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Introduction

This document is an update to the INSGC Affiliate Manual published in 2010. The purpose of this update is to include changes over the last three years in business practices and operations that have occurred due to changes in direction from NASA or the Purdue Sponsored Programs office, and to improve effective communication between the central office and affiliates.

This document is one of three key documents necessary for effective operation of the consortium. The three documents and their descriptions are:

1. Affiliate Manual – covers information important to the consortium, management of an affiliate, responsibilities, policies, etc. Primarily focused toward the affiliate director. Updated on an as needed basis.
2. Proposal Guidelines – covers information on submitting a proposal for funding, including scholarships, fellowships, internships, and projects. Primarily focused toward the applicant/PI. Updated on an annual basis to reflect changes from NASA.
3. Reporting – available on the website, required for ALL awardees. Includes all information that INSGC is contractually obligated to report to NASA each year and that all awardees are contractually obligated to report to INSGC. Primarily focused toward the PI, though the affiliate director is expected to be familiar with reporting requirements and ensure they are met. Updated on an annual basis to reflect changes in NASA reporting requirements. At times, additional information may be requested on an ad hoc basis.

Each of these items is available on the website under the ‘For Affiliates’ tab. It is the responsibility of the Affiliate Director to be familiar with these items and to provide necessary guidance to PIs and students at their institution.

Although every effort has been made to ensure coverage of all important information, please realize that changes to the information may occur at any time through the year based on changes enforced by NASA. The INSGC office will notify affiliates as soon as possible of these changes, and thanks you for your patience.
1 The Indiana Space Grant Consortium

1.1 Purpose
The Indiana Space Grant Consortium (INSGC) is working to expand opportunities for the people of Indiana to learn about and participate in NASA’s aeronautics and space projects. Our charge from NASA is to support and enhance science and engineering education, research and public outreach efforts. INSGC is proud to be a source of NASA related information, awards, and programs for the State of Indiana. Currently, there are 52 consortia - one in each state, the District of Columbia and the Commonwealth of Puerto Rico. Annually, each consortium receives funds to develop and award student fellowship and scholarship programs, interdisciplinary NASA related research, education and public service programs, and cooperative initiatives with industry, research laboratories, and state, local, and other governments. Although it is primarily a higher education program, Space Grant programs cover a range of K-12 education pipeline activities, including elementary/secondary and informal education.

NASA defines the Space Grant College and Fellowship Program as:

1. A national network that
2. Promotes STEM education, through
3. Cooperative programs and
4. Interdisciplinary programs, while
5. Recruiting and training the next diverse workforce

The objectives of the Space Grant Program are to:

- Promote a strong science, technology, engineering, and mathematics education base from elementary through secondary levels while preparing teachers in these grade levels to become more effective at improving student academic outcomes.
- Establish and maintain a national network of universities with interests and capabilities in aeronautics, space and related fields.
- Encourage cooperative programs among universities, aerospace industry, and Federal, state and local governments.
- Encourage interdisciplinary training, research and public service programs related to aerospace.
- Recruit and train U.S. citizens, especially women, underrepresented minorities, and persons with disabilities, for careers in aerospace science and technology.

Space Grant consortia are expected to develop innovative and integrated plans to advance aerospace knowledge and expand related activities.

Space Grant consortia, including Affiliates, are expected to know and fulfill these objectives.

1.2 History
Public Law 100-147, passed in 1987, authorized NASA to initiate Space Grant in response to the need for a coordinated effort to enhance utilization of space resources, improve quality of life, and help maintain America’s preeminence in aerospace science and technology. The state-based
Consortia consist of college and university systems, government agencies, private industry, libraries, museums, and informal education organizations involved in aerospace activities. The lead institutions provide leadership and support for program objectives in their state and nationally by interacting with other universities and organizations, broadening joint activities with NASA and aerospace related industries, and providing service functions including support to elementary and secondary schools and the public. The Indiana Space Grant Consortium was established in 1991 at Purdue University. This consortium presently consists of 15 academic affiliates (colleges and universities), 9 outreach affiliates (museums and science centers), 1 industrial affiliate (small businesses and larger companies), and numerous partner institutions.

INSGC has had four eras of affiliate size/growth patterns. The original Indiana Space Grant Consortium consisted of four affiliates (Purdue West Lafayette, Purdue Calumet, Indiana University Bloomington, Notre Dame), from 1991 until roughly 1996. There was an era of affiliate growth in the late 1990s with an explicit goal of having at least one academic affiliate in each of the Indiana Congressional Districts. However, the Consortium initially used a “block grant” funding formula based on university type; the research campuses at West Lafayette, Bloomington, and South Bend received more funds than other campuses. In 2002, there was a shift from the block grant to competitive award funding, with requirements for proposals for most projects. A successful upgrade proposal in 2005 resulted in increased funding available for awards and scholarships. From 2008-2012 there has been steady growth in the number of academic and outreach affiliates.

1.3 Mission, Vision, Values and Goals

1.3.1 INSGC Mission
The mission of the Indiana Space Grant Consortium is to promote workforce development, formal and informal education, and research in STEM areas by the dissemination of NASA-related activities, content, and opportunities to the residents of the State of Indiana.

1.3.2 INSGC Vision
The Indiana Space Grant Consortium will be the premier source of coordination, information, and inspiration for NASA-related education, outreach, and workforce needs of Indiana.

1.3.3 INSGC Values:
1. A strong STEM education base that supports learning across the lifespan
2. An organization structure that maximizes the accomplishments of its members
3. Inspiration of learners of all ages to explore aerospace science and technology
4. Excellence in the development, delivery, and support of space-related products and programs
5. The development of individuals from diverse backgrounds and experiences in Space Grant activities

Education - Indiana Space Grant Consortium values the necessity of developing lifelong learning, particularly when it pertains to NASA, aerospace sciences and technologies, and Science, Technology, Engineering, and Mathematics (STEM) disciplines.
Organization- Indiana Space Grant Consortium values a strong internal structure that allows both the staff and affiliates of INSGC to operate as a seamless team in order to achieve the excellence that we are looking for in this organization.

Inspiration– Indiana Space Grant Consortium values the inspiration of learners of all ages. Learning occurs in those who are very young, and those with a long lifetime of experiences; learning and inspiration occur in formal and informal education and experiential environments. We are striving to create a culture that is inclusive, innovative, creative, and enthusiastic when it comes to creating inspiration for NASA and NASA-related subjects and for STEM education.

Excellence – Indiana Space Grant Consortium values the ability to provide excellent quality of service to the residents of the State of Indiana. We endeavor to go above and beyond the standards for the products that we create, the activities and opportunities that we support, and the processes that are the foundation of our performance.

Development- Indiana Space Grant Consortium values the development of all persons and programs touched by this organization. We seek out new ideas and concepts, and explore new ways in which we can expand the depth and breadth of our organization.

1.3.4 INSGC Goals:
- INSGC will promote NASA-related STEM workforce development by providing support to STEM research and education in higher education settings.
- INSGC will provide educational opportunities for K-12 students and teachers in order to inspire students to STEM disciplines.
- INSGC will collaborate with formal and informal STEM educators in order to promote awareness of NASA-related missions to the general public.

1.4 INSGC Strategic Plan
INSGC is funded by a competitive 5-year award from the NASA Office of Education. As such, INSGC is held accountable to NASA to fulfill the approved proposed activities from the 2010 award. INSGC is required to report to NASA on all activities on an annual basis. Alignment with the NASA Office of Education Outcome and Objective Hierarchy (available online at https://engineering.purdue.edu/INSGC/Affiliates/NASA_Outcomes_Objectives_Hierarchy) is required.

Affiliates can find information on the strategic plan at the INSGC website (https://engineering.purdue.edu/INSGC/About/index_html) as well as upon request from the INSGC office. Information on INSGC’s annual budget is stored internally and is not currently available online as it contains information on staff salaries. Requests for budget information should be directed to the INSGC Director.
2 INSGC Affiliate Information

2.1 Affiliate Types
The three types of INSGC affiliates are Academic, Industry, and Outreach. A separate category of interaction is Partnerships.

*Academic Affiliates:* Any affiliate whose primary role is formal education for (K-12), college academy, or institution of higher education with substantial STEM emphases and student enrollments

*Industry Affiliates:* Any business that is considered a legal entity that can enter into contracts

*Outreach Affiliates:* Any affiliate that strives to extend community service or benefits as an educational outreach program, focusing on STEM education and literacy

*Partners:* Any entity that does not necessarily seek direct financial support but which collaborates with and shares goals and objectives with INSGC

2.2 Benefits of Affiliation with INSGC
INSGC is working toward establishing and developing a network of persons and institutions committed toward common goals. Affiliation with INSGC allows member organizations networking opportunities that might otherwise be unavailable. These networking opportunities include connections with INSGC and NASA as well as the Consortia’s over 1000 nationwide Affiliates including universities, colleges, industry, museums, science centers, and state and local agencies. Affiliates have the opportunity to receive direct funding support from INSGC, and have the opportunity to receive advance information, contribute strategic input, and vote on INSGC activity and projects.

2.3 Responsibilities of Affiliation with INSGC
Affiliates are noted as official participants in INSGC by NASA, and have responsibilities to promote NASA and STEM education within the state. In addition, Affiliates are expected to be able to respond to NASA queries regarding information and knowledge about INSGC policies, procedures, and decision making activities. Specifically, affiliates should be familiar with the mission, goals, and objectives of the National Space Grant College and Fellowship Program.

Engagement and participation are important to the health of the organization. In order to remain in good standing within INSGC, all Affiliates will be expected to be active participants in the organization as follows:

1. Affiliate Directors and members are requested to respond to communications and be engaged throughout the year. It is also requested that Directors communicate INSGC information to other STEM areas within their organization.
2. Affiliate Directors are expected to participate in the Fall Teleconference. If the Affiliate Director is unavailable, a representative must be designated to participate in their place.
3. Affiliate Directors are expected to attend the Spring Affiliate Meeting. Should the Affiliate Director be unavailable, it is expected that a replacement will be sent to the meeting to represent the institution.

4. Affiliate Directors or their representative(s) are encouraged, but not required, to attend all additional INSGC meetings that may occur.

