

**REQUEST FOR MINI-GRANT PROPOSALS
GUIDELINES FOR UH and UHCL FACULTY PARTICIPATION**

INSTITUTE FOR SPACE SYSTEMS OPERATIONS
S&R-1, Suite 617
Mail Code 5005PHYS
Forms and guidelines also on ISSO Web Site <http://www.issu.uh.edu>

PROPOSALS DUE 13 (FRIDAY) MARCH 2009

ISSO Purposes

The University of Houston and University of Houston-Clear Lake **Institute for Space Systems Operations** (ISSO) is line-item-funded by the State of Texas. The missions of ISSO are to:

- (1) provide an interdisciplinary focus and funding for all aspects of aerospace related research and development, especially through the ISSO Aerospace Post-Doctoral Fellowship Program.
- (2) work through the Houston Partnership for Space Exploration and the Texas Space Grant Consortium (TSGC) to deepen graduate studies in all aspects of the aerospace professions.

ISSO encourages joint projects with staff at the NASA Johnson Space Center, local aerospace corporations, other NASA centers, Texas universities, and non-profit organizations. To learn more about NASA-JSC Space Exploration initiatives and the names of potential co-investigators please visit this website and on the left side explore *Biennial Research Report, Science and Engineering, and For Researchers*

<http://research.jsc.nasa.gov>

Request for Proposals, FY2009

For FY2009, ISSO anticipates being able to fund, through 31 August 2009, approximately \$120,000 of mini-grant projects at UH and \$50,000 at UHCL. The ISSO funds must be encumbered on or before 15 July 2009.

Proposals supported by ISSO may receive:

- (1) Up to 5 months of graduate student support, at the standard College (School/Division) rate, for UH and UHCL graduate students who are expected to continue their graduate work under externally funded sponsorship.
- (2) Up to one month of support for faculty for research that results in one or more papers published in refereed journals and one or more proposals for external funds.
- (3) Limited matching funds for major capital equipment. These requests should be discussed with the ISSO office prior to being proposed. Travel will not be supported. ISSO funds are best spent on people.
- (4) Reasonable operating funds to meet the objectives of the project.

ISSO provides seed funding for individual research projects and to interdisciplinary research teams within and between departments and colleges of UH and UHCL. Proposals for teaming with faculty elsewhere within the University of Houston System, with TSGC members, NASA-JSC, and aerospace companies will be considered. This RFP is for work to be done before 31 August 2009. Funds not fully committed and documented by 15 July 2009 for expenditure will be reclaimed by ISSO on 1 August 2009.

Guidelines

EVERY PROPOSAL WILL BE PEER REVIEWED TO THE SAME EQUALLY WEIGHTED CRITERIA.

The criteria that will be used to evaluate and select the AY2009 mini-grant ISSO proposals are:

1. Significance of research objectives to advancing NASA-JSC exploration-development program AND/OR the development of new aerospace research efforts with the Department of Defense;
2. Potential for new external funding (will consider track record of prior funding as reported by the primary team members);
3. Soundness and/or weakness of the proposing team;
4. Extent of teaming (across departments and colleges of UHS, NASA-JSC, industry, other universities, non-profits, DoD and other government agencies, etc.);
5. Estimated projected funding resulting from the ISSO mini-grant support;
6. Appropriateness of proposed research program for establishing future graduate students and UH/UHCL-JSC Aerospace Post-Doctoral Fellows, especially U.S. citizens;
7. Importance of existing relevant facilities (UHS, NASA-JSC, and others) leading to successful externally funded programs;
8. Potential of projected proposals to enable new facilities and research capabilities within UHS, NASA-JSC, and other Houston-area teaming organizations;
9. Likelihood of publishable papers and presentations and 2008/9 proposal developments;
10. Matching of funds and work-time of the ISSO funds by one or more team members.

ISSO will conduct a peer review of the proposals. The reviews are confidential. You may obtain information concerning the proposal process and evaluation by contacting Dr. David R. Criswell (713-743-9135 or 281-486-5019 and dcriswell@uh.edu).

Administrative and proposal handling questions at UH should be addressed to Ms. Jennifer Chin-Davis (713-743-3524 or jchindavis@uh.edu). Administrative and proposal handling questions at UHCL should be addressed to Ms. Lee Folk (281-283-2138 or folk@uhcl.edu) or Ms. Roberta Hohmann (281-283-3015 or hohmann@uhcl.edu).

Joint proposals with researchers at NASA-JSC, other agencies, companies, foundations, and other organizations are welcome and encouraged.

A record of proposals to external agencies based on ISSO support to date is favorable to funding.

