

Dear Prospective NASA EPSCoR Researchers:

The NASA EPSCoR Cooperative Agreement Notice is released each year on the NASA NSPIRES web site. The timing of this release is highly variable, so please check the NASA website frequently for updates. The Hawaii Space Grant Consortium (HSGC) is required by NASA to review and select 1-2 proposals for submission each year. The HSGC Director has to be listed as the PI on the proposal, but the Science PI is the actual lead of the proposal in every aspect with the exception of title. The HSGC Director gets 0% credit for NASA EPSCoR CAN proposals submitted through the UH MyGrants system.

The HSGC maintains a practice of accepting pre-proposals at any time of year up to exactly one month following the official NASA EPSCoR CAN announcement on NSPIRES. Thus, if the release date of the NASA EPSCoR CAN is February 1 for a given year, then all pre-proposals to be considered for that year are due in the HSGC office by COB on March 1 of the same year.

If you are interested to submit a NASA EPSCoR CAN pre-proposal, please read the following:

1) The University of Hawaii system can only submit 1-2 proposals for consideration. NASA determines the number each year. All pre-proposals submitted in a given year will be reviewed, evaluated, and then eliminated from the system. New pre-proposals must be submitted each year.

2) Each proposal can have a budget of up to \$750K total over 3 years of effort.

3) NASA EPSCoR proposals are supposed to be self-contained, so the proposed effort should be completed in the 3 year period.

4) **A 1:2 match of matching funds to award funds is required.** A \$750K proposal request will require \$375K in matching funds (making a total project value of \$1,125,000). Please note that the Hawaii Space Grant Consortium (HSGC) **cannot** help you by providing any matching funds for your proposal.

5) NASA EPSCoR proposal submission processes specifically stated that any Environmental Impact Statements that could govern or delay the proposed research must be completed and executed prior to submission of the CAN proposal. Pre-proposals that require a yet-to-be-completed EA or EIS will have to be rejected.

Those interested in proposing to the NASA EPSCoR Cooperative Agreement Notice should read the CAN thoroughly and should also adhere to the following guidelines:

1) In order to evaluate which full proposal will be submitted, the Hawaii EPSCoR Office requires brief pre-proposals. These pre-proposals will be evaluated by an independent committee that will make recommendations to the Hawaii NASA EPSCoR Jurisdiction Director for the down-

select to the final idea that will be the submitted proposal. These pre-proposals are due by **COB exactly one month following the release of the CAN on the NASA NSPIRES site** to Marcia Rei Sistroso (Email: mars@higp.hawaii.edu) and **must** include the following:

- A) A 2-page research abstract summary explaining the proposed effort.
- B) A list of the research team who will take part in the proposal as well as the roles of the research team members.
- C) A proposed budget with sufficient detail for the reviewers to be able to determine whether or not the proposed effort can be completed in the allocated budget.
- D) A "Letter of Commitment" to define the source of the cost match. This letter should state exactly how the proposed effort will be cost-matched. NASA EPSCoR CAN proposals will be submitted through SOEST, which oversees the Hawaii NASA EPSCoR program. All non-SOEST pre-proposals must have either a Dean's or Chancellor's signature on the Letter of Commitment to show that the relevant institutional official is aware of the cost-match requirement and will make the cost-match for the final proposal.
- E) A pre-proposal Letter of Intent that is ready for submission to the NASA EPSCoR CAN.

2) Items in (1) should be contained in a single pdf file with the PI's last name and EPSCoR as a designator (i.e., Flynn_EPSCOR.pdf).

3) Item 1E should also be submitted in Word format with the PI's last name and LOI as a designator (i.e., Flynn_LOI.doc or Flynn_LOI.docx).

Final Note:

The proposal PI in all cases is Dr. Luke Flynn as the NASA EPSCoR Jurisdiction Director. Dr. Luke Flynn (flynn@higp.hawaii.edu) will answer technical questions regarding the proposal process.

Thank you for your interest in the program and best wishes,
Luke Flynn