5. Academic and Industry Affiliates must remain current on INSGC dues.

6. Affiliate representatives should represent themselves in a manner consistent with the values of NASA and INSGC.

At the end of each Fiscal Year, Affiliates will be evaluated on their compliance with the expectations outlined above. Failure to meet these benchmarks could lead to the Affiliate Institution or Director being placed on probation or removed from INSGC. The process by which membership is evaluated follows a two-step process:

1. Failure to comply in any one full year will result in a letter being sent to the Affiliate Director and the Administrative and Fiscal Representatives of the institution, outlining the expectations and what must be accomplished to continue in good standing.
   a. It is understood that unforeseen circumstances do occasionally arise. While it is expected that Affiliate Directors make a good-faith effort to meet the expectations listed above, this may not always be possible. Therefore, it is at the discretion of INSGC to decide if a good-faith effort was made or if a letter is warranted.
   b. Affiliates that are not maintaining good standing will be informed via letter, or other means as necessary, that they will be on probation for the following fiscal year. The status of the Affiliate will then be reviewed by the INSGC Program Director prior to March 1 to facilitate discussion by the member institutions at the Spring Affiliate Meeting. A representative of the Affiliate or Affiliate Director being considered for probation will be afforded the opportunity to address concerns of the members.

2. Affiliates failing to meet the expectations for a second consecutive year will be notified no later than March 1 of the second fiscal year of the issue. Notice will also be given that replacement of the Affiliate Director or removal of the Affiliate from INSGC will be discussed at the Spring Affiliate Meeting.
   a. The Program Director of INSGC may also bring the issue before the Affiliate Directors in cases where the Affiliate has displayed a chronic inability to meet expectations, but may not have met the two consecutive year requirement (such as failure to meet expectations in two out of three years).
   b. The issue will be reviewed at the Spring Affiliate Meeting by all member institutions present. A representative of the Affiliate Institution or Affiliate Director being considered for removal will be afforded the opportunity to address concerns of the members. A two-thirds majority vote is needed to replace the Affiliate Director or remove the Affiliate from membership in INSGC. The vote will be held by anonymous ballot.
   c. Notification of the outcome will be sent to the relevant institution no more than 30 days after the Spring Affiliate Meeting.
Affiliate Directors may resign and be replaced by another qualified representative from their organization. This replacement must be approved at the Spring Affiliate Meeting by a two-thirds majority vote. Emergency replacements may be made on a temporary basis by INSGC. This temporary status will remain in effect until voted upon at the next Spring Affiliate Meeting.

Affiliates may also choose to resign their membership in INSGC for any reason. To do so, the Affiliate Director must submit a letter of withdrawal signed by the Director and the Administrative and Fiscal Representatives to the INSGC Program Director prior to the Spring Affiliate Meeting.

3 Communication and Coordination

3.1 Central Office Contact Information
INSGC
203 South Martin Jischke Drive, Room 160
West Lafayette, IN 47907-1971
Tel: 765-494-5873
Fax: 765-494-4850
Email: insgc@purdue.edu

INSGC Program Manager
Dr. Dawn Whitaker
Tel: 765-494-9052
Email: dwhitaker@purdue.edu

INSGC Director
Dr. Barrett Caldwell
Tel: 765-494-5412
Email: bscaldwell@purdue.edu

3.2 Affiliate Communication with NASA
Our NASA program manager is Dr. Lenell Allen, Office of Education, NASA Headquarters. Indiana is part of the regional service network of the Office of Education at NASA Glenn Research Center. In general, affiliates are not expected to independently contact NASA on Space Grant activity. However, if an affiliate has questions or concerns that cannot be addressed by the central office, they can contact Lenell Allen through the following:

Dr. Lenell Allen
Office of Education
NASA Headquarters
300 E Street SW
Mail Suite 4-S37
Washington, DC 20546
Phone: 202-358-1762
Email: lenell.allen@nasa.gov
3.3 Responding to Requests from Prospective Affiliates
The prospective Affiliate (specifically a person at the organization who is able to represent and act as an authorized representative of the organization) should contact the INSGC Director. The organization will be asked to consider their potential contributions and organizational (not solely individual) commitments to participate in STEM student education, program development, and decision-making in the INSGC as a whole.

Prospective new affiliates must complete forms that indicate the STEM strengths of the affiliate, and demonstrate an awareness of the fiscal, administrative, and organizational requirements of the affiliate as an institution. INSGC Affiliate Directors reserve the right to reject an application based on limited contributions, poor administrative or organizational authority or commitment, or excessive competition/overlap with existing affiliates.

3.4 INSGC and NASA Promotion Policy
INSGC is a program funded by NASA, and as such, is subject to many of the restrictions that NASA has on promotion, commercialism, or advertising. The host institution for INSGC is Purdue University, but INSGC is not limited to activities at, or for the benefit of, Purdue University. NASA, Purdue University, and/or INSGC logos, references, or indications of funding support may not be used to suggest endorsement, commercial promotion, or official policy. INSGC is not intended to promote or engage in strictly for-profit activities. The INSGC “Inspire • Engage •Educate •Employ” logo is explicitly the design of Ann Broughton and Barrett Caldwell, and is derived from the official seal of the State of Indiana. The INSGC logo should not be used or modified without the explicit permission of the INSGC Director. No organization should be seen as representing or committing the official policy, intention, or views of the INSGC without explicit communication with and permission from INSGC.

3.5 Distribution of INSGC Information
In an attempt to promote both INSGC and NASA, the INSGC Central Office has at various times created scholarship/fellowship brochures, annual funding summaries, physical (INSGC Observer) and electronic (INSGC Voyager) newsletters. The Central Office created a Facebook page to help others learn about INSGC and its ongoing activities. The Director’s Blog also provides for enhanced communication. Affiliates should feel free to request copies of the physical documents available to give out to interested parties, and links to our electronic documents (including the electronic archive to our Observer newsletter) may be linked to their websites.

4 Events

4.1 Calendar of Events
A calendar of events for INSGC and its affiliates is located on the INSGC website. Affiliates are encouraged to contact INSGC regarding any upcoming events and announcement they feel would benefit other affiliates, awardees, and INSGC.
### 4.2 Schedule of Annual Meetings

The Affiliate Spring Meeting is usually held in April each year. The meeting is open to all affiliates and all out of pocket expenses are covered by the consortium (i.e., reimbursable travel, meal, hotel expenses). The meeting location alternates each year between affiliate sites.

The Affiliate Fall Meetings are held via teleconference from INSGC headquarters. The telecon is typically held in October, after the National Space Grant Directors’ Meeting. In order to help focus discussion, separate Academic and Outreach Affiliate teleconferences are scheduled, although Affiliates are welcome to participate in both teleconferences.

Although attendance is required at the Spring and Fall Meetings in order to maintain good standing (See Section 2.3), Affiliates may also suggest additional meetings throughout the course of the year which do not require attendance by all affiliates.

### 5 Proposals, Accounting, and Reporting

#### 5.1 Use of INSGC Funds

**Equipment:** As with all NASA training grants, no equipment purchases are allowed with NASA dollars. You may also find additional information in the NASA Grant and Cooperative Agreement Handbook: (http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2012.pdf).

**Awards to U.S. Citizens:** Students and faculty receiving direct support under a NASA training grant must be U.S. citizens. (http://ec.msfc.nasa.gov/hq/granta.html#126012)

**Facilities and Administrative Costs (F&A):** National Space Grant College and Fellowship Program grant does not cover facilities and administrative costs. Unrecovered facilities and administrative costs may be used as cost-share.

**Foreign Travel:** International travel is not allowable with Space Grant funds.

**Graduate Tuition/Fee Remission:** INSGC Fellowships do NOT include tuition or fee remission. If the student receives a fee remission or any other form of support from their institution as part of their fellowship award, that is considered matching funds and should be reported as such.

#### 5.2 Program Targets and Dates

The current INSGC Program Year is May 17 - May 16. INSGC does not select the dates of a grant year. The NASA Program Manager communicates the cycle year along with base program budget to the Consortium office for each funding cycle. This date impacts award selection and processing as well as required reporting dates. Based on the cycle date, final reporting is normally due from the Consortium office to NASA within 30 days of the ending of the cycle year.
The roles of the INSGC within the state and our goals as a state level consortium reflect NASA priorities and the social, educational, and economic context of the state. Although this is a 5 year grant, NASA expectations and guidance are provided annually (and may shift from year to year). Discussion with affiliates regarding goals and targets is also conducted on a regular basis. The Consortium office integrates this input and sets program targets (project and competition goals) on an annual basis for the health of the organization. Though these change over time, current priorities are listed below to aid in the development of relevant proposal applications:

1. Authentic, hands-on student experiences in science and engineering disciplines – the incorporation of active participation by students in hands-on learning or practice with experiences rooted in NASA-related, STEM-focused questions and issues; the incorporation of real-life problem-solving and needs as the context for activities.
2. Engage middle-school teachers in hands-on curriculum enhancement capabilities through exposure to NASA scientific and technical expertise. Capabilities for teachers to provide authentic, hands-on middle school student experiences in science and engineering disciplines.
3. Summer opportunities for secondary students on college campuses with the objective of increased enrollment in STEM disciplines or interest in STEM careers.
4. Develop new relationships as well as sustain and strengthen existing institutional relationships with community colleges.
5. Aeronautics research – research in traditional aeronautics disciplines; research in areas that are appropriate to NASA's unique capabilities; directly address the fundamental research needs of the Next Generation Air Transportation System (NextGen).
6. Environmental Science and Global Climate Change – research and activities to better understand Earth's environments.
7. Diversity of institutions, faculty, and student participants.
8. Enhance the capacity of institutions to support innovative research infrastructure activities to enable early career faculty to focus their research toward NASA priorities.

5.3 INSGC Grant Process

This section covers the process for application, selection, and receipt of each grant type from INSGC. Examples of all documents referenced below are available in the Appendices.

