



Organization: Insights Science Discovery
Campus/Site: N/A
Vendor ID: 1742073654

County District:
ESC Region: 19
School Year: 2026-2027

SAS#: TMSTEM26

2026-2027 Texas Mobile STEM Laboratory Program Grant Application

General Information GS2000 - Certify and Submit

Due: 01/13/2026 11:59 PM
Application Status: Submitted

Amendment #: 00
Version #: 01

Description	Required	Status	Last Update
General Information			
GS2100 - Applicant Information	*	Complete	01/12/2026 10:53 AM
GS2300 - Negotiation Comments and Confirmation		New	
Program Description			
PS3013 - Program Plan	*	Complete	01/12/2026 10:54 AM
PS3014 - Program Narrative	*	Complete	01/13/2026 05:25 PM
Program Budget			
BS6001 - Program Budget Summary and Support		Complete	01/13/2026 02:38 PM
BS6101 - Payroll Costs		Complete	01/12/2026 05:43 PM
BS6201 - Professional and Contracted Services		New	
BS6401 - Other Operating Costs		New	
BS6501 - Debt Services		New	
BS6601 - Capital Outlay		Complete	01/12/2026 05:46 PM
Provisions Assurances and Certifications			
CS7000 - Provisions, Assurances and Certifications	*	Complete	01/12/2026 05:22 PM

Certification and Incorporation Statement

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations; application guidelines and instructions; the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules submitted. It is understood by the applicant that this application constitutes an offer and, if accepted by the Texas Education Agency or renegotiated to acceptance, will form a binding agreement.

Authorized Official

Select Contact: or

First Name: James Initial: Last Name: Ramos Title: President

Phone: 915-309-1805 Ext: E-Mail: JRamos@insightselpaso.org

Submitter Information

First Name: James Last Name: Ramos

Approval ID: james.ramos1 Submit Date and Time: 01/13/2026 05:26:17 PM



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General Information GS2100 - Applicant Information

Part 1: Organization Information

A. Applicant
Organization Name: Insights Science Discovery
Mailing Address Line 1: 4120 RIO BRAVO ST STE 117
Mailing Address Line 2: null
City: EL PASO State: TX Zip Code: 79902

B. Unique Entity Identifier (SAM)
UEI (SAM):

Part 2: Applicant Contacts

A. Primary Contact	Select Contact: Select One ▼ or Add New Contact
First Name: James Initial: Last Name: Ramos	
Title: President	
Telephone: 915-309-1805 Ext.: E-Mail: JRamos@insightselpaso.org	

B. Secondary Contact	Select Contact: Select One ▼ or Add New Contact
First Name: Kimberly Initial: Last Name: Calkins	
Title: Executive Director	
Telephone: 915-534-0000 Ext.: E-Mail: Kimberly@insightselpaso.org	



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General Information GS2300 - Negotiation Comments and Confirmation

Part 1: General Comments

General Comments (TEA Use Only)

Part 2: Negotiation Items

This schedule is for TEA to document any required changes and communications to the applicant in the event this application requires negotiation. It will also require applicants to acknowledge that they have made the changes requested.

Applicants: For all negotiation notes below, please make the requested changes in the grant application itself.

- Please do check the "Change Completed" box.
- Please do not enter information in the "Grantee Comments" section, unless you are specifically instructed to do so.

Negotiation Items	
1.	<div style="display: flex; justify-content: space-between;"> <div>Date: <input type="text"/></div> <div>Schedule: <input type="text" value="Select One"/></div> </div> <div style="border: 1px solid black; padding: 5px;"> <p>TEA Negotiation Note:</p> <div style="border: 1px solid black; height: 50px;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="border: 1px solid black; padding: 5px;"> <p>Grantee Comments:</p> <div style="background-color: #cccccc; border: 1px solid black; height: 40px;"></div> </div> <div> <input type="checkbox"/> LEA Completed Change </div> </div>

Add Row

Delete Row



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Program Description PS3013 - Program Plan

A. Service Area Selection

The 2026-2027 Texas Mobile STEM Laboratory Program Grant funds 8 Service Areas across the state. Please choose which area or areas you are applying for from the below selections. The Education Service Center regions associated with the Service Areas are indicated in parenthesis.

1. My organization is applying for the following Service Areas:

- Service Area 1 (ESC Regions 1 and 2)
- Service Area 2 (ESC Regions 3-5)
- Service Area 3 (ESC Regions 6, 7, 12)
- Service Area 4 (ESC Regions 8 and 10)
- Service Area 5 (ESC Regions 9 and 11)
- Service Area 6 (ESC Regions 13 and 20)
- Service Area 7 (ESC Regions 14, 16, and 17)
- Service Area 8 (ESC Regions 15, 18, and 19)

B. Statutory/Program Assurances

1. The following assurances apply to this program. In order to meet the requirements of the program, the applicant must comply with these assurances. Selecting all assurances is required.

