

***Sun, Earth, Universe* Exhibition Application Overview**

Revised 2-7-18

In collaboration with NASA, the National Informal STEM Education Network (NISE Net) is pleased to offer eligible institutions the opportunity to apply for a free *Sun, Earth, Universe* exhibition.

Sun, Earth, Universe exhibition is an engaging and interactive museum exhibition about Earth and space science for family audiences.

The Sun, Earth, Universe exhibition is intended for long-term display in museums across the United States, where it will engage millions of people. Fifty (50) copies of the exhibition will be fabricated; all copies will be identical and distributed to eligible NISE Network partners through a competitive application process.

The exhibition complements the Explore Science: Earth & Space toolkits and other NISE Network educational experiences. The exhibition serves as a platform for scientists and museum staff and volunteers to engage visitors with additional facilitated educational programming and hands-on experiences. The NISE Network intends the exhibition to reach a wide geographic distribution within the United States to engage visitors in Earth and space science.

Applications are due May 1, 2018.

DESCRIPTION

Developed for museum audiences:

- Fun, hands-on, and engaging
- Designed for families with children ages 6-12
- Evaluated with museum visitors
- Reviewed by subject matter experts

Audiences:

The exhibition is intended for indoor use by visitors at children's museums, science centers, science museums, natural history museums, nature centers, public planetariums and observatories, and NASA visitor centers in the United States. Target audiences are families with children ages 6-12.

DESCRIPTION *continued*

Content:

Visitors will engage in fun interactive Earth and space science experiences using skills essential to STEM learning in the 21 Century that are critical to the work of NASA in advancing new discoveries about our Earth, Sun, solar system, and universe. Visitors will:

- collaboratively engage in scientific and engineering processes,
- use their natural curiosity to explore phenomena and use a variety of tools to “see” forces and electromagnetic energy invisible to our eyes,
- use creativity and problem-solving skills to design, build, test, and improve a model spacecraft,
- use critical and analytical thinking to examine data,
- examine authentic Earth and space imagery and visualizations, and
- leave the exhibition understanding more about the process of exploring Earth and space and wanting to learn more.

Specifications:

- Footprint: 500-600 square feet (46-56 square meters)
- Layout: modular design allows for flexible configurations and layouts
- Location: indoor museum use; not designed for portable outreach events
- Signage: bilingual English and Spanish
- Power: one exhibit component requires electricity
- Setup: components fit through standard door and passenger elevator
- Transport: exhibition will be shipped on pallets; exhibition may be transported in a small rental truck for sharing among museum partners
- Maintenance: several components have loose parts; parts are large enough to not pose a choking hazard
- Customization: all exhibition copies will be identical; information will be provided to assist museums who want to add NASA’s *Eyes* or *ViewsSpace* computer kiosks at their own expense

ELIGIBILITY

The exhibition is designed for NISE Network partners located within the United States and U.S. territories. Institutions who apply for the exhibition will need to meet eligibility requirements and comply with display and ownership commitments.

To be eligible to apply, institutions must be:

- Located in the United States
- Public informal science outreach and education institutions such as:

- science museums and science centers,
- children’s museums,
- natural history museums and nature centers,
- public planetariums and observatories, and
- NASA visitor centers.

Please note that K-12 schools, afterschool programs, libraries, parks, summer camps, and astronomy clubs are not eligible to apply for the exhibition. If your institution is not eligible for an exhibition, consider downloading a digital version of the Explore Science: Earth & Space toolkit to engage audiences in hands-on Earth and space science activities with connections to science, technology, and society. Digital toolkits are available for free download at: <http://www.nisenet.org/earthspacekit>

APPLICATION PROCESS

Applications for the exhibition must be submitted online using SurveyGizmo by May 1, 2018. The application may be accessed following this link:

<http://www.surveygizmo.com/s3/4102255/Sun-Earth-Universe-Exhibition-Application>

Please note that it is NOT possible to save your work in the SurveyGizmo online form and return for additional edits. Reports left idle for too long will go blank when you progress to the next screen. Please plan to complete the online application in one session. You may want to write your responses in a Word doc, save, and then cut and paste that information into this report.