5.3.1 Scholarships

5.3.1.1 Scholarship Application

NASA requires Space Grant consortia to provide at least 25% of funds for scholarship and fellowship awards at academic affiliates. Students attending INSGC affiliate institutions that are US citizens and are in any STEM discipline major with at least a 2.5 GPA may apply for scholarship and fellowship funding. INSGC encourages these students to be enrolled full time. There are three levels of awards: undergraduate scholarships, Master’s Fellowships, and Doctoral Fellowships. Guidelines for applications are available on the INSGC website (www.insgc.org). Affiliates are strongly encouraged to recruit applicants, especially to improve diversity of awardees. At least one undergraduate scholarship is awarded each year to every academic affiliate with multiple qualified complete applications. It is INSGC policy that scholarship and fellowship funds cannot be used for non-educational fees, graduate student tuition remission, or past due accounts.
5.3.1.2 Scholarship Award

The following steps must be completed in order for the funds to be placed into the student’s account:

1. Acceptance Letter and General Information form are sent to the recipient by INSGC
2. Recipient completes Acceptance Letter and sends to the Affiliate Director
3. Recipient completes General Information form and returns to INSGC
4. Affiliate Director signs Acceptance Letter and fills in contact information for fiscal agent (bursar)
5. Affiliate Director scans Acceptance Letter and sends forms to INSGC
6. Affiliate Director sends copy of Acceptance Letter to fiscal agent (bursar’s office)
7. Scholarship is divided into semesters and added to student’s account

5.3.1.3 Scholarship Reporting

Students who are awarded scholarships are asked to participate in an exit survey and assessment interview. The recipients will be contacted directly at the end of their award period with specific instructions.

5.3.2 Fellowships

5.3.2.1 Fellowship Application

NASA requires Space Grant consortia to provide at least 25% of funds for scholarship and fellowship awards at academic affiliates. Students attending INSGC affiliate institutions that are US citizens and are in any STEM discipline major with at least a 2.5 GPA may apply for funding. INSGC encourages these students to be enrolled full time. Guidelines for applications are available on the INSGC website (www.insgc.org). Affiliates are strongly encouraged to recruit applicants, especially to improve diversity of awardees. It is INSGC policy that scholarship and fellowship funds cannot be used for non-educational fees, graduate student tuition remission, or past due accounts.

5.3.2.2 Fellowship Award

The following steps must be completed in order for the funds to be disbursed to the recipient:

1. Acceptance Letter and General Information form are sent to the recipient by INSGC
2. Recipient completes Acceptance Letter and sends to the Affiliate Director
3. Recipient completes General Information form and returns to INSGC along with photo
4. Affiliate Director signs Acceptance Letter and fills in contact information for fiscal agent (bursar)
5. Affiliate Director scans Acceptance Letter and sends forms to INSGC
6. Affiliate Director sends copy of Acceptance Letter to fiscal agent (bursar’s office) and student’s home department business office
7. Department business office invoices INSGC. Check(s) are sent to the student’s department and then disbursed via check directly to student.

5.3.2.3 Fellowship Reporting

Interim Report: On January 15 of the current grant year, a one page summary progress report is due to the INSGC office reflecting an overview of the project, progress to date and expected outcome.
Final: Final Reporting and Final Budget for projects can be submitted any time after the completion of the project but are required no later than 30 days after the grant year end date (early submission is encouraged). Templates for Final Reporting and Final Budgets are located on the INSGC website at www.insgc.org. Longitudinal tracking information will be collected as well in order to comply with NASA reporting requirements.

5.3.3 Internships

5.3.3.1 Internship Application
Internship opportunities provide real-world work experience to undergraduate students in an internship/mentorship environment. Applications for all NASA internships at all locations can now be completed in one place at the NASA One Stop Shopping Initiative (intern.nasa.gov). A single annual application through this site will register the applicant for all internship opportunities. This application may be completed year round. Another type of internship is available through the NASA Academy program (https://www.academyapp.com/). INSGC also encourages and will endeavor to support student internships at INSGC Outreach Affiliates and other STEM companies.

5.3.3.2 Internship Award
The following steps must be completed in order for the funds to be disbursed to the recipient:
1. Acceptance Letter and General Information form are sent to the recipient by INSGC
2. Recipient completes Acceptance Letter and General Information form and returns to INSGC
3. INSGC sends the recipient a Payee Certification form which must be completed and returned to INSGC
4. Checks are sent from INSGC to the student. Travel costs and half of the funding amount is disbursed before the internship with the other half paid half-way through the internship period.

5.3.3.3 Internship Reporting
A one-page summary must be submitted to INSGC within 30 days of the end of the internship period.

5.3.4 Projects
Project funding is available for a variety of project types for undergraduate students, graduate students, faculty, pre-college, and outreach. Examples include faculty teaching and research, curriculum development, outreach projects, multidisciplinary and inter-institutional research, hands-on classroom or project-based experiences for undergraduate or high school programs, professional development, and summer or after-school programs. Guidelines for the Proposal Narrative and budget forms are available from the INSGC office or website (www.insgc.org). An explanation of priority programs and a brief description of the competition awards to aid researchers in deciding which category best fits their research goals can be found in the Appendices.

Non-federal matching funds, also known as cost share, are required for all non-scholarship awards. This is direct support of the project, either cash or in-kind, that provides additional
funding and/or resources to the project funded by INSGC. NASA requires that our total non-scholarship budget is matched at least 1:1. See the Academic, Outreach and Industry sections below for specific suggestions of sources, and the Glossary Section for additional information.

5.3.4.1 Project Application

Proposals should be submitted as part of the annual competition. Guidelines for each year’s competitions are provided via the INSGC website and office. There must be explicit identification of: Who is the money for? What will get done, and who will do it? Which NASA Education Outcome is met, and how (See Appendix A)? How many people will be served, and how will it be monitored and reported? What are your mechanisms for assessment, dissemination, and documentation? What is your logic model and evaluation/assessment plan (See Appendix B)? What is the budget and cost share (matching funds)? Proposals that do not clearly answer all of these questions are unlikely to receive funding.

The INSGC selection process includes several facets which should be considered in preparation of the proposal. Below are some of the criteria we must use in selecting projects based on INSGC’s commitments to the NASA Office of Education:

1. Peer review – all proposals are reviewed by qualified reviewers across the nation.
2. Cost effectiveness – this includes effective use of NASA funds plus the amount and type of matching funds (cost-share).
3. INSGC portfolio – INSGC is funded on a competitive 5 year cycle – our funded affiliate proposal portfolio must match the commitments made to NASA in INSGC’s competitive award proposal. We are required to document this compliance each year in our NASA reporting.
4. NASA Office of Education – alignment of accepted proposals to current topics of interest to the NASA Office of Education. Priority is given to matching the INSGC proposal commitment but inside of those boundaries we try to match current interests on a federal level and meet NASA expectations to the best of our ability.

Specific priority requests, off-cycle/short notice projects, and unique opportunities may be considered as they fit within INSGC budget availability, NASA Outcome priority (See Appendix A), and statewide emphasis. Statements of work will be requested, and should address all of the issues indicated above.

5.3.4.2 Project Award

INSGC awards are administered through the Purdue University Department of Sponsored Programs Service. Affiliates operate based on an “allowable cost, allowable period” invoice structure. Once an award is approved, affiliates have authorization to spend money during the active period of the award. They are expected to fully account for expenses (including budget classifications, cost sharing amounts, and subtotals by expense type), and invoice Purdue University in a routine and timely manner.

The following steps must be completed in order for the funds to be disbursed to the institution (Note: all budget, cost share, and budget narrative dollar amounts must match in order for funding to occur):

1. Acceptance Letter is sent to the PI by INSGC
2. Recipient completes Acceptance Letter, provides fiscal agent information, obtains Affiliate Director’s signature and departmental business office signature
3. PI returns Acceptance Letter to INSGC along with revised budget and cost share documents if necessary
4. A subcontract award letter is sent from Purdue University SPS office to the fiscal agent at the PI’s institution
5. Department business office invoices INSGC. Backup documentation must be supplied along with invoices (receipts, payroll documentation, etc.). Invoicing is requested on a monthly/quarterly basis – not all at the end of the project. An example invoice is provided in the Appendices. This is not intended as a template, as all organizations have their required invoicing mechanism, but all information on the template must be included.

Submission of invoices should be to both of the following email addresses:

Sponsored Programs Service
spsdhhs@purdue.edu

cc: INSGC Office
insgc@purdue.edu

Please keep in mind that institutions have different policies which may complicate interactions with the Purdue University Sponsored Programs office. Contact the INSGC office with any specific questions or concerns.

5.3.4.3 Project Reporting
Interim Report: On January 31 of the current grant year, a one-page summary progress report is due to the INSGC office reflecting an overview of the project, progress to date and expected outcome.

Final: Final Reporting and Final Budget for projects can be submitted any time after the completion of the project but are required no later than 30 days after the grant year end date (early submission is encouraged). Templates for Final Reporting and Final Budgets are located on the INSGC website at www.insgc.org. Final Invoicing must be completed within 90 days after the grant year end date (early submission is highly encouraged).

6 Affiliate Type-Specific Information

6.1 Academic Affiliates

6.1.1 Role and Responsibilities
Academic Affiliates represent INSGC’s primary link to institutions of higher education located in the state of Indiana. Academic Affiliate Directors are asked to share and distribute information pertaining to INSGC Fellowships, Scholarships and Internships as well as NASA project requests on their campuses and through outreach organizations.
6.1.2 Annual Dues
Invoices for dues are generated annually just after the Spring Affiliate Meeting. Current charges are $1,000.00 for academic affiliates. These dues are intended for expenses that cannot be covered by NASA funds including Space Grant Alliance dues, office equipment, and meetings/conferences.

6.1.3 Distribution Information about INSGC on Academic Campuses
The best manner in which to distribute information about INSGC funding opportunities, projects, and activities is through student programs/courses on INSGC affiliate campuses. Examples of these programs include the following:

- Student STEM professional organizations
- Women in Engineering
- Minorities in Engineering
- First year/introductory courses and design project courses

6.1.4 Award/Grant Process
Students at Academic Affiliate campuses are eligible for Scholarship, Internship, and Fellowship awards. The amount of the award can vary depending on the academic level of the student (i.e., Graduate or Undergraduate). All types of Affiliates are eligible for submitting Research and Outreach proposals, and all affiliates may partner with other affiliates or outside partners for proposals.