Any proposal submitted to an outside funding agency involving work supported by an ISSO award is expected to carry the approval signature of the **INSTITUTE FOR SPACE SYSTEMS OPERATIONS' DIRECTOR** as well as the Departmental and College approvals normally required. Departments and Colleges are expected to encourage participation where appropriate, and every effort will be made to circulate information about ongoing activities.

Aerospace programs often receive substantial attention from news media. Faculty investigators are urged to prepare written newsworthy statements to provide to reporters as a supplement to news interviews since the media tends to include, or at least not violate, a formal statement. However, if the name of the Institute of Space Systems Operations is used in reference to work discussed with media, the supplementary written statement should be cleared with the ISSO Director prior to media release. In the event of direct contact with a faculty member, a brief summary report to the Director should be made as soon as possible.

All UH and UHCL correspondences should be directed to dcriswell@uh.edu, **Mail Code-5005**, or to the FAX at **713-743-3589**.

ISSO PROPOSAL SUBMISSION GUIDELINES

**ON OR BEFORE 13 (FRIDAY) MARCH 2009
PROVIDE TO dcriswell@uh.edu
THE PROPOSAL TITLE, ABSTRACT AND LIST OF INVESTIGATORS AND THEIR
ORGANIZATIONS**

SUBMIT PROPOSAL ON OR BEFORE 13 (FRIDAY) MARCH 2009

All proposals submitted to ISSO by 13 (Friday) March 2009 must contain the following:

1. A cover sheet as per attached form.
2. Information sheets completed with all information applicable to the request.
3. Signatures of the Department Chair and Dean must appear on the budget sheet. The budget sheet should show all funds requested and indicate any contributions to the project to be made by the Department, College, and external funding sources. (ISSO does not pay computer charges as a rule. Fringe benefits, where appropriate, are charged on ISSO accounts indirectly and funds for them should not be requested as a cost item.)
4. A three to eight page description of the project in sufficient detail to enable reviewers to determine its technical merit and outside funding potential.
5. A one-page vita for each individual who will perform the study.
6. A list of the proposer's grants in force at this time and of currently active proposals, dates & dollar amount.
7. List any proposals (funded and unfunded) that were enabled by ISSO funding since 1 September 2004.
8. If you have already submitted a proposal related to this proposal, list (or refer to #6 and #7) the date and title of proposal and to whom submitted.
9. If you are working with a non-UH System organization include a letter of commitment from that organization that indicates the duration of the coordinated effort and, if applicable, the level of support.
- 10. SUBMIT THE ORIGINAL SIGNED HARDCOPY OF THE PROPOSAL TO ISSO.**

**INSTITUTE FOR SPACE SYSTEMS OPERATIONS
S&R-1, Suite 617, Mail Code 5505PHYS
University of Houston
Houston, TX 77204-5506**

**Or for UHCL proposals
University of Houston-Clear Lake, Office of Sponsored Programs
Bayou 2531, Mail Stop 44 281-283-3015**

- 11. E-MAIL ISSO AN ELECTRONIC FILE (MUST BE PDF) OF THE PROPOSAL TO**

**dcriswell@uh.edu,
jennifer@Central.UH.EDU**

and

hohmann@uhcl.edu

COMMITMENTS BETWEEN ISSO AND INVESTIGATORS

Faculty who submit funding requests to ISSO as Principal Investigators should expect to commit themselves to the following.

1. The participation of faculty, usually during the summer, will have as its objective the development of additional program funding. The participation can involve intensive research in a new area, as well as the preparation of a final proposal involving advanced research suitable for submission to an outside agency.
2. Preparation of a pre-proposal, covering work in a new area of sufficient quality to be submitted through ISSO to a funding agency, or submission of a full proposal of advanced work is to be completed by 15 December 2009.
3. Retention of a faculty position within the University of Houston System for the current and following academic year. ISSO Principal Investigators must be tenure-track faculty members.
4. Financial support by ISSO will be acknowledged in any publications and presentations resulting from the work funded. It is anticipated that the research and proposal preparation will generate a body of information that will normally lead to a publication, even if external funding is not received in the near term.
5. A final activity report will be required from each Investigator by December 15, 2009. It must include a summary of the work, list of proposals submitted to agencies, and a list of preprints and of papers submitted for external publication. Also include a list of all those involved in the work (faculty, fellows, students, and associates) and their affiliation. The activity report will be forwarded to the Investigator's Department and College in the fall as part of the ISSO reporting procedure.
6. Attendance is expected at ISSO seminars where these projects will be reported.

In return, ISSO will commit funding to the faculty member by 15 April 2009 or as soon thereafter as budget modifications in the individual proposal can be worked out.