- The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this LOI will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
- The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- The applicant provides assurance to adhere to all the Statutory and TEA Program requirements as noted in the 2026-2027 Texas Mobile STEM Laboratory Program Grant Program Guidelines.
- The applicant provides assurance to adhere to all the Performance Measures, as noted in the 2026-2027 Texas Mobile STEM Laboratory Program Grant Program Guidelines, and shall provide to TEA, upon request, any performance data necessary to assess the success of the program.
- The applicant assures that any Electronic Information Resources (EIR) produced as part of this agreement will comply with the State of Texas Accessibility requirements as specified in 1 Texas Administrative Code (TAC) 206, 1 TAC Chapter 213, Federal Section 508 standards, and the Web Content Accessibility Guidelines (WCAG) 2.0 level AA.



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Program Description PS3014 - Program Narrative

Please include complete responses for each question below.

A. Summary of Program

1. Provide an overview of the program management for the operation of the mobile lab in the targeted service area. The summary must describe the project plan, including project activities (5 pts), timelines (5 pts), budgeting (10 pts), management (10 pts), and reports to be generated during the 2026–2027 grant period, and relate them to the stated purposes and specifications of the program requirements. The summary shall include the recruiting plan to hire two full-time instructors for the laboratory including the Lead Instructor and the Novice Instructor. In addition, the budget should outline grant deliverables as well as employee insurance and coverage.

Insights Science Discovery (Insights) is a Texas-based 501(c)(3) nonprofit with 9 years experience delivering TEKS-aligned, K–8 STEM education and Science and Engineering Challenges and Competitions through mobile service models. Guided by its mission to unleash STEAM education everywhere, Insights mobile model removes transportation, cost, and access barriers for students and educators, particularly in underserved, rural, and bilingual communities. All programming supported through this grant may be delivered bilingually (English/Spanish) to ensure equitable access. Through the Texas Mobile STEM Laboratory Program, Insights will operate mobile STEM lab services across Service Area 8 (ESC Regions 15, 18, and 19) during the grant period. This work builds on established infrastructure in ESC Region 19 and leverages existing curriculum systems, staffing pipelines, fiscal controls, partnerships, and reporting processes to ensure full compliance with TEA requirements. Project Activities and Program Design: Insights will deliver a minimum of 30 campus-based mobile STEM lab visits annually, serving K–8 students through hands-on, TEKS-aligned engineering design challenges using TEA-approved curriculum. Instruction emphasizes problem-solving, collaboration, communication, and adaptability while embedding STEM career exploration aligned to Texas workforce priorities. In addition, leveraging Insights established Nerd Night programming designed for families, teens, and adults, Insights

2. Summary of Program cont'd.

will host monthly community STEM engagement events. These Nerd Night events will that engage students, families, educators, and local STEM professionals. Educator engagement will be supported through instructional modeling, co-teaching, and informal professional learning during campus visits. Timeline: Services will be delivered continuously across the full grant lifecycle. Spring 2026 (Feb - March): Marketing and Recruitment: Insights will submit its required marketing plan and launch approved outreach from March–May 2026. Outreach will leverage ESC Region 19 networks, district relationships, university partners, newsletters, digital communications, and in-person engagement. Campus applications will be submitted through the TEA STEM web page from April 1–May 29, 2026. The Service Area Manager will monitor submissions and adjust outreach to ensure at least 30 eligible campus application submissions, with campuses served once until all interested campuses receive an initial visit. Summer 2026 (June–August): Readiness and Scheduling: Final campus selections will be confirmed and the route planning will be established. Final onboarding, training, and certification verification for instructional staff will be completed. Insights will also begin procurement of instructional supplies and safety equipment. Fall 2026–Spring 2027: Program Delivery: Launch and peak delivery of campus visits and community STEM nights across Service Area 8, with ongoing data collection and quality

3. Summary of Program cont'd.

monitoring. Summer 2027 (June–August): Evaluation and Closeout: Final service delivery, data analysis, reporting, and grant closeout by August 31, 2027.

Staffing and Management
 The program will be managed by a Service Area Manager, fulfilled by Insights' existing full-time STEAM Outreach Coordinator, allocating 50% effort to the grant. Additional administrative support will be provided by the Insights Executive Director and Office Manager as needed. This individual brings more than five years of experience managing mobile STEM programs, large-scale youth initiatives, grant compliance, and regional partnerships, including oversight of the ISEF Sun County Regional Science and Engineering Competition serving more than 500 students annually. Insights will recruit and hire two full-time instructional staff dedicated to the mobile lab:

- **Lead Instructor (1.0 FTE):** Recruited from Insights' existing pool of experienced STEAM instructors and converted into an employee role. The Lead Instructor will hold a valid Texas teaching certificate, deliver TEA-approved instruction, ensure curriculum fidelity, model instructional best practices, and mentor the Novice Instructor.
- **Novice Instructor (1.0 FTE):** Recruited from Insights' contractor pool or from partner institutions such as UTEP, Southwest University, or El Paso Community College. This role supports instructional delivery while participating in structured mentoring and professional growth aligned to Texas public school standards.