6.1.5 Matching Funds
Donations, in-kind support, or other auditable non-federal contributions are all acceptable. For academic affiliates, consider the following: dues, fee remissions, contributed faculty effort, waived indirect costs, under-recovered costs (e.g., reduced fringe benefits), contributed materials and/or data, and equipment directly applicable to the funded project.
### 6.1.6 Academic Affiliate Directors

<table>
<thead>
<tr>
<th>University</th>
<th>Member Since</th>
<th>Academic Title</th>
<th>Affiliation</th>
<th>Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BALL STATE UNIVERSITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ronald H Kaitchuck, PhD</td>
<td>1995</td>
<td>Professor, Physics and Astronomy</td>
<td>Department of Physics and Astronomy</td>
<td>Astronomy, Geography, and Human Performance</td>
</tr>
<tr>
<td>Department of Physics and Astronomy</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2000 West University Avenue, CP 101C</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Muncie, IN 47306</td>
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</tr>
<tr>
<td>Telephone: 765-285-8871</td>
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<tr>
<td>Fax: 765-285-5674</td>
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<tr>
<td>E-mail: <a href="mailto:rkaitchu@bsu.edu">rkaitchu@bsu.edu</a></td>
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<tr>
<td><strong>INDIANA UNIVERSITY</strong></td>
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</tr>
<tr>
<td>Lynda Delph, PhD</td>
<td>1991</td>
<td>Professor, Biology</td>
<td>School of Engineering and Computer Science</td>
<td>Astronomy, Astrobiology, Physics, Education</td>
</tr>
<tr>
<td>Jordan Hall</td>
<td></td>
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</tr>
<tr>
<td>1001 East Third Street</td>
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<tr>
<td>Bloomington, IN 47405</td>
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<tr>
<td>Telephone: 812-855-1831</td>
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<tr>
<td>Fax: 812-856-5119</td>
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<tr>
<td>E-mail: <a href="mailto:ldelph@indiana.edu">ldelph@indiana.edu</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>INDIANA UNIVERSITY - PURDUE UNIVERSITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David E Coats</td>
<td>1998</td>
<td>Associate Director, GIS Systems Services</td>
<td>The POLIS Center</td>
<td>Remote Sensing, Biology, Education</td>
</tr>
<tr>
<td>Feinstein Hall</td>
<td></td>
<td></td>
<td>1200 Waterway Blvd, Suite 106A</td>
<td></td>
</tr>
<tr>
<td>Indianapolis, IN 46202</td>
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<td></td>
<td>Indianapolis, IN 46202</td>
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</tr>
<tr>
<td>Telephone: 317-274-3826</td>
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<tr>
<td>Fax: 317-278-1830</td>
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<tr>
<td>E-Mail: <a href="mailto:decoats@iu.edu">decoats@iu.edu</a></td>
<td></td>
<td></td>
<td><a href="http://www.polis.iupui.edu/polis">http://www.polis.iupui.edu/polis</a></td>
<td></td>
</tr>
<tr>
<td><strong>INDIANA STATE UNIVERSITY</strong></td>
<td>2004</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Berta, PhD</td>
<td></td>
<td>Department of Earth and Environmental Systems</td>
<td>159-P Science Building Terre Haute, IN 47809</td>
<td>Remote Sensing, Biology, Education</td>
</tr>
<tr>
<td>Department of Chemistry &amp; Physics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gye Building 268</td>
<td></td>
<td></td>
<td>2200 169th Street</td>
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<tr>
<td>Hammond, IN 46323</td>
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<td>Hammond, IN 46323</td>
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<tr>
<td>Telephone: 812-237-2444</td>
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<td></td>
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<tr>
<td>Fax: 812-237-8029</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Susan.Berta@indstate.edu">Susan.Berta@indstate.edu</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>PURDUE UNIVERSITY</strong></td>
<td>1991</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam W Rengstorff, PhD</td>
<td></td>
<td>Assistant Professor, Physics &amp; Astronomy</td>
<td>Department of Chemistry &amp; Physics</td>
<td>Physics, Astronomy, Engineering</td>
</tr>
<tr>
<td>Department of Chemistry &amp; Physics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gyte Building 268</td>
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<td>2200 169th Street</td>
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<td>Hammond, IN 46323</td>
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<td>Hammond, IN 46323</td>
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<tr>
<td>Telephone: 219-989-2624</td>
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<tr>
<td>Fax: 219-989-2130</td>
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</tr>
<tr>
<td>E-mail: <a href="mailto:adamwr@calumet.purdue.edu">adamwr@calumet.purdue.edu</a></td>
<td></td>
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<tr>
<td><strong>INDIANA UNIVERSITY - PURDUE UNIVERSITY</strong></td>
<td></td>
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</tr>
<tr>
<td>Jeffrey F Dailey</td>
<td>1996</td>
<td>Research Engineer</td>
<td>Center for Research and Innovation</td>
<td>Physics, Ballooning, Satellites, Environmental Studies</td>
</tr>
<tr>
<td>Department of Physics &amp; Engineering</td>
<td></td>
<td></td>
<td>236 West Reade Avenue</td>
<td></td>
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<tr>
<td>Upland, IN 46989</td>
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<td>Upland, IN 46989</td>
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<tr>
<td>Telephone: 765-998-4365</td>
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<tr>
<td>Fax: 765-998-4396</td>
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<tr>
<td>E-mail: <a href="mailto:jfdailey@taylor.edu">jfdailey@taylor.edu</a></td>
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<tr>
<td><strong>TAYLOR UNIVERSITY</strong></td>
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<tr>
<td>Philip Gerhart, PhD</td>
<td>1997</td>
<td>College of Engineering &amp; Computer Science</td>
<td>College of Engineering &amp; Computer Science</td>
<td>Engineering, Sciences, Service Learning</td>
</tr>
<tr>
<td>Department of Physics &amp; Engineering</td>
<td></td>
<td></td>
<td>1800 Lincoln Avenue</td>
<td></td>
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<tr>
<td>Evansville, IN 47722</td>
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<td>Evansville, IN 47722</td>
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<tr>
<td>Telephone: 812-488-2648 or 800-423-8633</td>
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<td>Fax: 812-488-2780</td>
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<tr>
<td>E-mail: <a href="mailto:pg3@evansville.edu">pg3@evansville.edu</a></td>
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<tr>
<td><strong>UNIVERSITY OF SOUTHERN INDIANA</strong></td>
<td>2008</td>
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</tr>
<tr>
<td>Glen Kessel, PhD</td>
<td></td>
<td>Assistant Professor of Engineering</td>
<td>Business and Engineering Center # 2025</td>
<td>Engineering</td>
</tr>
<tr>
<td>Department of Physics &amp; Engineering</td>
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<td>8600 University Blvd</td>
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<td>Evansville, IN 47712</td>
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<tr>
<td>Telephone: 812-465-5417 or 464-1877</td>
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<td>Fax: 812-465-1263</td>
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<tr>
<td>E-mail: <a href="mailto:gkissel@usi.edu">gkissel@usi.edu</a></td>
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<tr>
<td><strong>PURDUE UNIVERSITY</strong></td>
<td>1996</td>
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<tr>
<td>Jack Head, PhD</td>
<td></td>
<td>Assistant Director, Purdue College of Technology</td>
<td>4555 Central Avenue, Suite 2100</td>
<td>Engineering, Technology, Organizational Leadership</td>
</tr>
<tr>
<td>Department of Physics &amp; Engineering</td>
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<td>4555 Central Avenue</td>
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<tr>
<td>Columbus, IN 47203-1893</td>
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<tr>
<td>E-mail: <a href="mailto:jhead@purdue.edu">jhead@purdue.edu</a></td>
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<tr>
<td><strong>UNIVERSITY OF EVANSVILLE</strong></td>
<td>1997</td>
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<tr>
<td>Bruce J Hrivnak, PhD</td>
<td></td>
<td>Department of Physics &amp; Astronomy</td>
<td>140 Neil Science Center</td>
<td>Astronomy, Engineering</td>
</tr>
<tr>
<td>Department of Physics &amp; Astronomy</td>
<td></td>
<td></td>
<td>1610 Campus Drive East</td>
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<tr>
<td>Valparaiso, IN 46383</td>
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<tr>
<td>Fax: 219-464-5489</td>
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<tr>
<td>E-mail: <a href="mailto:bruce.hrivnak@valpo.edu">bruce.hrivnak@valpo.edu</a></td>
<td></td>
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<tr>
<td><strong>VALPARAISO UNIVERSITY</strong></td>
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<tr>
<td>Steve Gillan, PhD</td>
<td></td>
<td>Assistant Professor, Physics</td>
<td>Department of Physics</td>
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<td>Department of Physics</td>
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<tr>
<td>E-mail: <a href="mailto:bgs@valpo.edu">bgs@valpo.edu</a></td>
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</tr>
</tbody>
</table>

**Core Competencies:** Engineering, Engineering, Remote Sensing, Biology, Education, Physics, Astronomy, Engineering, Physics, Ballooning, Satellites, Environmental Studies.
| **ANDERSON UNIVERSITY**  
**Member Since 2001**  
John Millis, PhD  
Assistant Professor - Physics  
1100 E. 5th Street  
Anderson, IN 46012  
Telephone: 765-641-4370  
Fax: 765-641-3649  
E-mail: jpmillis@anderson.edu | **SAINT JOSEPH’S COLLEGE**  
**Member Since 2011**  
Jennifer Coy, PhD  
Chair, Earth and Space Science Department  
Associate Professor, Physics & Computer Science  
Evans Arts and Science Building  
P.O. Box 877  
Rensselaer, IN 47978  
Telephone: 219-866-6197  
Fax: 219-866-6144  
E-mail: jcoy@saintjoe.edu | **TRINE UNIVERSITY**  
**Member Since 2011**  
Jamie Canino, PhD  
Assistant Professor of Engineering  
1 University Ave.  
Angola, IN 46703  
Telephone: 260-665-4232  
Fax: 260-665-4500  
E-mail: caninoj@trine.edu |

**Core Competencies:** Engineering, Physics  
**Core Competencies:** Engineering, STEM Educ.  
**Core Competencies:** Engineering
6.2 Industry Affiliates

6.2.1 Role and Responsibilities
Industry Affiliates are intended to link local industries who can combine their interest in STEM workforce development (internships, hiring of students), public engagement (including corporate philanthropy and donations), and university-industry-government partnerships (working with universities and NASA on projects of shared interest).