Also, ISSO will provide the ISSO Annual Report to each investigator, department, college, institute, and other organizations involved in each project. The Report is also provided to the State of Texas to document ISSO projects supported under the Line Item for the Houston Partnership for Space Exploration.

SCHEDULE OF DATES

MARCH 1, 2009 Provide an emailed intent to dcriswell@uh.edu that contains the proposal title, abstract, and list of primary investigators and their institutes

MARCH 13, 2009 Proposal Due Date

**SUBMIT THE ORIGINAL SIGNED HARDCOPY OF THE PROPOSAL TO ISSO.
INSTITUTE FOR SPACE SYSTEMS OPERATIONS
S&R-1, Suite 617, Mail Code 5506PHYS
University of Houston
Houston, TX 77204-5506**

**Or for UHCL proposals
University of Houston-Clear Lake, Office of Sponsored Programs
Bayou 2531, Mail Stop 44 281-283-3015**

E-MAIL ISSO AN ELECTRONIC FILE (MUST BE PDF) OF YOUR PROPOSAL TO

dcriswell@uh.edu, and jennifer@Central.UH.EDU and to

hohmann@uhcl.edu

April 15, 2009 Announcement of ISSO awards

AUGUST 1, 2009 Completion of all expenditures under this grant
All unspent funds returned to ISSO on this date

August 31, 2009 Completion of project.

December 15, 2009 Detailed report of research project(s) to ISSO for inclusion in the ISSO Annual Report

Annual Report submission, required for five years after the funding. Each report must list all publications, preprints, presentations, proposals, and pre-proposals generated as a result of ISSO funding. It must also list all faculty, fellows, students, and others associated with the project.

February 15, 2010 Submission of first formal proposals to agencies and/or notification to ISSO of pending proposals.

REQUIRED FORMS FOLLOW:

Cover: Funding Request Form

Budget Summary Sheet

Information on Funding Request

INCLUDE BUDGET FORMS

FUNDING REQUEST TO INSTITUTE FOR SPACE SYSTEMS OPERATIONS

Page 1

Building SR1, Suite 617, 5005 PHYS, University of Houston, Houston, TX 77204

DATE:

Title:

Lead and Primary Investigator(s) and Inst.:

Total Funds Requested from ISSO: \$

Probable External Funding:

Agency

Estimated Amount

Estimated Submission date

Layman's Language Abstract (150 words or less):

Proposal Text (3 to 8 pages attached after page 3)

BUDGET SUMMARY SHEET & SIGNATURES (PAGE 2, EXTEND AS NECESSARY)

Salaries and Wages:

FACULTY/STUDENT

<u>Name/Position</u>	<u>Monthly Salary</u>	<u>Num. of Months FTE*</u>	<u>Subtotal</u>
----------------------	-----------------------	----------------------------	-----------------

* Students ≤ 5 months, Faculty ≤ 1 month

Total Salaries and Wages

Equipment (list items to be ordered and cost)

Other (specific items: travel is not covered)

TOTAL FUNDING NEEDED (Through 31 August 2009)

External Funds Available (organization name)

less

Departmental Support

less

College Support

less

Other Support

less

ISSO Funds Requested

less

Note: Do not include Fringe Benefits or Indirect Cost in ISSO Request

Any overrun on the award will be the responsibility of the PI and the Department. **Unencumbered funds will be recovered by ISSO on 15 August 2009.**

LEAD INVESTIGATOR

(Signature) INVESTIGATOR

(Print)

DEPARTMENT CHAIRMAN

(Signature) DEPARTMENT CHAIRMAN

(Print)

DEPARTMENT

DEPARTMENT

DEAN

(Signature) DEAN (Print)

COLLEGE

COLLEGE

OTHER ORGANIZATION

SIGNATORY OFFICIAL

**INFORMATION ON FUNDING REQUESTS SUBMITTED TO INSTITUTE OF SPACE SYSTEMS
OPERATIONS (PAGE 3)**

LEAD Investigator:

Title/LEAD Dept./College:

Subject Area:

Date:

Amount Requested from ISSO \$

Please supply the following information. Feel free to elaborate on an added page.

1. Will a fully signed copy of the complete proposal be submitted to the Office of Grants and Contracts by February 15, 2010?

If not explain.

2. To what agency(ies)?

Amount(s) \$

4. Will a paper based on the funded work and listing ISSO support be submitted to a refereed publication by December 15, 2009?

If not, elaborate.

5. In what significant ways will ISSO funding help in obtaining outside funding for the project?

6. Please provide or attach any information you may have concerning the interest of funding agencies in the project you propose