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Program Description PS3014 - Program Narrative

4. Summary of Program cont'd.

All instructional staff meet the same professional, ethical, and eligibility standards required to teach in Texas public schools, including background checks, fingerprinting, and adherence to the Texas Educators' Code of Ethics. Insights will also support instructors in earning additional STEM credentials during the grant period to strengthen instructional quality and sustainability.

Budget: The \$225,000 grant budget is strategically aligned to grant deliverables and TEA allowable uses of funds. The budget includes personnel cost for Salaries for the Lead Instructor, Novice Instructor, and 50% of the Service Area Manager's time. Insurance and Coverage for workers' compensation, auto liability, and health insurance to ensure safe and compliant operations. Travel and Vehicle Operations including Fuel, mileage, routine maintenance, and repairs directly tied to mobile lab delivery. Capital Outlay of \$5,000 toward the purchase of a dedicated mobile lab vehicle that will be supported by approximately \$27,000 in restricted insurance settlement funds for our previous vehicle and up to \$30,000 in leveraged Board-approved funds. Instructional Supplies and Safety Equipment including consumable and durable materials required for hands-on STEM instruction. Marketing and Communications to ensure Outreach to districts and communities across Service Area 8. Administrative and Reporting Costs maintained below 8% to support compliance, documentation, and fiscal accountability. This budget

5. Summary of Program cont'd.

ensures that staffing, insurance, instructional delivery, and reporting requirements are fully supported throughout the grant year.

Reporting, Data Collection, and Compliance: The Service Area Manager will be responsible for compiling and submitting monthly program data no later than the 10th of each month. These monthly program reports will include: The number of campuses served, disaggregated by district, The number of students and teachers served, The number of student and teacher surveys collected using TEA-approved instruments, The number of participants attending community STEM nights, including a breakdown by stakeholder group (students, educators, families, STEM professionals, volunteers, and community partners).

Survey data will be collected using Google Forms, and standardized internal data collection systems to ensure accuracy, consistency, and timely submission. In addition to programmatic data, the Service Area Manager will submit monthly vehicle and operational data to the Statewide Program Manager by the end of the last week of each month. This reporting will support safety compliance, fiscal accountability, and operational oversight of the Mobile STEM Laboratory.

Monthly vehicle reports will include: End-of-month vehicle mileage, Number of vehicle trips completed, Monthly fuel costs, Monthly maintenance costs, Monthly repair costs, if applicable, Copies of fuel, maintenance, and repair receipts.

Financial documentation, instructor evaluations, safety records,

6. Summary of Program cont'd.

and participation tracking will be maintained in a site-visit-ready format. Data will be reviewed monthly to support compliance, continuous improvement, and statewide reporting.

Alignment to Program Purpose: Through experienced leadership, certified instructional staff, strong fiscal controls, and compliant reporting systems, Insights is fully prepared to operate the Texas Mobile STEM Laboratory with fidelity to TEA requirements. This project ensures equitable access to high-quality STEM education, measurable outcomes, and scalable impact across Service Area 8 during the 2026–2027 grant period.



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B. Qualifications and Experience for Key Personnel

Outline the required qualifications and experience for the proposed project personnel Service Area Manager (10 pts), Lead Instructor (5 pts), and Novice Instructor (5 pts). Include whether the position exists or proposed.

1. Service Area Manager

The Service Area Manager provides instructional leadership, operational oversight, and compliance management for the Texas Mobile STEM Laboratory within Service Area 8. This role is fulfilled by Insights' existing STEAM Outreach Coordinator and allocates 50 percent of time to Texas Mobile STEM Laboratory operations.

The Service Area Manager has over five years of experience managing mobile STEM programs using TEA-aligned STEM frameworks and related STEM event marketing. This includes mobile lab, outreach initiatives and mobile education programs. They have overseen large-scale regional initiatives, including coordination of a regional science fair serving more than 500 student participants annually. This individual has demonstrated experience in grant writing, budgeting, staffing, scheduling, grant compliance, and multi-partner reporting. The Service Area Manager will have hiring authority for lead and novice instructors. Are familiar with engineering design processes, and experiential learning models and meet all professional standards required to work in Texas public school settings.