6.2.2 Annual Dues
Invoices for Dues are generated annually just after Spring Affiliate Meeting. Current charges are $250.00 for small business affiliates. Higher dues may be assessed for larger corporations.

6.2.3 Distribution Information about INSGC by Industry Affiliates
Industry Affiliate Directors are asked to share and distribute information pertaining to INSGC Fellowships, Scholarships and Internships as well as NASA projects within their organization and through any relevant professional connections.

6.2.4 Award/Grant Process
Students at Academic Affiliate campuses are eligible for Scholarship, Internship, and Fellowship awards. The amount of the award can vary depending on the academic level of the student (i.e., Graduate or Undergraduate). All types of Affiliates are eligible for submitting Research and Outreach proposals, and all affiliates may partner with other affiliates or outside partners for proposals.

6.2.5 Industry Affiliate Directors

<table>
<thead>
<tr>
<th>STRATOSTAR SYSTEMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Since 2006</td>
<td></td>
</tr>
<tr>
<td>Jason Krueger</td>
<td></td>
</tr>
<tr>
<td>236 West Reade Avenue</td>
<td></td>
</tr>
<tr>
<td>Upland, IN 46989</td>
<td></td>
</tr>
<tr>
<td><strong>Telephone:</strong> 765-382-0451</td>
<td></td>
</tr>
<tr>
<td><strong>E-mail:</strong> <a href="mailto:jkrueger@StratoStar.net">jkrueger@StratoStar.net</a></td>
<td></td>
</tr>
<tr>
<td><strong>Core Competencies:</strong> High-Altitude Ballooning</td>
<td></td>
</tr>
</tbody>
</table>
6.3 Outreach Affiliates

6.3.1 Role and Responsibilities
Outreach Affiliates represent INSGC’s primary link to many K-12 and informal educational programs and help highlight our visibility to the public.

6.3.2 Distribution Information about INSGC by Outreach Affiliates
Outreach Affiliate Directors are asked to share and distribute information pertaining to INSGC Fellowships, Scholarships and Internships as well as NASA project requests on their websites and literature, as well as at their campuses or outreach facilities.

6.3.3 Annual Dues
Since Outreach Affiliates do not have students or conduct research and tend to be non-profit entities, they are not charged affiliate dues. However, since most of their programs are supported through donations, admission fees, or volunteer efforts as well as philanthropic grants, they are requested to have their awards matched by greater than the 1:1 cost sharing amount expected from other affiliates.

6.3.4 Award/Grant Process
Students at Academic Affiliate campuses are eligible for Scholarship, Internship, and Fellowship awards. The amount of the award can vary depending on the academic level of the student (i.e., Graduate or Undergraduate). All types of Affiliates are eligible for submitting Research and Outreach proposals, and all affiliates may partner with other affiliates or outside partners for proposals.
### 6.3.5 Outreach Affiliate Directors

<table>
<thead>
<tr>
<th>Museum Name</th>
<th>Member Since</th>
<th>Contact Person</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
<th>Website</th>
<th>Core Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHILDREN’S MUSEUM OF INDIANAPOLIS</strong>&lt;br&gt;Member Since 2011</td>
<td></td>
<td>Becky Wolfe</td>
<td>3000 North Meridian Street, Indianapolis, IN 46208</td>
<td>317-334-4618</td>
<td>317-921-4019</td>
<td><a href="mailto:beckyw@childrensmuseum.org">beckyw@childrensmuseum.org</a></td>
<td>childrensmuseum.org</td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>CHALLENGER LEARNING CENTER OF NORTHWEST INDIANA</strong>&lt;br&gt;Member Since 2001</td>
<td></td>
<td>Becky Manis</td>
<td>Purdue University Calumet, 2300 173rd Street, Hammond, IN 46323</td>
<td>219-989-2007</td>
<td>219-989-3256</td>
<td><a href="mailto:manis@clcnwi.com">manis@clcnwi.com</a></td>
<td>clcnwi.com/</td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>ETHOS, INC</strong>&lt;br&gt;Member Since 2010</td>
<td></td>
<td>Patsy Boehler</td>
<td>1127 Miles Avenue, Elkhart, IN 46514</td>
<td>574-266-7149</td>
<td>574-264-3021</td>
<td><a href="mailto:patsy@ethosinc.org">patsy@ethosinc.org</a></td>
<td>ethosinc.org</td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>IMAX Theater</strong>&lt;br&gt;Member Since 2006</td>
<td></td>
<td>Craig Mince</td>
<td>IMAX Theater in the Indiana State Museum, 650 West Washington Street, Indianapolis, IN 46204</td>
<td>317-232-0757</td>
<td>317-232-2438</td>
<td><a href="mailto:CMince@imax.com">CMince@imax.com</a></td>
<td><a href="http://www.imax.com/oo/imax-indiana-state-museum">www.imax.com/oo/imax-indiana-state-museum</a></td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>INDIANAPOLIS CHALLENGER LEARNING CENTER</strong>&lt;br&gt;Member Since 2008</td>
<td></td>
<td>Cyndy Meier, NBCT</td>
<td>5125 Decatur Blvd, Suite A, Indianapolis, IN 46241</td>
<td>317-856-2167</td>
<td>317-856-2209</td>
<td><a href="mailto:cmoriarty@msdecatur.k12.in.us">cmoriarty@msdecatur.k12.in.us</a></td>
<td>challengerindy.org</td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>INDIANA STATE MUSEUM</strong>&lt;br&gt;Member Since 2007</td>
<td></td>
<td>Kathleen McLary</td>
<td>Indiana State Museum and Historic Sites, 650 West Washington Street, Indianapolis, IN 46204</td>
<td>317-232-5607</td>
<td>317-232-7090</td>
<td><a href="mailto:kmclary@dnr.in.gov">kmclary@dnr.in.gov</a></td>
<td>indianamuseum.org</td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>SCIENCE CENTRAL</strong>&lt;br&gt;Member Since 1997</td>
<td></td>
<td>Martin Fisher</td>
<td>1950 North Clinton Street, Fort Wayne, IN 46805</td>
<td>260-424-2400, Ext 441</td>
<td>260-422-2899</td>
<td><a href="mailto:martin@sciencecentral.org">martin@sciencecentral.org</a></td>
<td><a href="http://www.sciencecentral.org">www.sciencecentral.org</a></td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
<tr>
<td><strong>TERRE HAUTE CHILDREN’S MUSEUM</strong>&lt;br&gt;Member Since 2008</td>
<td></td>
<td>Lynn V Hughes</td>
<td>523 Wabash Avenue, Terre Haute, IN 47807</td>
<td>812-235-5548, Ext 12</td>
<td>812-238-1680</td>
<td><a href="mailto:lhughes@terrehautechildrensmuseum.com">lhughes@terrehautechildrensmuseum.com</a></td>
<td><a href="http://thchildrensmuseum.com/">http://thchildrensmuseum.com/</a></td>
<td>Teacher Training, K-12/General Public Outreach</td>
</tr>
</tbody>
</table>
Glossary/ FAQs

Matching: Matching means contributions of non-federal support (either cash or in-kind) used to support a project funded by INSGC. NASA requires that our total non-scholarship budget is matched 1:1. As an example, we would need to demonstrate that at least $432,000 in non-federal money is used in INSGC projects based on a NASA award of $575,000 with $143,000 in scholarship funding. "Matching" can come from donated effort by staff and other personnel; donations of equipment, supplies, money, or other goods; or waived costs (e.g. agreements that each INSGC academic affiliate will not charge indirect costs to awarded projects). Purdue West Lafayette contributes a significant fraction of the total matching requirement through salary support for the current Director (25% academic year salary) and the Program Manager (50% FTE), as well as waived indirect costs on all subcontract awards and internal projects ($9000 on each affiliate subcontract that exceeds $25,000).

Direct vs. Indirect Costs: Indirect cost rates are negotiated by research and other institutions (such as universities, contractors, and other organizations) that receive funding from the US government to complete projects. These are calculated as general administrative/handling costs of conducting a specific type of project at a specific institution. The rate for INSGC (which now is classified at Purdue as "Other Sponsored Projects" rather than "Research") is 36%, but this is charged only to the administrative cost items (faculty and staff salaries, and some additional travel and other expenses). These numbers are developed through federal audit with the Office of Management and Budget.

What is the difference between Goals and SMART Objectives?
The difference between Goals and SMART Objectives is somewhat difficult to understand as the distinctions between them are not initially apparent. A Goal describes the overall purpose of the project. Goals are usually stated in general terms and describe broad outcomes and concepts. For example, an INSGC goal could be to “Inform and engage Affiliates so that they might work as equal partners in promoting science, mathematics, and technology from elementary through university levels across the state of Indiana.” SMART Objectives on the other hand, are measurable and specifically state how the goals will be achieved. SMART Objectives differ from tasks (e.g., Create an Affiliate Manual) in that an effective SMART Objective is something a program could fail to achieve. For example, a SMART Objective for INSGC’s E&A Team could be to “Create an Affiliate Manual so that the number of Affiliate questions directed to the central office this year is decreased by half compared to that of the previous year.” In this case, if the central office is contacted by Affiliates regarding policy questions at increased rates from the previous year, the objective would not have been met. (Disclaimer: These are not actual goals/objectives of INSGC. Please feel free to contact the Central Office at any time to discuss INSGC Goals and Objectives). SMART is defined by NASA to address the following criteria:

- Specific: Be precise about what you are going to achieve
- Measurable: Quantify the objectives
- Appropriate: Align with the needs of the target audience
- Realistic: Do you have the resources to make the objective happen?
- Time-Specific: State when you will achieve the objective
Additional SMART Objective Examples:

- Faculty attending the three day training session will be able to identify at least three NASA grant programs that align with their research interests by the final day of the training session.
- By January 2016, at least 40% of the engineering majors at Purdue University will be female.

