

National Summer Transportation Institute (NSTI) Program Overview

Application Requirements

- **Opens:** December 20, 2023
- **Deadline for submission:** No later than 11:59 PM on January 26, 2024
- **Grant Cap:** Up to \$31,250
- **Eligible Applicants:** Accredited academic institutions operating in Montana.
- **Application Submission / Questions:** [Contact us via email](#).
- **Application Materials and Supporting Documentation:** Required application materials provided.
 1. [Statement of Work \(SOW\) Application](#) – *Submit as Word file*, not to exceed 10 pages.
 2. [Budget Tables A-E](#) – *Submit as an Excel file*. MDT will complete Row 8. **Include costs in the NSTI Funds column only.** MDT reserves the right to split the costs you identify between multiple funding sources but will not change your total cost. This is Excel; anticipate rounding and adjust accordingly. If you have issues, contact **Chris Ferguson** (above).
 3. [Copy of your ICAP or indirect cost approved rate documentation](#) – *PDF is acceptable*.
- **Program Dates & Agenda:** When listing your program’s anticipated date(s) and agenda in Section C of the application, do not include “Sample” or “Draft” items. If dates or agenda contents change, they can be modified post-award.
- **Allowable Costs:** All budget items must meet the reasonable and allocable requirements at 2 CFR 200.
- **Indirect Rate:** This program allows for either a negotiated indirect rate or the de minimus rate of 10%.

Minimum Program Requirements

NSTI programs are typically implemented over a two to four-week period and require a minimum of 15 participants from across the state. Curriculums must be STEM focused and may be residential or non-residential. Additional details can be found in this overview. Also see the [NSTI Program Desk Reference](#).

Objectives

Demonstrate your program objectives align with the purpose of funding.

1. Improve STEM (Science Technology Engineering and Math) Skills.
2. Provide awareness about transportation related careers to middle school and high school students.
3. Encourage students to consider transportation-related courses of study in their higher education pursuits.

Program Curriculum

The NSTI should focus on critical and systematic educational endeavors, exploring all aspects of the transportation industry and its role in our society. The program should present curriculum introducing participants to the diverse modes of transportation, as well as career opportunities in the transportation industry. The curriculum should include significant time for classroom activities, as well as enhanced activities such as modal visits.

Grade Levels & Program Types

The NSTI must be classified as either a middle school (grades 6-8) or high school (grades 9-12) program and as residential or non-residential. Host Sites must commit significant program time to classroom instruction.

Grade Level

- **High school** programs should focus on activities that are designed to improve STEM skills, assist in preparing participants for post-secondary education and encourage them to consider transportation-related careers.
- **Middle school** programs should focus more on career exploration.

Program Type

The Host Site shall determine if the NSTI will be either a Residential or a Non-residential program with middle or high school participants.

- In **Residential** programs, participants reside on the college or university campus. The host site provides room and board. Residential programs are required to include academic, enhancement, sports, and recreation activities throughout the duration of the camp, including weekends.
- In a **Non-residential** program, participants commute to campus daily. Non-residential programs include an academic program and enhancement activities.
- Both programs must include students from across the state.

Host Site Responsibilities

Programs shall be administered by an accredited academic institution to serve as the host site. Each host site appoints a Project Director who is responsible for collaborating with the Montana Department of Transportation (MDT), Office of Civil Rights to develop and implement all phases of the NSTI program.

Host Site responsibilities include, but are not limited to, the following:

- Execute a cooperative agreement with MDT upon notification from MDT of application approval.
- Recruit participants from across the state and sufficient host site staff.
- Ensure program is implemented, executed, and closed in accordance with the approved application and budget.
- Submit timely invoices to MDT NSTI Program Liaison.
- Complete post program questionnaire, including feedback regarding observations, best practices areas for improvement, lessons learned, etc.

Intermodal Advisory Committee (IAC)

A successful NSTI requires a cooperative effort among Federal, State and local transportation agencies, community-based organizations, educational institutions, and the private sector. Therefore, each NSTI is encouraged to establish an Intermodal Advisory Committee (IAC) and select members from a broad spectrum of the transportation community. The IAC is encouraged to assist with reviewing the Statement of Work and curriculum, planning and securing resources (i.e. speakers, field trips, transportation partners, and sponsors), and providing technical assistance. Although the IAC may not make policy, it may serve in an advisory capacity and as a resource to the host site. The Project Director is encouraged to convene a meeting of the IAC no later than six weeks prior to the start date of the NSTI.