Responsibilities include supervising instructional staff, coordinating campus and community schedules, ensuring curriculum fidelity and alignment to TEKS, overseeing required professional development participation, managing grant budgets and reporting, and serving as the primary liaison with districts, partners, and the Statewide Program Manager. Ensures instructional quality and compliance

2. Lead Instructor

The Lead Instructor serves as the primary instructional lead and meets minimum requirements to serve as a teacher in Texas public schools. This position is responsible for delivering TEA-approved engineering design challenges and standards-aligned STEM instruction while ensuring instructional fidelity across mobile lab programming. This role can be filled by an Insights STEAM TEAM member with a Lifetime Texas teacher certification for Composite Secondary Science.

Minimum Qualifications and preferred Experience

The Lead Instructor holds a bachelor's degree from an accredited institution and maintains a valid Texas teaching certificate appropriate for the grade levels served. The individual has completed all required background checks and fingerprinting.

The Lead Instructor has experience delivering hands-on STEM instruction in K–12 settings. Experience with inquiry-based, project-based, or engineering design-focused instruction is required. Prior experience in mobile, outreach-based, or informal education environments is preferred. Bilingual English/Spanish proficiency is preferred.

The Lead Instructor plans and delivers high-quality, mobile TEKS-aligned STEM instruction in both school and community settings. Instruction emphasizes engineering design, problem-solving, collaboration, and critical thinking while integrating real-world STEM and workforce connections.

3. Novice Instructor

The Novice Instructor serves as an instructional team member and meets minimum requirements to serve as a teacher in Texas public schools. This position supports delivery of TEA-approved STEM instruction while building instructional expertise through structured mentoring, professional development, and classroom practice.

Minimum Qualifications (Aligned with Texas Public School Requirements)

The Novice Instructor holds a bachelor's degree from an accredited institution, maintains or is eligible for a valid Texas teaching certificate appropriate for the grade levels served. The individual is eligible to work in a Texas public school setting and has completed all required background checks and fingerprinting.

Preferred Experience

The Novice Instructor may be an early-career educator or recent graduate with a background in STEM or education. Experience working with youth in formal or informal learning environments and with diverse student populations is preferred. Bilingual English/Spanish proficiency is preferred.

Primary Responsibilities

The Novice Instructor delivers TEKS-aligned STEM instruction under the guidance of the Lead Instructor, supporting hands-on learning activities, small-group facilitation, and engineering design challenges. Responsibilities include preparing instructional materials, maintaining a safe and organized mobile lab environment, and supporting student engagement and participation.



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Program Description PS3014 - Program Narrative

C. Goals, Objectives and Strategies

1. Describe the goals and objectives of the grantee for managing a service area grant(s) for the Texas Mobile STEM Laboratory program. (5 pts)

Goal 1: Expand equitable access to high-quality, hands-on K–8 STEM education across Service Area 8 through the Texas Mobile STEM Laboratory Program.
Objectives: 1. Deliver TEA-approved, TEKS-aligned mobile STEM programming to at least 30 K–8 campuses annually. 2. Host one monthly community STEM event (Nerd Night) with documented participation and satisfaction. 3. Provide bilingual instruction (English/Spanish) for at least 50% of activities. 4. Demonstrate learning gains, with 80% of participants reporting increased STEM knowledge or confidence.
Strategies: This goal will be achieved through deploying the mobile STEM lab to deliver hands-on engineering design challenges emphasizing problem-solving and collaboration. Through the use community-based STEM nights to increase access for underserved families. By tracking attendance, language delivery, and pre/post survey results to measure impact and guide continuous improvement.

Goal 2: Scale Insights' mobile STEM delivery model beyond ESC Region 19 into additional ESC regions within Service Area 8 to strengthen regional STEM ecosystems through expanded partnerships

Objectives: 1. Establish new partnerships or collaborations with at least one ESCs, four school districts, and one institution of higher education outside Region 19. 2. Activate three or more new outreach channels
Strategies: This goal will be achieved through conducting structured campus recruitment with ESC and district leaders to prioritize schools.

2. Please continue the Goals, Objectives and Strategies response here if needed. Please enter N/A if the additional space is not needed.

We will leverage expanded marketing channels and monitor reach, applications, and scheduled visits to assess effectiveness.

Goal 3: Support a sustainable educator and workforce pipelines through university partnerships.

Objectives: 1. Engage at least 20 university students annually in instructional, logistical, or guest speaker roles.

Strategies: This goal will be achieved through collaboration with UTEP, Southwest University, and EPCC to provide community teaching, internship, and mentoring experiences. Insight will track volunteer hours, roles, and outcomes to measure workforce pipeline impact.



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D. Performance and Evaluation Measures

1. Describe the methods that will be used to collect data aligned with the performance measures identified for this program. Include the types of data that will be collected to measure the performance of the instructor and how program data will be collected monthly.