**Can you get funds as you incur expenses or must you turn invoices all in at one time?**

Affiliates are strongly encouraged to incrementally invoice (monthly or quarterly) on their expended funds. This allows the consortium to keep track of funding progress and avoid situations requiring INSGC to track down and confirm/spend/reallocate funds that, if not appropriately spent, would have to be returned to NASA. Normally, federal grants have to be fully charged (all money justified, spent, invoiced, and available to be reported on) within 45 days of the end of the grant period.

**What can and cannot be charged to fellowships?**

*Equipment:* As with all NASA training grants, no equipment purchases are allowed with NASA dollars. You may also find additional information in the NASA Grant and Cooperative Agreement Handbook: (http://www.hq.nasa.gov/office/procurement/nraguidebook/proposer2012.pdf).

*Awards to U.S. Citizens:* Students and faculty receiving direct support under a NASA training grant must be U.S. citizens. (http://ec.msfc.nasa.gov/hq/granta.html#126012)

*Facilities and Administrative Costs (F&A):* National Space Grant College and Fellowship Program grant does not cover facilities and administrative costs. Unrecovered facilities and administrative costs may be used as cost-share.

*Foreign Travel:* International travel is not allowable with Space Grant funds.

*Tuition/Fee Remission:* INSGC Fellowships do NOT include tuition or fee remission. If the student receives a fee remission or any other form or support from their institution as part of their fellowship award, that is considered matching funds and should be reported as such.
Appendices
Appendix A - NASA Office of Education Outcomes/Priority Programs

Outcome 1: Contribute to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals (Employ and Educate)
1.1 Faculty and Research Support - Provide NASA competency-building education and research opportunities for faculty, researchers, and post-doctoral fellows.
1.2 Student Support - Provide NASA competency-building education and research opportunities to develop qualified undergraduate and graduate students who are prepared for employment in STEM disciplines at NASA, industry, and higher education.
1.3 Student Involvement Higher Education - Provide opportunities for groups of post-secondary students to engage in authentic NASA-related mission-based R&D activities
1.4 Course Development - Develop NASA-related course resources for integration into STEM disciplines
1.5 Targeted Institution Research and Academic Infrastructure - Improve the ability for targeted institutions to compete for NASA research and development work.

Outcome 2: Attract and retain students in STEM disciplines through a progression of educational opportunities for students, teachers, and faculty (Educate and Engage)
2.1 Educator Professional Development - Short Duration - Provide short duration professional development and training opportunities to educators, equipping them with the skills and knowledge to attract and retain students in STEM disciplines
2.2 Educator Professional Development - Long Duration - Provide long-duration and/or sustained professional development and training opportunities to educators that result in deeper content understanding and/or competence and confidence in teaching STEM
2.3 Curricular Support Resources - Provide curricular support resources that use NASA themes and content to a) enhance student skills and proficiency in STEM disciplines; b) inform students about STEM career opportunities; c) communicate information about NASA's mission activities
2.4 Student Involvement K-12
   • Provide K-12 students with authentic first-hand opportunities to participate in NASA mission activities, thus inspiring interest in STEM disciplines and careers
   • Provide opportunities for family involvement in K-12 learning in STEM areas.

Outcome 3: Build strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission (Engage and Inspire)
3.1 Resources
   • Provide informal education support resources that use NASA themes and content to 1) enhance participant skills and proficiency in STEM disciplines; 2) inform participants about STEM career opportunities; 3) communicate information about NASA's mission activities
   • Develop a significant pool of qualified presenters of NASA aerospace content interacting with a large number of participants.
3.2 Professional Development for Informal Education Providers
   • Provide opportunities to improve the competency and qualifications of STEM informal educators, enabling informal educators to effectively and accurately
communicate information about NASA activities and access NASA data for programs and exhibits.

3.3 Informal Education Provider Involvement Opportunities

- Develop a national pool of qualified informal educators with experience in NASA-mission and related activities
- Engage informal educators using NASA themes to enable them to 1) enhance participant skills and proficiency in STEM disciplines; 2) inform participants about STEM career opportunities; 3) communicate information about NASA's mission activities.
- Establish and maintain a single informal education network for accessing NASA materials that has the flexibility for Special Interest Groups to function as a subset of the larger network.

Current Areas of Emphasis (Priority Programs):

1. Authentic, hands-on student experiences in science and engineering disciplines
2. Engage middle-school teachers in hands-on curriculum enhancement capabilities through exposure to NASA scientific and technical expertise
3. Summer opportunities for secondary students on college campuses with the objective of increased enrollment in STEM disciplines or interest in STEM careers
4. Develop new relationships as well as sustain and strengthen existing institutional relationships with community colleges
5. Aeronautics Research
6. Environmental Science and Global Climate Change research and activities
7. Diversity of institutions, faculty, and student participants
8. Enhance the capacity of institutions to support innovative research infrastructure activities to enable early career faculty to focus their research toward NASA priorities
Appendix B - INSGC SMART Objectives

Higher Education, Research Infrastructure

**INSGC Objective 1-A:** Faculty, researchers, and doctoral fellows who receive INSGC funding will report increased research capacity and competency as a result of their awards. (Objective 1.1)

**INSGC Objective 1-B:** Students who participate in INSGC higher education programs will report an increased: a) interest in STEM study and careers, b) understanding of NASA programs, and c) perception of leadership skills. (Objectives 1.2 and 1.3)

**INSGC Objective 1-C:** At least 60% of INSGC higher education program student participants will seek employment with NASA, aerospace contractors, universities, and other educational institutions. (Objective 1.2)

**INSGC Objective 1-D:** At least 40% of undergraduate students who participate in NASA higher education programs will move on to advanced education in NASA-related fields. (Objective 1.2)

**INSGC Objective 1-E:** At least 25 underrepresented and underserved students (minimum 30% of total) will participate in INSGC-funded higher education programs.

**INSGC Objective 1-F:** At least 2 new or revised course targeting STEM skills needed by NASA will be created through INSGC support. (Objective 1.4)

Pre-College

**INSGC Objective 2-A:** At least 75% of elementary and secondary educators who participate in two or more NASA training programs will use NASA resources in their classrooms. (Objective 2.2)

**INSGC Objective 2-B:** At least 60% of elementary and secondary educators who obtain NASA content-based education resources or participate in short-duration NASA education activities will use NASA resources in their classroom instruction. (Objective 2.1)

**INSGC Objective 2-C:** At least 50% of students will express interest in science, technology, engineering, and math (STEM) careers following their involvement in elementary and secondary education programs. (Objective 2.3)

**INSGC Objective 2-D:** At least 500 elementary and secondary students will participate in INSGC instructional and enrichment activities. (Objective 2.4)

Informal Education

**INSGC Objective 3-A:** At least 4 museums and science centers in Indiana will actively engage the public in major NASA events, with exposure of at least 1000 persons to STEM content and educational opportunities available through INSGC. (Objective 3.1)

**INSGC Objective 3-B:** At least 25 informal educators will report increased efficacy as a result of INSGC supported professional development. (Objective 3.2)
Appendix C - Building Evaluation into Your Project

It helps to start with a picture of how your project is going to work. The logic model provides a roadmap of the program, highlighting how it is expected to work, what activities need to come before others, and how desired outcomes are to be achieved.

Why go through this?

1) Program design benefits - stay more focused on outcomes and link activities to desired outcomes.
2) It is a base from which to conduct evaluation of the program; it spells out how the program produces desired outcomes. It enables measurement of each set of events in the model to see what happens, what works, what doesn’t and for whom. A logic model helps to discover where the model breaks down or is failing to perform as conceptualized.
3) The logic model requires clarifying the underlying rationale for the project and the conditions under which success is most likely to be achieved.
4) In order for INSGC to report back to NASA how funds where spent, INSGC needs a clear picture of how your program meets the objectives of INSGC and NASA and how successful your project was. A logic model provides a picture of how you will do this.

The proposal will include the following:

1) Your vision for the project.
2) Your goals (specific, measureable, attainable, relevant, time sensitive) for the project and how your goal meets one of INSGC’s and/or NASA’s goals.
3) What are your objectives? How are you going to reach your goal?
4) How will you report back to INSGC on the outcome of your project?

Include a logic model of your project in your proposal:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Inputs</th>
<th>Activities</th>
<th>Outputs</th>
<th>Outcomes</th>
<th>Outcome measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which INSGC or NASA goal does your project meet?</td>
<td>What do you need to do this project? (list everything needed)</td>
<td>What activities will be done?</td>
<td>What is the quantitative impact?</td>
<td>What will be accomplished?</td>
<td>How will you measure outcomes/ if goal was met?</td>
</tr>
<tr>
<td>Ex: NASA objective 1.2</td>
<td>Ex: Interns, instructors, supplies</td>
<td>Ex: data collection, analyze data, submit for publication</td>
<td></td>
<td></td>
<td>Ex: survey students about experience of doing research</td>
</tr>
<tr>
<td>Student Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional information on and/or help with evaluating your INSGC funded project, feel free to contact INSGC’s Evaluation and Assessment team (i.e., E&A Team). Please email Anna Douglas (douglask@purdue.edu) or Dr. Deborah Bennett (bennett@purdue.edu) with your questions.
2009 Indiana State Fair Example

The vision of this project is to provide professional development opportunities for university students in STEM-related majors through interactive presentations given to the public on NASA mission activities at the 2009 Indiana State Fair. The goals for this project are: 1) Enhance student skills and proficiency in STEM disciplines, 2) Communicate information about NASA’s mission activities. These goals are in alignment with NASA objective 2.3. Each goal has a set of objectives designed to support the goal.

Goal 1: Enhance student skills and proficiency in STEM disciplines
Objectives:
1) An increase in knowledge about NASA’s mission activities
2) An increase in knowledge about Indiana’s involvement in space-related activities
3) An increase in interest in STEM Education and Careers

Goal 2: Communicate information about NASA’s mission activities
Objectives:
1) An increase in effective communication skills

At the conclusion of the State Fair, students will be interviewed regarding the projected outcomes (as discussed in logic model). Results of the interviews will be reported to the INSGC office within one month of the conclusion of the State Fair.

