover Funds (if any): Enter the dollar amount of any funds that are expected to be available for carryover from the prior budget period. Identify how the funds will be used if they are not used to reduce the budget. NASA officials will decide whether to use all or part of the anticipated carryover to reduce the budget. Not applicable to 2nd-year and subsequent-year budgets submitted for the award of a multiple year grants.
8. Total Estimated Costs: Enter the total after subtracting items 6 and 7b from item 5.

## **APPENDIX C: PROPOSAL COMPLIANCE, EVALUATION, AND AWARDS PROCESS**

### **Proposal Compliance**

All proposals must comply with the general requirements of the CAN. Upon receipt, proposals will be reviewed for compliance. This includes:

1. Submission of complete proposals on or before the due date (**February 7, 2003**) of this CAN.
2. Submission of proposals that are no more than 25 pages in length.
3. Submission of a three-year budget.
4. Submission of all other appropriate forms as required by this CAN.

At NASA's discretion, non-compliant proposals may be withdrawn from the review process and returned to the proposer without further review.

### **Proposal Evaluation**

Proposals will be evaluated in two phases.

**Phase 1.** Each Center will evaluate proposals received, using a standard set of evaluation criteria described below. The results of this review will be forwarded to NASA Headquarters.

**Phase 2.** A review panel will be established at Headquarters to evaluate the results of the Center reviews. The review panel will evaluate/assess each proposal against the factors listed below. The panel's summary findings and subsequent recommendations will be presented to the selecting official (TBD) for selection.

Awards will be managed by each Center, with each Center University Affairs Officer serving as the technical monitor. It is anticipated that selection announcements will be made in **April 2003**.

### **Evaluation Criteria**

Proposals will be evaluated based on the following criteria: Relevance to NASA's Education Program, Management Approach, Plan of Action, and Proposed Budget. The criteria are listed in descending order of importance. For example, Plan of Action is more important than Proposed Budget.

#### ***Relevance to NASA's Education Program***

The proposal must clearly state the relevance of the university partnership to NASA's goals and objectives and include the potential contribution of the effort to NASA's mission, especially NASA's education mission: to inspire the next generation of explorers. . . as only NASA can. NASA's goals and objectives are within five strategic NASA Enterprises: Aerospace Technology, Biological and Physical Research (BPR), Earth Science, Human

Exploration and Development of Space (HEDS), and Space Science. Knowledge and understanding of the strategic goals within one or more of the Enterprises must be conveyed in relation to the scientific research investigation to be performed by the Fellows in collaboration with the NASA Center of choice. For information to support this criterion, please refer to the NASA Home Page (<http://www.nasa.gov>) and the NASA Education Home Page (<http://education.nasa.gov>).

The proposal's relevance to NASA and NFFP is essential. Partnerships between NASA and HBCUs, HSIs, and TCUs provide an opportunity for NASA to contribute to society by increasing the representation of underrepresented groups in education, research, and careers in mathematics, science, engineering and technology. The Co-Director should address this issue in the proposal, and provide a strategy for working with the Center to insure program access to prospective applicants.

The relevance to NASA's education program, as a minimum, must address:

- How your university is uniquely positioned to support the research and educational mission of the NASA Center;
- Knowledge of NASA's Education Program, the NASA R&D mission, and the NASA Center of choice; and
- The degree to which the proposal will meet the NASA objective to increase the pool of faculty, who are U.S. citizens from groups that have been historically underrepresented in NASA-related fields.

### ***Management Approach***

The proposal will be critically reviewed to determine the management approach especially as it is an indicator of the likelihood of program success. The proposed program management, as a minimum, should include the evidence of the university's ability to manage all aspects of a large, complex, education program, including funding, stipends, programs, etc., the time devoted to the program, and level of commitment of the institution to the program, particularly regarding priority.

This section, as a minimum, must address:

- The scope of the project in relation to timeframe and resources;
- Outcomes of the project in relation to approach and timeframe;
- Availability of dependable administrative infrastructure to support the program;
- Methods of communicating, coordinating, and managing activities within the project;
- Notable collaborations with other institution(s) and organization(s) where appropriate;
- Qualifications of the Principal Investigator, including the track record for grants managed and experience managing faculty research programs;
- Availability of a responsive staff member (potential co-director) with a year-round flexible schedule, able to maintain program effectiveness, which includes having frequent interaction, especially at critical periods, making site visits and being present at all NFFP functions;

- The distribution of labor; and
- The ability to respond to changing program requirements.