Insights Science Discovery will implement a structured, multi-layered performance monitoring and data collection system to ensure full compliance with Texas Education Agency (TEA) performance measures and timely monthly reporting. Data collection and oversight will be led by the Service Area Manager, with administrative and compliance support from the Executive Director and Office Manager, ensuring redundancy, accuracy, and continuity throughout the grant period.

Project Timeline Oversight and Service Continuity: Program activities, campus visits, community events, and mobile laboratory operations are scheduled and tracked using a centralized calendar and internal project management tools. The Service Area Manager will conduct monthly and quarterly reviews to verify that activities are occurring as planned, services are continuous, and all work remains aligned with the approved budget, timeline, and performance measures.

Methods of Data Collection and Monthly Reporting: Insights will collect quantitative and qualitative program data at each instructional visit and community event using approved instruments, Google Forms, standardized observation tools, and internal tracking logs. Data will be reviewed monthly by the Service Area Manager and submitted to the Texas Mobile STEM Laboratory Statewide Program Manager in accordance with TEA deadlines.

Survey Data Collection: Approved student and teacher surveys will be administered after each lesson using digital forms.

2. Please continue the Performance and Evaluation Measures response here if needed. Please enter N/A if the additional space is not needed.

The surveys will measure student engagement, STEM skill development, collaboration, problem-solving, and interest in STEM careers, as well as teacher satisfaction and instructional relevance. The survey data will be compiled monthly and submitted by the 10th of each month.

Program Implementation Data: Program participation and implementation data will be collected at each visit and compiled monthly, including:

- Number of campuses served
- Number of students served (grades K–8 only)
- Number of teachers served
- Number of student surveys collected
- Number of teacher surveys collected
- Frequency of visits and repeat campuses

These data will be submitted monthly to support statewide reporting to the TEA STEM Coordinator.

Instructor Performance Data Collection: Instructor performance will be evaluated using multiple data sources aligned to TEA instructional expectations. Performance measures will include quarterly classroom observations conducted by the Service Area Manager using a standardized rubric aligned to TEA instructional standards. There will also be Instructional fidelity checklists assessing adherence to curriculum, lesson pacing, safety protocols, and student engagement strategies. We will collect student and teacher survey feedback related to instructional clarity, engagement, and relevance. Performance data will be reviewed quarterly and used to guide coaching, targeted professional development, and instructional improvement.

3. Please continue the Performance and Evaluation Measures response here if needed. Please enter N/A if the additional space is not needed.

Community Event Data Collection: Attendance and engagement data will be collected at all community STEM events (e.g., STEM Nights, Nerd Nights, family STEM engagement events). Monthly reports will include:

- Total number of attendees
- Breakdown by stakeholder group (students, families, educators, volunteers, community members)
- Event type and campus location

If events are canceled due to campus-wide illness or emergency closures, documentation and justification will be included in the monthly report.

Vehicle and Mobile Laboratory Data Collection: The Service Area Manager will collect and submit monthly vehicle and operational data by the end of the last week of each month, including:

- End-of-month mileage
- Number of trips
- Fuel costs
- Maintenance and repair costs
- Fuel, maintenance, and repair receipts

Vehicle data will be reviewed by the Office Manager to ensure accuracy and fiscal compliance.

4. Please continue the Performance and Evaluation Measures response here if needed. Please enter N/A if the additional space is not needed.

Roles and Responsibilities for Data Oversight: The Service Area Manager is the primary individual responsible for data collection, verification, instructor performance monitoring, and monthly reporting. Insights Executive Director will support by providing oversight of program fidelity, compliance, and alignment with grant requirements. The Insights Office Manager will also support for collection and organization data including Financial, vehicle, and documentation support to ensure accurate and timely reporting.

Continuous Improvement and Evaluation

All collected data will be reviewed monthly to monitor program quality and outcomes. Insights will use these data to make ongoing adjustments to scheduling, staffing, instructional strategies, and community outreach to maximize program effectiveness and ensure compliance with TEA performance measures. Through clearly defined data collection methods, shared oversight responsibilities, and consistent monthly reporting, Insights Science Discovery will ensure that program performance, instructor effectiveness, and student outcomes are documented, evaluated, and continuously improved throughout the grant year.



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E. Budget Narrative

1. Describe the proposed budget for the 2026-2027 grant year including staff, insurance, program management requirements, and performance requirements. (15 pts)

The total requested award of \$225,000 with 11.3% direct administrative costs is structured to support full implementation of the Texas Mobile STEM Laboratory Program across Service Area 8 while remaining fully compliant with TEA allowable uses of funds. The budget prioritizes high-quality instructional delivery, safe and reliable mobile lab operations, strong data and fiscal accountability, and equitable access to TEKS-aligned K–8 STEM learning opportunities.