You may download the application in PDF and Word document formats here:

<http://www.nisenet.org/sunearthuniverse>

TIMELINE

Date	Milestone
February 2018:	Online application opens to apply for a free exhibition
May 1, 2018:	Deadline to submit online application via SurveyGizmo
May-June 2018:	NISE Network reviews submitted applications
End of June 2018:	NISE Network contacts applicants regarding decisions
End of June 2018:	Successful applicants begin contract process
July 2018 - July 2019:	Exhibitions will be delivered to successful applicants (Exhibitions will be fabricated on a rolling schedule during this period)

SELECTION PROCESS AND REVIEW CRITERIA

A total of 50 exhibitions will be awarded through a competitive award process. The NISE Network project team will review the applications and award exhibitions only to institutions that meet the eligibility criteria. Applications will undergo a peer review process by project representatives. To ensure the exhibition engages a broad spectrum of public audiences, successful applications will demonstrate strong alignment with the project purpose, comply with the project terms, reach local underserved audiences, and help the project achieve geographic diversity. If multiple applications are received from the same geographic location, applicants may be asked to share a copy of the exhibition. Applicants will be informed of award status in June 2018.

Preference will be given to those applicants who can demonstrate their ability to meet the following criteria:

- **Display and Ownership:** Capacity of the applicant to publicly display and maintain the exhibition in accordance with the display and ownership commitments.
- **Length of Display:** Applicants must commit to host the exhibition for a minimum of one year. Public display may be at the owning location or may be shared among multiple locations. Preference will be given to applicants who plan to keep the exhibition on display beyond the required one year display period. Additional consideration will be given for applicants who include plans for displaying the exhibition for three or more years.
- **Public Engagement:** Ability of the applicant to articulate clear plans for using the exhibition to engage the public, including any additional educational programming offered in conjunction with the exhibition.
- **Audiences:** Special consideration will be given to ensuring the exhibition reaches a wide geographic distribution within the United States, as well as traditionally underserved and underrepresented audiences.
- **Relationship of the applicant with the NISE Network:** Preference will be given to applicants who are active members of the NISE Network.

SHARING

Institutions may apply on their own or with a sharing plan among multiple institutions. We know that some applicants will have a desire to share a copy of the exhibition among an existing group of collaborators or among two or more museums within a geographic region. Sharing allows museums that may not have the capacity for long-term display to still be able to

host the exhibition for a more limited time. The online application provides the opportunity to describe a proposed sharing plan and to list individual institutions.

Please note that if the application is successful, the primary institution completing the application will become the “Awarded Institution” and will sign the ownership agreement.

HOST RESOURCES PROVIDED

The NISE Network will provide successful applicants with a wide variety of host resources including a technical setup installation and maintenance manual, educator guides, and marketing and promotional materials. These materials will be available in digital form before shipments arrive to successful applicants. These materials will also be sent in hard copy with the exhibition.

To give you an example of the types of materials provided, please see the materials the NISE Network developed for the Nano exhibition:

http://www.nisenet.org/catalog/exhibits/nano_mini-exhibition

DISPLAY AND OWNERSHIP COMMITMENT

- “Awarded Institutions” have primary ownership of the exhibition and “Host Institutions” include all institutions displaying the exhibition. Awarded Institutions may share the exhibition with other Host Institutions. Ownership by Awarded Institution will commence upon the day the exhibition is received.
- Awarded Institution (and their optional sharing Host Institution) will commit to display the exhibition in its entirety for a minimum of one (1) year
- The one (1) year required display period does not have to be contiguous or at the same host location; however, the exhibition must be on display for a minimum of twelve (12) months within the first twenty-four (24) months of ownership.
- If circumstances change and an Awarded Institution is unable to display the exhibition, Awarded Institutions must immediately notify NISE Net exhibition contact.
- After meeting the one-year display commitment, Awarded Institution may keep the exhibition on display as long as they deem appropriate.

During the 1 year required display period:

- Host Institutions shall be responsible for all repairs, routine care, maintenance and replacements of consumable supplies.
 - Host Institutions may modify some portions of the exhibition to meet the needs of their museum floor. For example, Host Institutions may make repairs with non-specified parts, and may add an exhibit component, additional signage, or a multimedia component.
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DISPLAY AND OWNERSHIP COMMITMENT *continued*

After the 1 year required display period is met:

- Awarded Institutions may keep the exhibition and continue to use the exhibition at their institution as they see fit.
- Awarded Institutions may choose to use or modify the exhibition and components for another purpose, at their own institution.
- Awarded Institutions may share (lend) the exhibition with another suitable institution of the Awarded Institution's choosing for display to the public. The NISE Network may be able to offer suggestions of possible locations interested in borrowing the exhibition.
- Awarded Institutions may give away the exhibition (relinquishing ownership) to another suitable institution of the awarded institution's choosing for display to the public. The NISE Network may be able to offer suggestions of possible locations interested in owning the exhibition.