<table>
<thead>
<tr>
<th>2009 Indiana State Fair</th>
<th>Inputs/ Resources</th>
<th>Activities</th>
<th>Outputs/Metrics</th>
<th>Outcomes</th>
<th>Outcome Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3 Curricular Support Resources (Educate &amp; Engage)</td>
<td>Transportation to State Fair</td>
<td>Training on Display Materials</td>
<td>8 students</td>
<td>Increased Interest in STEM Education &amp; Careers</td>
<td>Qualitative Interviews (Student Volunteers &amp; Student Staff)</td>
</tr>
<tr>
<td>Enhance student skills &amp; proficiency in STEM disciplines</td>
<td>INSGC Funding</td>
<td>Presentations</td>
<td>11 Displays</td>
<td>Increased knowledge about Indiana’s involvement in space</td>
<td></td>
</tr>
<tr>
<td>Communicate information about NASA’s mission activities</td>
<td>Displays</td>
<td>Management &amp; Operation of Displays</td>
<td></td>
<td>Increased knowledge about NASA’s mission activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Increased communication skills</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D - INSGC Forms and Notifications: Scholarships

Note: Forms are current as of August, 2013. Due to changing requirements of either NASA or Purdue University Sponsored Programs office, revisions may occur over time. Revised forms will be provided as necessary.
On behalf of the Indiana Space Grant Consortium and NASA, (our funding partner), thank you for submitting an application to the INSGC XXXX Scholarship Program. The reviews of the applications have been completed and your application was recommended for support.

INSGC will provide scholarship funding in the amount of $XXXX. This award will be placed on your student account (1/2 Fall, 1/2 Spring) with your University.

The terms and conditions of the award are discussed on the enclosed acceptance form. Please sign and return the form (you may scan and e-mail) to your affiliate director by XXXX 2013 in order to secure the offer. Your affiliate director is carbon copied on this message; for complete contact information check the affiliate list on the INSGC website (www.insgc.org).

Congratulations on this recognition of your contribution to NASA research, education, and outreach. And, thank you for your interest and involvement in the Indiana Space Grant Consortium.

Angie Verissimo
INSGC Operations Coordinator
Gerald D. and Edna E. Mann Hall
203 S. Martin Jischke Dr., Rm 160A
West Lafayette, IN 47907-1971
(765) 494-9052
insgc@purdue.edu
Cc: Barrett Caldwell, Ph.D.
www.INSGC.org

Indiana Space Grant Consortium
Acceptance Form
INSGC Scholarship Program
Terms and Conditions of Award

Acceptance of this award requires you to fulfill all the terms and conditions of the program as specified in the grant guidelines and this letter.

Project Period: May 17, XXXX-May 16, XXXX

Award Amount $ XXXXX

Award monies will be placed on your student account at $XXX for the Fall and $XXX for the Spring.

As stated in the proposal guidelines each awardee is required to seek out opportunities to promote or participate in the activities of the Indiana Space Grant Consortium or the research and activities that support the goals of the Space Grant Program at their institution.

Recipient’s requirements are as follows:

- June 20XX – Completion of General Information form.
- May 16, 20XX – Respond to a survey about your studies, goals, and the way that INSGC funding affected your educational experiences.

Reminder notices will be sent by email prior to the final deadline for each event.

NOTE: INSGC is required by NASA to maintain longitudinal tracking records for this award. All awardees may be required to complete the May exit form at the completion of this project year.

If you have any questions about these terms, please contact the INSGC office.

_____ I accept this award and the terms specified on this form.

_____ I decline this award.

_______________________________________________
Signature
Date

Please identify the fiscal agent for this project:

Name, Title: ________________________________
Address: ________________________________
Telephone: ________________________________
Fax: ________________________________

Affiliate Director: ________________________________ Date ____________
Congratulations on being selected to receive an award from Indiana Space Grant Consortium, (INSGC). If you accept this award, we ask that you complete the general information below so that INSGC can provide demographics, statistical and proper longevity tracking of those selected for an award. INSGC is required by NASA to report this information on awardees. Names are never used in our reporting to NASA.

Please include your current mailing address along with a more permanent address, your hometown, and two additional contact references (email, Facebook, phone) that you are likely to keep after college. Longevity tracking for NASA requests information on your education paths through your first job out of college.

Please provide student university ID# for proper award distribution:_______________________

Mailing Address:  
Permanent Address:  

Please select: Male  Female  

Ethnicity:  

Disabled: Yes  No  

Veteran: Yes  No  

Will you or your siblings be the first in your family to graduate from college?  
___Yes  ___No  

Did you qualify for subsidized school lunch?  

Contact 1:  
Contact 2:  

Appendix E - INSGC Forms and Notifications: Fellowships

Note: Forms are current as of August, 2013. Due to changing requirements of either NASA or Purdue University Sponsored Programs office, revisions may occur over time. Revised forms will be provided as necessary.
On behalf of the Indiana Space Grant Consortium and NASA, (our funding partner), thank you for submitting an application to the INSGC XXXX Fellowship Program. The reviews of the applications have been completed and your application was recommended for support.

INSGC will provide fellowship funding in the amount of $XXXX. This award along with tracking of expenses will be overseen by the fiscal agent listed on your acceptance award with finds being distributed by your University.

The terms and conditions of the award are discussed on the enclosed acceptance form. Please sign and return the form (you may scan and e-mail) to your affiliate director by XXXX 20XX in order to secure the offer. Your affiliate director is carbon copied on this message; for complete contact information check the affiliate list on the INSGC website (www.insgc.org).

Congratulations on this recognition of your contribution to NASA research, education, and outreach. And, thank you for your interest and involvement in the Indiana Space Grant Consortium.

Angie Verissimo
INSGC Operations Coordinator
Gerald D. and Edna E. Mann Hall
203 S. Martin Jischke Dr., Rm 160A
West Lafayette, IN 47907-1971
(765) 494-9052
insgc@purdue.edu

Cc: Barrett Caldwell, Ph.D.

www.InSGC.org

Facebook Indiana Space Grant Consortium
Acceptance Form
Fellowship Program 20XX-XX

Acceptance of this award requires you to fulfill all of the terms and conditions of the program as specified in the grant guidelines of this letter.

Project period: May 17, 20XX-May 16, 20XX
Award Amount $ XXXXXX

As stated in the proposal guidelines, each awardee is required to do the following:

1. June 20XX: Submit a digital photo for the INSGC Newsletter and complete General Information form.
2. January 15, 20XX: Complete an interim report showing the current progress on the program/project. If there is any indication that the program/project will not be satisfactory completed within the specified Project Period above, it should be noted at this time.
3. May 31, 20XX: On or before, complete a final report showing that the program/project has been finalized. This report requires both statistical and narrative information about the project. You can find additional information on the INSGC website, www.insgc.org, as time gets closer.
4. June 30, 20XX: On or before, complete a final expenditures report as of the last day of the grant period (May 16, 20XX). This is a one page form to be completed by the person at your organization that monitors grant expenditures.

**Indicate INSGC support on all professional presentations and publications that result from this award.**

Reminder notices will be sent by e-mail prior to the final deadline for each event. If you have any questions about these terms, please contact the INSGC office.

_____ I accept this award and the terms specified on this form.
_____ I decline this award.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorizing Official:</td>
<td></td>
</tr>
</tbody>
</table>

Please identify the fiscal agent for this project.

Signature
Name & Title: Phone:
Phone: E-mail:
E-mail:

Affiliate Director: Date:
INDIANA SPACE GRANT CONSORTIUM
AWARDEE GENERAL INFORMATION FORM

Name: 

Congratulations on being selected to receive an award from Indiana Space Grant Consortium, (INSGC). If you accept this award, we ask that you complete the general information below so that INSGC can provide demographics, statistical and proper longevity tracking of those selected for an award. INSGC is required by NASA to report this information on awardees. Names are never used in our reporting to NASA.

Please include your current mailing address along with a more permanent address, your hometown, and two additional contact references (email, Facebook, phone) that you are likely to keep after college. Longevity tracking for NASA requests information on your education paths through your first job out of college.

Please provide student university ID# for proper award distribution:_______________________

Mailing Address: 

Permanent Address: 

Please select: Male Female

Ethnicity: 

Disabled: Yes No

Veteran: Yes No

Will you or your siblings be the first in your family to graduate from college? 

__Yes __No

Did you qualify for subsidized school lunch?

Contact 1: 

Contact 2: 

Appendix F - INSGC Forms and Notifications: Internships

Note: Forms are current as of August, 2013. Due to changing requirements of either NASA or Purdue University Sponsored Programs office, revisions may occur over time. Revised forms will be provided as necessary.
# INDIANA SPACE GRANT CONSORTIUM

## AWARDEE GENERAL INFORMATION FORM

Name:  
Affiliate:

Congratulations on being selected to receive an award from Indiana Space Grant Consortium, (INSGC). If you accept this award, we ask that you complete the general information below so that INSGC can provide demographics, statistical and proper longevity tracking of those selected for an award. INSGC is required by NASA to report this information on awardees. Names are never used in our reporting to NASA.

Please include your current mailing address along with a more permanent address, your hometown, and two additional contact references (email, Facebook, phone) that you are likely to keep after college. Longevity tracking for NASA requests information on your education paths through your first job out of college.

