



## **Notice of Grant Opportunity**

### **New Jersey Air Traffic-Collegiate Training Initiative**

**Application Deadline: By Wednesday, May 6, 2026, at 5pm**

**Term: June 1, 2026 – September 1, 2027**

The New Jersey Office of the Secretary of Higher Education (NJ OSHE) is committed to building career pathways that address labor shortages within the state, enhancing economic mobility and workforce needs.

With the passage of [P.L. 2025 c.269](#) paired with an investment in the [Fiscal Year 2026 \(FY26\) Appropriations Act](#), the New Jersey Office of the Secretary of Higher Education will launch the New Jersey Air Traffic-Collegiate Training Initiative (NJ AT-CTI) initiative (hereafter referred to as ‘Program’) in partnership with a selected New Jersey institution of higher education. This program benefits the State and institution by modernizing and aligning educational programs with critical state and federal priorities.

A total of \$3,500,000 is available to foster partnerships between the selected higher education institutions and the federal Air Traffic-Collegiate Training Initiative, as well as to establish the Center for the Study of Unidentified Aerial Phenomena.

#### **Eligibility Criteria & Funding**

This notice of funding opportunity is open to New Jersey senior public institutions and county colleges.

Institutions will be required to expend their funds by September 1, 2027. Please consider this date in determining an adequate award amount that can be utilized in its entirety by the established deadline. The State anticipates funding two awards. Individual institutions can apply for up to \$1,500,000 and partnerships can apply for up to \$2,000,000.

To qualify for this Notice, an institution must meet the following requirements:

- Be an active participant or planning to join in the federal [Air Traffic-Collegiate Training Initiative](#);
- Have capacity to support the Center for the Study of Unidentified Aerial Phenomena;
- Participate or plan to participate in the federal [Aviation Administration's Air Traffic-Collegiate Training Initiatives Program](#), and offer or plan to offer non-engineering aviation degrees that include instruction in air traffic control and aviation administration by end of grant period.

Institutions that demonstrate plans to meet these requirements are permitted to apply.

Partnerships between eligible institutions are permissible and are encouraged.

## **Application Instructions**

Please note any information provided should be able to be publicly disclosed and not contain any confidential, proprietary, or business sensitive information. If two or more eligible institutions apply as a partnership for this grant, the group may submit only one application and should designate one institution as the lead to receive funds. Institutions that apply as part of a group may not also submit an individual application.

Applications must include three documents: 1) Application Cover Sheet signed by Institutional President; 2) Grant Narrative; and 3) Budget Justification Template. The Attestation Sheet is provided as Appendix A. If two or more institutions are partnering for this Program, the lead institution should sign the Attestation Sheet.

## ***Grant Narrative***

Use the headings listed below within the application. The total length of the grant narrative must not exceed five pages, single-spaced.

### **Contact Information**

- Provide the name(s), title(s), phone number(s), and email(s) of the primary contact(s) for any follow-up regarding the notice of funding application.
- Provide the name(s), title(s), email(s), and brief description(s) of roles of anticipated staff supporting the Program, if selected.

### **Commitment and Capacity**

- Describe the institution's commitment and capacity to take on the development and implementation of a New Jersey Air Traffic-Collegiate Training Initiative (NJ AT-CTI) Program, including the organizational support and expertise that exists for implementing the proposed Program.
- Explain how and why the institution is ideally positioned to implement a program.
- Identify current programs and initiatives that already exist within your institution to address components of the Program.

### **Goals/Objectives and Evaluation**

Establish one or more goal(s) for the Program. Provide goal(s) that are specific, measurable, achievable, relevant, and timely (S.M.A.R.T). Include how the institution plans to evaluate the Program implementation with appropriate milestones and measurable impacts, as well as evaluate progress on proposed goal(s).

### **Project Activity/Operational Plan**

The Project Activity/Operational Plan should detail the steps the institution will take to implement the Program within the activity period. This should be connected to the proposed budget expenditures. This section should also include:

- Detailed description of main activities for the development and implementation of the Program, including,
  - Confirmation of the institution’s active participation, or planned participation in, the federal Unmanned Aircraft Systems Collegiate Training initiative;
  - Whether the institution offers or plans to offer non-engineering aviation degrees that include instruction in air traffic control and aviation administration; and,
  - Whether the institution participates or plans to participate in the federal Aviation Administration’s Air Traffic-Collegiate Training Initiatives Program;
- Capacity to support the Center for the Study of Unidentified Aerial Phenomena;
- Anticipated timeline for successful implementation of activities; and,
- Clear ties to the budget proposed & parties responsible.