In any event, Awarded Institutions will notify the NISE Network of its intention for use beyond the one (1) year required display period at least four months prior to the end of the one (1) year display period.

Restrictions:

- Host Institutions may not remove any credit graphics on the exhibition.
- Host Institutions may not charge a separate additional admission fee or "up-charge" in addition to their regular museum admission to allow visitors to visit the exhibition.
- Host Institutions may not sell the exhibition for a fee (with the exception of transportation costs).
- Awarded Institutions may not charge a rental fee to tour or travel the exhibition (with the exception of transportation costs to transport the exhibition to another Host Institution).
- If the Awarded Institution gives away the exhibition to another institution, the Awarded Institution is responsible for ensuring that all restrictions listed above will transfer along with ownership of the exhibition.

Maintenance and Repair:

- Host Institution is responsible for maintenance and repair of the exhibition while on display.
- A duplicate set of spare/loose parts will be provided for the following components:
 - "Design > Build > Test" engineering activity building materials
 - "Use tools to detect the invisible" tiles
 - "We ask questions about the solar system" colored wooden rods
 - "Your Mission to Space" board game pieces

DISPLAY AND OWNERSHIP COMMITMENT *continued*

- A technical support manual for the exhibition will be provided.
- NISE Network or Science Museum of Minnesota is not able to provide ongoing technical support, maintenance, and additional spare/loose parts for the exhibition.

Shipping:

- The NISE Network will deliver the exhibition to the Awarded Institution (or their designated Host Institution) at no charge to the Awarded Institution. The exhibition will be shipped on pallets.
- For those Awarded Institutions intending to share the exhibition among different locations, the Awarded Institution and their sharing Host Institution partners will be responsible for any and all fees associated with additional shipments.

Set-up and Installation:

- Exhibition is designed to be easily unpacked and installed; set-up and installation instructions will be provided in the host resources.
- Host Institution is responsible for actual installation.

Reporting Requirements:

- Awarded Institutions will be required to submit annual online reports (provided by the NISE Network) for up to three years upon receiving the exhibition to share their experiences of how they used or modified these products with the rest of the NISE Network. The report will include:
 - a short narrative of how the exhibition was used
 - the estimated number of visitor to the exhibition (including at shared host locations)
 - any modifications made to the exhibition
- If the Awarded Institution is sharing with another Host Institution, the Awarded Institution is still responsible for seeing the report is completed on time, working with their collaborators to obtain all the necessary info to complete annual reports.
- All Host Institution are also encouraged to participate in evaluation surveys conducted by project evaluators.

Publicity, Credit and Sponsorship

- Host Institutions will be responsible for all publicity, promotion and advertising relating to the display of the exhibition at their site.
- Where appropriate, credit should be given to the NISE Network and to the exhibition funder NASA; exact credit language and guidelines will be provided. Appropriate credit is included on the exhibition signage.
- Exhibition logos and promotional materials will be included in the host manual.

MORE INFORMATION AND QUESTIONS

For general advice about the process or answers to additional questions, please contact your NISE Net regional hub leader listed below.

For any technical difficulties with the online Survey Gizmo application, please contact Catherine McCarthy, Science Museum of Minnesota, cmccarthy@smm.org or Christina Leavell, Science Museum of Minnesota, cleavell@smm.org

NISE NETWORK REGIONAL HUB LEADERS

Regional hub leaders will be able to help connect you with possible collaborators in your area, experts who may be able to assist with programming in conjunction with the exhibition, as well as answer other questions about the project:

- **NORTHEAST**

CT, DC, DE, MA, MD, ME, NH, NY, NJ, OH, PA, RI, VT, and WV

Ali Jackson, ajackson@sciencenter.org, Sciencenter, Ithaca, NY, 607-272-0600x144

- **SOUTHEAST**

AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, and VA

Brad Herring, brad.herring@lifeandscience.org, Museum of Life and Science, Durham, NC, 919-220-5429x360

- **MIDWEST**

IA, IL, IN, KS, MI, MN, MO, ND, NE, SD, and WI

Christina Leavell, cleavell@smm.org, Science Museum of Minnesota, St. Paul, MN, 651-221-9434

- **WEST**

AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, and WY

Frank Kusiak, frank_kusiak@berkeley.edu, Lawrence Hall of Science, Berkeley, CA, 510-643-7827

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