***Plan of Action***

The section should include the overall program design and plan, the technical approach, the methodology for maintaining program objectives efficiently, including a description of how the university plans to work with the NASA Center, the thoroughness of the evaluation plans, and the strength of the partnerships.

The proposals must demonstrate the following:

- The overall program design;
- The relationship between your university, the partner university, and the NASA Center;
- Collaboration with the Center to facilitate the review and selection of applicants in consideration of the Center's programmatic needs, including matching applicants with Center technical personnel;
- Collaboration with the Center co-director to develop an orientation program, seminars, tour programs, and any additional professional development activities;
- A plan to work with ASEE/USRA to assure prompt and complete input of data into EDCATS (an electronic evaluation report tool) and to facilitate the program evaluation;
- A plan for collecting information for the end-of-year report as required by the program;
- Accurate and timely issuance of stipends and travel payments to Fellows;
- Consultation with the Center to provide day-to-day operation of the program, including providing participants with resources and information to find housing, conduct work site interviews, informal interviews, and monitor the progress of Fellows during their tenure, and a process to identify and resolve problems;
- Participation in the co-director's annual planning meeting;
- Program milestones; and
- Program metrics.

***Proposed Budget***

Cost and budget information for implementing all aspects of the program must be clearly presented. Primary consideration should be given to the basic Headquarters-funded program as indicated in the NASA Headquarters Funding for Fellows table on Page 6. Provide separate, supplementary cost information for any number of projected Center-funded fellows. The program operating cost per fellow is of critical interest.

The proposed cost must include reasonableness of proposed cost and cost elements (including stipend, relocation of Fellows, and travel), and cost sharing. The cost per faculty will be critically assessed. The budget should also include the use of NASA facilities and support (if appropriate).

**APPENDIX D: CERTIFICATIONS, DISCLOSURES, AND ASSURANCES PURSUANT TO LOBBYING, DEBARMENT & SUSPENSION, NONDISCRIMINATION AND DRUG-FREE WORKPLACE**

**A. LOBBYING**

As required by Section 1352, Title 30 of the US Code, and implemented at 14 CFR Part 1271, as defined at 14 CFR Subparts 1271.110 and 1260.117, with each submission that initiates Agency consideration of such applicant for award of a Federal contract, grant, or cooperative agreement exceeding \$100,000, the applicant must certify that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**B. GOVERNMENTWIDE DEBARMENT AND SUSPENSION**

As required by Executive Order 12549, and implemented at 14 CFR 1260.510, for prospective participants in primary covered transactions, as defined at 14 CFR Subparts 1265.510 and 1260.117

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**B. NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

The institution, corporation, firm, or other organization on whose behalf this assurance is signed, hereinafter called Applicant, HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. 1680 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Age Discrimination Act of 1975 (42 U.S.C. 16101 et seq.), and all requirements imposed by or pursuant to the Regulation of the National Aeronautics and Space Administration (14 CFR Part 1250)(hereinafter called NASA) issued pursuant to these laws, to the end that in accordance with these laws and regulations, no person in the United States shall, on the basis of race, color, national origin, sex, handicapped condition, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from NASA; and HEREBY GIVES ASSURANCE THAT it will immediately take any measure necessary to effectuate this agreement. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by NASA, this assurance shall obligate the Applicant, or in the case of any transfer of such property, and transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by NASA. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by NASA, including

installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign on behalf of the Applicant.

**APPENDIX E: NASA CENTERS AND JET PROPULSION LABORATORY**

For more information on NASA, see [www.nasa.gov](http://www.nasa.gov).