Personnel and Payroll Costs (\$130,000)

Payroll costs support the core staffing required to deliver and manage the program, including a Lead Instructor (1.0 FTE), Novice Instructor (1.0 FTE), and Service Area Manager (STEAM Outreach Coordinator, 50% FTE). The Lead Instructor delivers TEA-approved, hands-on STEM instruction, models effective STEM pedagogy for educators, and ensures curriculum fidelity. The Novice Instructor supports instructional delivery, campus visits, and community STEM events while developing instructional expertise through mentorship aligned with Texas public school standards. The Service Area Manager provides overall program oversight, scheduling, coordination with districts and ESCs, staffing supervision, and compliance reporting. Included within payroll-related costs are required workers' compensation and health insurance, ensuring compliance with labor regulations and continuity of staffing throughout the grant period.

2. Please continue the budget narrative response here if needed. Please enter N/A if the additional space is not needed.

Supplies and Materials (\$19,000)

Supplies and materials include consumable STEM instructional supplies and safety and sanitation equipment required for hands-on, inquiry-based K–8 STEM activities. These materials support repeated engineering design challenges, laboratory investigations, and demonstrations while meeting health and safety standards for students, staff, and community participants during campus visits and STEM Nights.

Other Operating Costs (\$71,000)

Other operating costs support the safe, efficient operation of the mobile STEM laboratory and required program infrastructure. These costs include auto and general liability insurance, mileage reimbursement, fuel, lodging, and vehicle maintenance and repairs, ensuring instructors and equipment can reliably reach campuses and community sites across Service Area 8. This category also includes marketing and outreach to recruit schools and promote community STEM Nights, instructor training and credentialing to maintain instructional quality, and fiscal management, grant reporting, data management, and administrative technology necessary to meet TEA reporting, compliance, and accountability requirements.

3. Please continue the budget narrative response here if needed. Please enter N/A if the additional space is not needed.

Capital Outlay (\$5,000)

A \$5,000 capital outlay is included as a contribution toward the purchase of a dedicated vehicle for the mobile STEM laboratory. This contribution is supported by leveraged non-grant funds, including approximately \$27,000 restricted organizational funds and up to \$30,000 board-authorized contributions, and ensures reliable transportation of staff, equipment, and instructional materials. The vehicle is critical to long-term program sustainability and uninterrupted service delivery.

4. Please continue the budget narrative response here if needed. Please enter N/A if the additional space is not needed.

Summary of Alignment with Allowable Activities

All budgeted costs align with TEA-approved allowable activities, including instructional payroll, required insurance, STEM supplies, travel and vehicle operations directly tied to mobile lab delivery, marketing and outreach, instructor training, administrative reporting, and capital equipment. No funds are allocated for unallowable expenses such as out-of-state travel, student travel, non-employee stipends, memberships, or capital lease interest.

Through this balanced allocation of funds, the budget ensures the Texas Mobile STEM Laboratory Program can deliver high-quality, equitable, and TEKS-aligned STEM instruction, expand access across Service Area 8, support meaningful community STEM engagement, and maintain strong fiscal and programmatic accountability throughout the grant year.



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Program Description PS3014 - Program Narrative

F. Marketing Plan for Service Area

1. Describe the marketing strategy for recruiting school systems in the targeted service area(s) to apply for a mobile STEM lab visit during the application window of April and May 2026. (10 pts) Include ways to promote the community STEM nights and strategies for getting STEM-related community members to attend the events to promote STEM careers in the local areas. (5 pts)

Insights Science Discovery will implement a targeted, relationship-driven marketing strategy to recruit K–8 schools across Service Area 8 (ESC Regions 15, 18, and 19) during the March–May 2026 application window.

Recruitment Strategy

Insights will leverage established partnerships in ESC Region 19 while expanding outreach into Regions 15 and 18 through multiple channels: (1) ESC partner communications and presentations at regional meetings, (2) direct emails and phone calls to district curriculum coordinators and campus principals in underserved communities, (3) personalized meetings with district leader highlighting program benefits and no-cost access, (4) digital marketing through Insights website, newsletters, social media platforms, and partner networks, and (5) university partner outreach through UTEP, Southwest University, and EPCC educator preparation programs. Schools will be identified using public socioeconomic and education data to prioritize underserved communities, with central locations emphasized to reduce transportation barriers

Recruitment Monitoring and Contingency Plan

The Service Area Manager will monitor campus applications weekly from April 1–May 29, 2026. If fewer than 30 eligible applications are received by May 15, Insights will activate intensified recruitment including targeted calls to underrepresented districts, expanded ESC engagement, social media advertising in underserved counties, and direct presentations at district administrative meetings.