### **Partnerships**

Describe existing or proposed partnerships the institution will pursue to ensure successful implementation. These partnerships may include programs and departments within the institution, local, state, or national level entities, the business/entrepreneurship community and other postsecondary institutions.

### **Sustainability**

Detail how the institution will sustain the Program at the end of the funding cycle.

### ***Budget Justification Plan:***

The budget portion of the application must be submitted as an Excel spreadsheet utilizing the template provided. In the budget template, institutions should complete these areas: contact information, original budget column, and narrative budget description column. A key component of the budget template and scoring is the field designated for the ‘Narrative Budget Description.’ For each category of budgeted expenses, institutions must provide a ‘Narrative Budget Description’ consisting of a detailed list and justification for each planned expense. The funding should be clearly tied to the Project Activity/Operational Plan. If the ‘Narrative Budget Description’ cannot be provided within the space allowed in template, institutions may submit a secondary spreadsheet tab with this detail using the same budget category headers, but all submissions must be in an Excel spreadsheet format.

Please note Facilities and Administrative Costs (F&A/Indirect costs) are not allowable expenses.

Budgets will be reviewed for reasonable and eligible expenses. Institutions may be asked to revise their budgets and projects based on the final amount awarded. Funding must abide by State guidelines.

**Link to Budget Template:** [\\_Institution Name\\_FY2026\\_AT\\_CTI\\_BudgetTemplate](#)

**Submission of Application:** Due by 5:00 p.m. on **Wednesday**, May 6, 2026.

Completed applications are due by 5:00 p.m. on Wednesday, May 6, 2026. Applications after this deadline will not be considered. The application should be submitted as two files (one budget as an Excel spreadsheet and one PDF grant narrative and attestation form) to **both** [Josefina.Ewins@oshe.nj.gov](mailto:Josefina.Ewins@oshe.nj.gov) and [Sara.Lipsett@oshe.nj.gov](mailto:Sara.Lipsett@oshe.nj.gov) with the subject line “Institution(s) Name\_FY26\_AT\_CTI.” OSHE will send an email confirming receipt.

Only one application per institution or partnership will be accepted. Additional submissions or submission modifications will not be accepted. Please carefully review all components of the application for compliance with this Notice prior to submission.

### **Application Review**

The following point values apply to the evaluation of applications received in response to this Notice:

- Commitment and Capacity [20]
- Goals/Objectives and Evaluation [10]
- Project Activity/Operational Plan [40]
- Partnerships [10]
- Sustainability [5]
- Budget [15]

**Maximum Potential Score 100**

### **Additional Resources**

Consider reviewing the [Federal Aviation Administration UAS Collegiate Training Initiative](#) and [Federal Aviation Administration Air-Traffic Collegiate Training Initiative](#) websites for additional information about FAA certification and considerations in advance of applying. The content from this site is not developed by the State of New Jersey and is provided as a resource to learn more about the FAA requirements and how your institution may develop or expand programming to be FAA-certified.

### **Questions**

Questions about this Notice may be submitted via email to Josefina Ewins, Policy Analyst, at [Josefina.Ewins@oshe.nj.gov](mailto:Josefina.Ewins@oshe.nj.gov) with a copy to Sara Lipsett, Grants Manager, at [Sara.Lipsett@oshe.nj.gov](mailto:Sara.Lipsett@oshe.nj.gov) through May 4, 2026 at 5:00 p.m.

## Appendix A

### New Jersey Air Traffic-Collegiate Training Initiative - Application Cover Sheet

**Name of Institution:**

**Contact(s) for Application:** Please include name(s), title(s), email address(es), & phone number(s)

Please review and indicate your institution (and/or institution partner, if applicable) status.

1. Institution is an active participant or planning to join in the federal Air Traffic-Collegiate Training Initiative by the end of the identified grant period
  - Current participant
  - In progress
  - Looking into
2. Have capacity to support the Center for the Study of Unidentified Aerial Phenomena
  - Yes
  - No
3. Participates or plans to participate in the federal Aviation Administration's Air Traffic-Collegiate Training Initiatives Program by the end of the identified grant period
  - Current Participant
  - In Progress
  - Looking into
4. Offer or plan to offer non-engineering aviation degrees that include instruction in air traffic control and aviation administration by the end of the identified grant period.
  - Currently offer non-engineering aviation degrees
  - In Progress
  - Looking into

By signing below, the institution certifies that all statements provided in the grant application are true and correct and that the institution will comply with all applicable requirements set forth by the State and Federal Government if awarded the one-time grant funding.

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Signature of President or Appropriate Designee

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Date