**NATIONWIDE ECLIPSE BALLOONING PROJECT (NEBP)**

***PROPOSAL TEMPLATE***

***A companion to the PROPOSAL SOLICITATION***

*The purpose of this template is to help guide NEBP team proposal creation. Using this template is not required. The proposal solicitation can be found at* [*this link*](https://eclipse.montana.edu/nepb-team-solicitation.html)*. We recommend using this template side-by-side with the solicitation as the solicitation contains more details.* ***Proposals are due October 28, 2022.*** *Submit the proposal as a single PDF document to* [*nebp@sympa.montana.edu*](mailto:nebp@sympa.montana.edu)*.*

*Team selection decisions will be communicated no later than* ***December 16, 2022.***

*The instructions in italics are intended to be deleted*.

**COVER PAGE**

* 1. Adult Team Mentor name(s), job title(s), and signature(s)
  2. Institution Name(s)
  3. Type of Institution(s)
  4. Contact information for each Team Lead (email, phone number, mailing address)
  5. Proposed track: Atmospheric Science or Engineering
  6. Institution Authorized Organizational Representative (AOR) name(s) and signature(s)

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**TEAM MENTORING APPROACH PLAN**

*(3 pages). The plan should show that the adult Team Mentor is committed to supporting student team members throughout the learning and eclipse campaign process. The plan should give details about how the advisor will attend the in-person workshop with one other team member (required) and support the students through the various project phases: learning/preparation; eclipse campaigns; data analysis; knowledge sharing; and wrap-up. Plans should include team goals and reference the online training resources provided by NEBP (*[*https://eclipse.montana.edu*](https://eclipse.montana.edu)*). Include the following elements.*

* + 1. *Is the team: A new team that will need extra guidance? An experienced team that will be able to learn and participate with little assistance? An advanced team that could potentially guide a new team? Briefly describe experience.*
    2. *Is the team willing to be paired with another group, forming a multi-institution team (if not already part of a multi-institution team)?*
    3. *What skills or experiences are sought to be gained?*

**2-PAGE CVs**

*CV for each Adult Team Mentor (2 pages for each person)*

**FINANCIAL RESOURCE STATEMENT**

*(1 page)****.*** *Describe the financial support for the team, including for travel to both eclipses and for helium. In addition, teams that would like to be considered for one of the MSI/CC supplemental awards should use this section of the proposal to describe their needs.*

**STUDENT SUPPORT STATEMENT**

*(1 page). The statement should include what participating students will receive (pay, credits, and/or other types of recognition of or support) for their time and effort. We highly recommend that the proposing institution(s) offers an independent study or special topics course in the spring 2023 semester/quarter that participating students can take to learn the essential background information. All material necessary to teach the course will be provided by NEBP. To ensure successful participation, each student needs to commit at least 40 hours of online/remote training and at least 80 hours of in-person, hands-on training time prior to the 10/14/2023 annular eclipse.*

**PHYSICAL SPACE(S) STATEMENT**

*(1/2 page). Describe the institution(s)’ physical space(s) for the team to work.*

**SUPPORT LETTER(S)**

*Provide a letter of support from each participating institution. The letter should include a statement of general support for the team to participate and should describe any other resource support offered by the institution, such as a dedicated workspace, mentor time/pay, student pay, and/or student course credit. The letter can be from an appropriate department head, dean, provost, or other administrator. Multiple letters are allowed, but not required. The letter should explicitly state that this is a college/university "approved project" and that (A) participating faculty will be given the autonomy they need to make arrangements for their teaching/other obligations to be covered while they are away for a 1-week training workshop in May 2023 (that might or might not occur during the school year) plus two week-long eclipse trips, one in October 2023 and one in April 2024 (both of which will be during the school year) and (B) participating students will be given "excused absences" guaranteeing them the right to make up coursework missed during two week-long eclipse trips.*

**MULTI-INSTITUTION COLLABORATION STATEMENT**

*(Optional, 1 page). If a team is made up of students from multiple institutions, describe how the collaboration will work, the benefits of the collaboration, and the support for the students to travel between campuses to work together when needed. Also state if the institutional collaboration is new or has existed before.**Prospective Multi-institutional teams must include in this statement an indication of* a) *which team participants will ultimately keep and use the equipment provided by NEBP upon completion, OR* b) *indicate that the equipment will be returned to the project upon completion of data collection, OR* c) *indicate equipment that will be given to another institutional group to be used for scientific ballooning operations.*

**Diversity, Equity, Inclusion, and Accessibility (DEIA) plan**

*(1 page). The plan should describe how the mentor(s) will recruit a diverse team of students and how the team will welcome diversity and promote equity, inclusion, and accessibility in their approach. Ideas are available on the NEBP DEIA website,* [*https://eclipse.montana.edu/nebp-deia.html*](https://eclipse.montana.edu/nebp-deia.html)*.*

**SUSTAINABILITY PLAN**

*(1/2 page). Describe plans for considering some kind of remote sensing program (making in situ observations via vehicles such as balloons or remotely-piloted aircraft) in the future at the participating institution(s), building on the knowledge and infrastructure gained from NEBP. Could this program lead to a sustainable stratospheric ballooning and/or remote sensing program in the team’s state? Does the institution have resources to support this work in the local area after the NEBP ends? If so, how?*

**TEAM ASSURANCES**

*Print, sign, and scan this page. Then attach the scanned page to the proposal so it is included in the single submitted PDF document.*

**By signing below, the Team Mentor and AOR acknowledge and agree that:**

The NEBP leadership and program hold no safety responsibility or liability for activities conducted by individual teams.The Team is responsible for identifying and following all reasonable and necessary safety measures as listed on pages 7-8 of the NEBP Team Proposal solicitation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution AOR name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AOR Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of (Institution): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADD SUBSEQUENT LINES IF THE TEAM HAS MULTIPLE INSTITUTION PARTNERS