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**Program Budget
 BS6001 - Program Budget Summary and Support**

Statutory Authority: General Appropriations Act (GAA), Article III, Rider 54, 89th Texas Legislature, 2025 Mobile STEM Laboratory Grant Program

Part 1: Available Funding

Available Funding								
Description	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Fund/SSA Code								489
2. Planning Amount								
3. Final Amount								\$225,000
4. Carryover								
5. Reallocation								
Total Funds Available								\$225,000

Part 2: Budget Summary

A. Budgeted Costs									
Description	Class/ Object Code	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Consolidated Administrative Funds		<input type="radio"/> Yes <input type="radio"/> No							
2. Payroll Costs	6100								\$140,000
3. Professional and Contracted Services	6200								\$0
4. Supplies and Material	6300								\$19,000
5. Other Operating Costs	6400								\$61,000
6. Debt Services	6500								\$0
7. Capital Outlay	6600								\$5,000
8. Operating Transfers Out	8911								
Total Direct Costs									\$225,000
9. Indirect Costs									
Total Budgeted Costs									\$225,000
Total Funds Available Minus Total Costs									\$0
10. Payments to Member Districts of SSA	6493								

B. Pre-Award Costs

Part 2B Pre-Award Costs is hidden because it does not apply to the funding source(s) for this grant application.



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**Program Budget
 BS6001 - Program Budget Summary and Support**

C. Breakout of Direct Admin Costs

Enter amounts in Direct Admin Costs fields if applicable.

Description	Class/ Object Code	ServArea8 ESC Reg's 15,18,19		
		Program Costs	Direct Admin Costs	Total Costs
1. Payroll Costs	6100	\$140,000		\$140,000
2. Professional and Contracted Services	6200	\$0		\$0
3. Supplies and Material	6300	\$19,000		\$19,000
4. Other Operating Costs	6400	\$61,000		\$61,000
5. Debt Services	6500	\$0		\$0
6. Capital Outlay	6600	\$5,000		\$5,000
7. Operating Transfers Out	8911			
Total		\$225,000		\$225,000



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Program Budget BS6101 - Payroll Costs

Part 1: Total Payroll Costs

Payroll costs entered on BS6001								
Total Payroll Costs	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
								\$140,000

Part 2: Number and Type of Positions

A. Administrative Support or Clerical Staff								
Position Type	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Administrative support or clerical staff (integral to program)								5

B. LEA Positions								
Position Type	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Professional staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Campus Positions								
Position Type	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Professional staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Paraprofessionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Administrative support or clerical staff (paid by LEA indirect cost)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3: Substitute, Extra-Duty, Benefits

Substitute, Extra-Duty, Benefits	Any Fund Source
1. For schoolwide personnel (includes staff salary, extra-duty pay/beyond normal hours, and substitutes for staff positions at schoolwide campuses)	<input type="checkbox"/>
2. Extra duty pay/beyond normal hours for positions not indicated above	<input type="checkbox"/>
3. Substitutes for public and charter school teachers not indicated above	<input type="checkbox"/>
4. Stipends for positions not indicated above	<input type="checkbox"/>



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Program Budget BS6101 - Payroll Costs

Part 4: Confirmation of Payroll Requirements

Confirmation of Payroll Requirements

- The grantee certifies the federally funded portion of this position and duties are reasonable, necessary, allowable and allocable under the applicable federal fund source. The grantee further certifies that it is in compliance with the federal supplement, not supplant provision applicable to each federal fund source. The grantee assures the grant-funded portion of this position and duties meet the purpose, goals, and objectives of the federal fund source. Documentation must be maintained locally by the grantee that clearly demonstrates the allowable and supplemental nature of the position, as required by each federal fund source, and will provide such documentation to TEA upon request.



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**Program Budget
 BS6201 - Professional and Contracted Services**

Part 1: Professional and Contracted Services

Budgeted Costs									
Description	Class/Object Code	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 (ESC Reg's 14,16,17)	ServArea8 (ESC Reg's 15,18,19)
1. Rental or Lease of Buildings, Space in Buildings, or Land	6269								
2. Professional and Consulting Services	6219 6239 6291								
Subtotal Professional and Contracted Services Costs									
Remaining 6200 Costs That Do Not Require Specific Approval									
Total Professional and Contracted Services Costs									

Part 2: Direct Administrative Costs

Part 2 Breakout of Direct Administrative Costs is hidden because it does not apply to the funding source(s) for this grant application.