<b>NASA CENTERS AND JET PROPULSION LABORATORY</b>	
<p><b>AMES RESEARCH CENTER</b>  <b>Mr. Jacob Redmond, II</b>                      Mail Stop 241-3                      NASA Ames Research Center                      Moffett Field, CA 94035-1000                      Phone: (650) 604-6937                      Fax: (650) 604-3622  <a href="mailto:jredmond@mail.arc.nasa.gov">jredmond@mail.arc.nasa.gov</a></p>	<p><b>JET PROPULSION LABORATORY</b>  <b>Ms. Linda Rodgers</b>                      Educational Affairs Office                      Mail Stop 180-109                      NASA Jet Propulsion Laboratory                      4800 Oak Grove Drive                      Pasadena, CA 91109-8099                      Phone: (818) 354-3274                      FAX: (818) 393-4977  <a href="mailto:Linda.rodgers@jpl.nasa.gov">Linda.rodgers@jpl.nasa.gov</a></p>
<p><b>DRYDEN FLIGHT RESEARCH CENTER</b>  <b>Dr. Kajal K. Gupta</b>                      Mail Stop D2701                      NASA Dryden Flight Research Center                      Edwards, CA 93523                      Phone: (661) 276-3710                      FAX: (661) 276-3744  <a href="mailto:kajal.gupta@dfrc.nasa.gov">kajal.gupta@dfrc.nasa.gov</a></p>	<p><b>JOHNSON SPACE CENTER</b>  <b>Dr. Donn G. Sickorez</b>                      University Affairs Officer                      Mail Code AH-2                      NASA Johnson Space Center                      Houston, TX 77058                      Phone: (281) 483-4724                      FAX: (281) 483-4876  <a href="mailto:donn.g.sickorez1@jsc.nasa.gov">donn.g.sickorez1@jsc.nasa.gov</a></p>
<p><b>GLENN RESEARCH CENTER</b>  <b>Dr. Francis J. Montegani</b>                      Mail Stop 49-5                      NASA Glenn Research Center                      21000 Brookpark Road                      Cleveland, OH 44135                      Phone: (216) 433-2956                      FAX: (216) 433-3678  <a href="mailto:fjm@grc.nasa.gov">fjm@grc.nasa.gov</a></p>	<p><b>KENNEDY SPACE CENTER</b>  <b>Dr. Cassandra Black</b>                      Mail Stop XA-D1                      NASA Kennedy Space Center                      Kennedy Space Center, FL 32899                      Phone: (321) 867-3358                      FAX: (321) 867-2097  <a href="mailto:Cassandra.Black-1@ksc.nasa.gov">Cassandra.Black-1@ksc.nasa.gov</a></p>
<p><b>GODDARD SPACE FLIGHT CENTER</b>  <b>Ms. Mablelene Burrell</b>                      Mail Code 160                      NASA Goddard Space Flight Center                      Greenbelt, MD 20771                      Phone: (301) 286-9690/1122                      FAX: (301) 286-1610  <a href="mailto:mburrell@pop100.gsfc.nasa.gov">mburrell@pop100.gsfc.nasa.gov</a></p>	<p><b>LANGLEY RESEARCH CENTER</b>  <b>Mr. Roger A. Hathaway</b>                      Mail Stop 400                      NASA Langley Research Center                      Hampton, VA 23681-2199                      Phone: (757) 864-3312                      FAX: (757) 864-6521  <a href="mailto:r.a.hathaway@larc.nasa.gov">r.a.hathaway@larc.nasa.gov</a></p>
<p><b>MARSHALL SPACE FLIGHT CENTER</b>  <b>Dr. Shelia Nash-Stevenson</b>                      University Affairs Officer                      Mail Code CD60                      NASA Marshall Space Flight Center                      Marshall Space Flight Center, AL 35812                      Phone: (256) 544-3453                      FAX: (256) 544-0899  <a href="mailto:Shelia.Nash-Stevenson@msfc.nasa.gov">Shelia.Nash-Stevenson@msfc.nasa.gov</a></p>	<p><b>STENNIS SPACE CENTER</b>  <b>Dr. Ramona Pelletier Travis</b>                      University Affairs Officer                      Code FA00, Building 1100                      NASA Stennis Space Center                      Stennis Space Center, MS 39529                      Phone: (228) 688-3832                      FAX: (228) 688-7499  <a href="mailto:ramona.travis@ssc.nasa.gov">ramona.travis@ssc.nasa.gov</a></p>