Please provide student university ID# for proper award distribution:_______________________

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Permanent Address:</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<th>Please select:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Ethnicity:</th>
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<th>No</th>
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</thead>
</table>

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<th>Disabled:</th>
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<th>No</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Veteran:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Will you or your siblings be the first in your family to graduate from college?</th>
</tr>
</thead>
<tbody>
<tr>
<td>__Yes  __No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did you qualify for subsidized school lunch?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Contact 1:

Contact 2:
**Payee Certification**

### A. Payee Information

<table>
<thead>
<tr>
<th>1. Name:</th>
<th>2. Home Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please enter name as shown on your Social Security Card)</td>
<td>(Please Include 4-Digit Zip Code Extension)</td>
</tr>
<tr>
<td>3. Social Security #:</td>
<td>4. Email Address:</td>
</tr>
<tr>
<td>5. Are you a student?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes, Name of Institution</td>
<td></td>
</tr>
<tr>
<td>6. Are you an employee or former employee of Purdue University?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>If no, name of Employer</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If yes, dates of employment at Purdue</strong></td>
<td></td>
</tr>
<tr>
<td>7. If you are a current employee of Purdue, do you have an approved Reportable Outside Activity Form (Required)?</td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>If yes, please list name(s) and department(s):</td>
<td></td>
</tr>
<tr>
<td>8. Do you have immediate relatives employed at Purdue?</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Citizenship and Residency - Used to determine appropriate tax withholding and reporting (check only one)</td>
<td></td>
</tr>
<tr>
<td>H1B, F2, TN, and O1 visa holders are not eligible for compensation for independent personal services.</td>
<td></td>
</tr>
<tr>
<td>Residency Status:</td>
<td></td>
</tr>
<tr>
<td>US Citizen</td>
<td>Permanent Resident (Green) Card #</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>Visa Type:</td>
</tr>
<tr>
<td>Nonresident Aliens, please complete your Glacier file <a href="http://www.online-tax.net">www.online-tax.net</a> (required)</td>
<td></td>
</tr>
</tbody>
</table>

**STOP!** If this arrangement is long-term consulting (more than 20 calendar days or multiple payments), DO NOT COMPLETE Sections B., C., and D. at this time. Complete Form RCS, Request for Approval for Consulting Services, obtain approvals & forward to the Tax Department, FREH, with a copy of this Form PC.

### B. Payment Information

**Description of Services/Reason for Payment:**

<table>
<thead>
<tr>
<th>Itemized Payment:</th>
<th>Fee/Rate</th>
<th>Quantity</th>
<th>Total Foreign Curr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorarium/Fees for Service:</td>
<td>$X</td>
<td>= $</td>
<td>-</td>
</tr>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>$</td>
<td>X</td>
<td>= $</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>$</td>
<td>X</td>
<td>= $</td>
</tr>
<tr>
<td>Subsistence:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
<td>X</td>
<td>= $</td>
</tr>
<tr>
<td>Lodging</td>
<td>$</td>
<td>X</td>
<td>= $</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>X</td>
<td>= $</td>
</tr>
<tr>
<td>Total Invoice Amount</td>
<td>$</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>G/L Account</th>
<th>Cost Center</th>
<th>Order</th>
<th>WBS Element</th>
<th>Fund</th>
<th>Earmarked Funds</th>
</tr>
</thead>
</table>

**C. Payee Certification**

**Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

By Signing this invoice I a) Certify that this invoice is correct and just, the amount claimed is legally due, after allowing for all just credits, no part of the same has been paid, no part will be paid by another entity, nor will any expenses claimed here be used as a deduction for tax purposes; b) Certify that I am not a Federal employee; c) Agree that all inventions and materials first developed or produced as a result of the above described consulting activities shall be retained by Purdue University, and d) Agree not to disclose any information furnished by Purdue University that was identified as proprietary information.

Under penalties of perjury, I certify that: e) The number shown on this form is my correct taxpayer identification number, f) I am not subject to backup withholding, and g) the information regarding citizenship in A.9. above is correct.

**Signature of Payee:** ___________________________ **Date:** ___________________________

### D. Verification of receipt of deliverables and/or services by individual with first-hand knowledge

By signing below, I certify that the services described in Section B. are essential to the project, that internal resources are not available to perform the work, and the consultant's fees are appropriate. I also certify that the services have been received, including any report(s) due.

**Signature:** ___________________________ **Date:** ___________________________

**Title/Position:** ___________________________
Appendix G - INSGC Forms and Notifications: Projects

Note: Forms are current as of August, 2013. Due to changing requirements of either NASA or Purdue University Sponsored Programs office, revisions may occur over time. Revised forms will be provided as necessary.
On behalf of the Indiana Space Grant Consortium, thank you for submitting a proposal to the INSGC Grant Program for 20XX-20XX. The reviews of the proposals have been completed and your project, “20XX-XX, Name of Project” was recommended for support at a level of $XXXXXX

To receive your award you will need to do the following:

- Prepare and submit a detailed budget for your project that shows INSGC funds up to the amount supported ($XXXXXX) and the cost share funds available to support your project. Please identify the source of the cost share. Budget template is attached.
- Complete the attached proposal “Acceptance and Authorization Form”
- Ensure that both your Affiliate Director and your sponsored programs / accounts receivable office have copies of this material

Congratulations on this recognition of your contribution to NASA research, education, and outreach. And, thank you for your interest and support of the Indiana Space Grant Consortium.

Sincerely,

Angie Verissimo
INSGC Operations Coordinator
Gerald D. and Edna E. Mann Hall
203 S. Martin Jischke Dr., Rm 160A
West Lafayette, IN 47907-1971
(765) 494-9052
insgc@purdue.edu
Cc: Barrett Caldwell
Cc:
Acceptance and Authorization Form

Instructions

Please complete the Acceptance and Authorization form along with the Budget and Cost Share form, (attached separately) making sure that your Budget follows your proposal unless your award amount has been decreased and e-mail it to:

INSGC Main Office
insgc@purdue.edu
Gerald D and Edna E Mann Hall, Room 160
203 South Martin Jischke Drive
West Lafayette, IN 47907-1971

Please note that for the 20XX-XX year some information changes have been put into place.

If your budget reflects any changes from your proposed budget, please re-submit a Statement of Works and Budget Justification to reflect the budget amount. If your Budget reflects any Fringe Benefits or Facilities and Administrative Costs (Note that F&A can only be shown as cost share, INSGC is not allowed to cover F&A under their award), please provide Fringe Benefit Documentation and the F&A Rate Agreement along with your award letter. Cost share must reflect at least a 1:1 match.

Due to changes in reporting requirements by NASA, it is even more crucial that all reporting obligations be met in a timely fashion. Dates are listed on the award acceptance letter, and constitute a contractual obligation. All reports and final invoicing must be submitted on time.

If you have any questions regarding this process please contact our offices:

765-494-5873
insgc@purdue.edu
FY20XX-XX Acceptance and Authorization Form
Indiana Space Grant Consortium (INSGC) Grant Program

Principal Investigator:____________________  Affiliate:_________________________________
E-Mail: _________________________________  Telephone: ____________________________

PROJECT TITLE:
Budget Request  Project Dates:
INSGC Award $__________  From: May 17, 20XX
Matching funds: $__________  To: May 16, 20XX
Total project cost: $__________

As stated in the proposal guidelines each awardee is contractually obligated to prepare and submit the following reports to the Indiana Space Grant Consortium. Reports are due on the following dates:

a) **On or before Jan 15, 20XX:** A brief progress report showing progress to date. The progress report should consist of no more than three paragraphs—1) an overview of the project; 2) progress to date; 3) expected outcome.

b) **On or before May 31, 20XX:** A report showing that the project has been finalized. This report needs to show that all funds have been spent and requires both statistical and narrative information about the project. In addition, INSGC also tracks any patents, publications or proposals that result from the supported project. Templates can be found on the INSGC website at www.insgc.org.

INSGC strongly encourages the early completion of final reports. An early (before December 31) accepted final report waives (a) above.

If you have any questions about these terms, please contact the INSGC office. 765-494-5873

_____ I accept this award and the terms specified on this form.
_____ I decline this award.

**Official Signatures**

**Principal Investigator**
Signature: _________________________________
Date: ____________
Home Department ______________

**Administrative Contact**
Signature: _________________________________
Name, Title: _________________________________
Address: _____________________________________
Telephone: _________________________________
E-mail: ___________________________________

**Department Official**
Signature: _________________________________
Name, Title: _________________________________
Address: _____________________________________
Telephone: _________________________________

**Department Financial Agent**
Signature: _________________________________
Name, Title: _________________________________
Address: _____________________________________
Telephone: _________________________________
### Budget Form 20XX-XX

**Funding and Collaboration Information**

Principal Investigator: ____________________    Affiliate: ____________________

**Project:**

**Budget Detail**

Please provide the total amount for each category on the line provided. Cost share must reflect at least a 1:1 match.

<table>
<thead>
<tr>
<th>Category</th>
<th>INSGC</th>
<th>TOTAL COST SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment (exhibit rental, production)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Facilities &amp; Administrative Costs</strong></td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

If your budget reflects any changes from your proposed budget, please re-submit a Statement of Works and Budget Justification to reflect the budget amount. If your Budget reflects any Fringe Benefits or Facilities and Administrative Costs (Note that F&A can only be shown as cost share, INSGC is not allowed to cover F&A under their award), please provide Fringe Benefit Documentation and the F&A Rate Agreement along with your award letter.
Cost Share
20XX-XX

Principal Investigator:____________________ Affiliate:_________________

Project:

This portion represents cost share only. Please do not include INSGC funding. This must match the total column of Cost Share on your budget form that is submitted with your award acceptance letter if you have any changes from the original proposal.

Please show the source of cost share dollar amounts according to the categories indicated. Cost share must be at least a 1:1 match with your corresponding Budget Form.

<table>
<thead>
<tr>
<th>Category</th>
<th>Cash</th>
<th>Non-Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Federal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Institution (Purdue)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affiliates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/Local Government</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your budget reflects any changes from your proposed budget, please re-submit a Statement of Works and Budget Justification to reflect the budget amount. If your Budget reflects any Fringe Benefits or Facilities and Administrative Costs (Note that F&A can only be shown as cost share, INSGC is not allowed to cover F&A under their award), please provide Fringe Benefit Documentation and the F&A Rate Agreement along with your award letter.
# INVOICE/FINANCIAL REPORT

**Sub:**

**Sponsor:**

**Project Name:**

**Project Period:**

**Report Period:**

**Purdue Project No.:**

**Sponsor Award No.:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>Period Expenses</th>
<th>Accum-to-Date Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel - Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Supplies &amp; Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Direct</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Sponsor Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost Share</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel - Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Supplies &amp; Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost Sharing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Grant Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total Sponsor Award/Commitment  | $       |
| Payments Received               |         |
| **Balance**                     | $       |

I certify to the best of my knowledge that all expenditures reported for payments are for appropriate purposes and in accordance with the agreement set forth in the application and award document.