Part 3 : Itemized Professional and Consulting Services

Itemized Professional and Consulting Service (6219, 6239, 6291)									
Description	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 (ESC Reg's 14,16,17)	ServArea8 (ESC Reg's 15,18,19)	
1. Service: <input type="text"/>									
Specify Purpose: <input type="text"/>									
<input type="button" value="Add Item"/>					<input type="button" value="Delete Item"/>				
Total Professional and Consulting Services Costs									



Organization: Insights Science Discovery
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**Program Budget
 BS6401 - Other Operating Costs**

Part 1: Other Operating Costs

Budgeted Costs									
Description	Class/ Object Code	ServArea1 (ESC Reg's 1- 2)	ServArea2 (ESC Reg's 3- 5)	ServArea3 (ESC Reg's 6- 7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Out-of-State Travel for Employees LEA must keep documentation locally.	6411								
2. Travel for Students to Conferences (does not include field trips) LEA must keep documentation locally.	6412								
3. Educational Field Trips LEA must keep documentation locally.	6412 6494								
4. Stipends for Non-employees other than those included in 6419 LEA must keep documentation locally.	6413								
5. Travel Costs for Officials such as Executive Director, Superintendent, or Board Members Allowable only when such costs are directly related to the grant. If Out-of-State Travel, LEA must keep documentation locally.	6411 6419								
6. Non-Employee Costs for Conference LEA must keep documentation locally.	6419								
7. Hosting Conferences for Non-Employees LEA must keep documentation locally.	64xx								
Subtotal Other Operating Costs									
Remaining 6400 Costs That Do Not Require Specific Approval									\$61,000
Total Other Operating Costs									\$61,000

Part 2: Direct Administrative Costs

Part 2 Breakout of Direct Admin Costs is hidden because it does not apply to the funding source(s) for this grant application.



Organization: Insights Science Discovery
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2026-2027 Texas Mobile STEM Laboratory Program Grant Application

**Program Budget
 BS6501 - Debt Services**

Part 1: Subscription-Based Information Technology Arrangement (SBITA) and Capital Lease Liability Costs

Budgeted Costs									
Description	Class/ Object Code	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. SBITA Liability - Principal	6514								
2. SBITA Liability - Interest	6526								
3. Capital Lease Liability - Principal	6512								
4. Capital Lease Liability - Interest	6522								
5. Interest on Debt	6523								
Total Debt Service Costs									\$0

Part 2: Description of SBITA

Subscription

1. SBITA Description:

Subscription Cost:

Fund Source: Select One ▼ Contract Start Date: Contract End Date:

Part 3: Description of Property

Property

1. Property Description:

Property Value:

Fund Source: Select One ▼ Contract Start Date: Contract End Date:



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Program Budget BS6601 - Capital Outlay

Part 1: Capital Expenditures

Budgeted Costs								
Description	ServArea1 (ESC Reg's 1-2)	ServArea2 (ESC Reg's 3-5)	ServArea3 (ESC Reg's 6-7, 12)	ServArea4 (ESC Reg's 8, 10)	ServArea5 (ESC Reg's 9, 11)	ServArea6 (ESC Reg's 13, 20)	ServArea7 ESC Reg's 14,16,17	ServArea8 ESC Reg's 15,18,19
1. Library Books and Media (Capitalized and Controlled by Library)								
2. Capital Expenditures for Additions, Improvements, or Modifications to Capital Assets Which Materially Increase Their Value for Useful Life (not ordinary repairs and maintenance)								
3. Furniture, Equipment, Vehicles or Software Costs for Items in Part 2								\$5,000
Total Capital Outlay Costs								\$5,000

Part 2: Furniture, Equipment, Vehicles or Software

Items

1. Generic Description: Number of Units:

Fund Source: Total Costs:

Describe how the item will be used to accomplish the objective of the program:



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Provisions Assurances CS7000 - Provisions, Assurances and Certifications

Provisions, Assurances and Certifications	
1. <input checked="" type="checkbox"/> I certify my acceptance and compliance with all General and Fiscal Guidelines.	General and Fiscal Guidelines
2. <input checked="" type="checkbox"/> I certify my acceptance and compliance with all Program Guidelines.	Program Guidelines
3. <input checked="" type="checkbox"/> I certify my acceptance and compliance with all General Provisions and Assurances requirements.	General Provisions and Assurances
4. <input checked="" type="checkbox"/> I also certify my acceptance and compliance with all Debarment and Suspension Certification requirements. I certify I am not debarred or suspended.	Debarment and Suspension Certification
5. Choose the appropriate response for Lobbying Certification:	
a. <input checked="" type="checkbox"/> I certify this organization does not spend federal appropriated funds for lobbying activities and certify my acceptance and compliance with all Lobbying Certification requirements.	Lobbying Certification
b. <input type="checkbox"/> This organization spends non-federal funds on lobbying activities and has attached the required OMB Disclosure of Lobbying Activities form, as described below.	
Instructions for completing and attaching the Disclosure of Lobbying Activities form.	
<ul style="list-style-type: none">• Print and sign the form.• Scan the signed form and save it to your desktop.• Click the Attach Files icon on the Table of Contents page to attach your signed form to this eGrants application.	

SSA Funding Report

Region	County District	Organization	ADC Submitted Date								
				R:							
Total:				R: \$0							