

Arkansas Space Grant Consortium

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Student Scholarship / Student Fellowship Program Preparation Guidelines

Program Summary

A Program to Encourage Students to Train for Careers in Professional Aerospace and other STEM related fields.

The Arkansas Space Grant Consortium (ASGC), a participant in the National Space Grant College and Fellowship Program (NSGCFP), invites applicants for NASA Space Grant Scholarships/ Fellowship programs for internships in fields related to space at a NASA Center or aerospace related industry. We are particularly interested in encouraging students from traditionally underrepresented groups.

Space related fields include any academic discipline or field of study (including, but not limited to the physical, natural, behavioral, and biological sciences, engineering, instrumentation, sociology, computer science, and nanotechnology) that is concerned with or likely to improve the understanding, assessment, development and utilization of Space.

A significant goal of the NSGCFP is to encourage interdisciplinary training and research, to train professionals for careers in aerospace science, technology and allied fields. The value of this award varies. Please contact your Campus Representative for details on funding amounts.

Scholarship/Fellowships awards will be based on academic excellence, the accomplishments of the student, and the description of intended research on an aerospace related project. Successful applicants will be individuals whose field of study is compatible with NASA's aerospace, science, and technology programs. Awardees will be required to submit a Final Report which consists of information on the aerospace related research that was conducted on their campus or other research location.

Fellows must participate in an outreach activity under the guidance of their mentor. A poster or oral presentation must be presented at the Annual Space Grant Symposium held in April the year of the award. Dates and location will be announced in January.

All applicants must be U.S. citizens, full-time students, sponsored by a participating consortium member institution, have at least a 3.0 grade point average on a 4.0 scale. Student applicants are expected to have a Faculty Mentor with whom they will work on a specific research project. The mentor will guide them in the preparation of this application.

General Information

Award Level

Scholarship/Fellowship awards are initially made for one academic year. They may be renewed for an additional academic year for a total award of 24 months (two years). The value of this award varies. Please contact your Campus Representative for details on funding amounts. Awards are subject to availability of NASA funding.

Renewal Applications

Undergraduate scholarships may be renewed for one additional year. Renewals are NOT automatic. Applications for renewal are competitive with new applications. Requests for renewals are to be submitted in the same format as new applicants fulfilling all requirements, but should also include a brief statement outlining their academic progress, documentation of accomplishments, any changes from their original academic and career goals statement, and academic grades for the previous year. A satisfactory student written report from the prior year shall be on file at the ASGC Program Office at time of application.

Eligibility Requirements

The applicant must be:

- A U.S. citizen
- Pursuing a bachelor's degree in a STEM related field
- Enrolled as a full-time student at an ASGC member University
- In good academic standing with a GPA of at least 3.0 on a 4.0 scale

Scholarship/Fellowship Application

Interested students must complete the included application. Please read all program guidelines, including applicant eligibility and reporting requirements, before submitting your application. The application must be submitted to your Campus Representative. All information must be completed, or the application will not be reviewed. All applications will be reviewed by the ASGC Board. Successful applicants will be announced in the month they are reviewed. Starting dates for new awards will generally be expected to coincide with the grant program start date or the State of Arkansas' fiscal year. The key components of the application are discussed in more detail below. ** All documents must be typed. Hand-written applications will not be accepted without prior approval.

Application Form/Cover Sheet

The application form should be filled out in full and used as a Cover Sheet for your proposal. Under Project Summary, give a brief summary of the items as described in your full proposal along with its NASA relevance.

Project Description

The Project Description should include a narrative of the activities to be undertaken and presented under the following Section headings:

- Describe the research project that you will work on with your mentor. List the time-phased activities you will perform in the form of a Gantt Chart. A sample Gantt Chart is provided in this packet.
- Describe how this project will enhance your abilities to do aerospace-related education and research.
- Describe how this project will enhance your education, research on your campus and throughout Arkansas. Make sure you address the relevance of your project to the Goals and Objectives of NASA.

NASA Research or Space Center to be visited

List the NASA Center(s) that you will visit. List the names of your NASA contacts, along with their postal address, telephone number, and email address. If no NASA visit will be made, please provide a justification. (**Note:** Contacts are to be made before submitting your application.)

Outreach Activity Plan

- When traveling to NASA Centers or other aerospace facilities, you are expected to take a camera and capture your experience (pictures and video at NASA sites are permitted, but there are some restricted areas. Please be sure to ask before taking pictures/video.) It's all for the outreach activities at your campus, other campuses, and local elementary and secondary schools. The program office would greatly appreciate photos/videos from your visits as well.
- List names and telephone numbers of K-12 contacts whom you have already contacted and made preliminary arrangements to give talks/demonstrations/lectures to.
- Please be sure to have all students fill out the NASA Media Release form that is located on our website.

Budget Justification

Describe in detail all travel, materials and other cost that correspond with this project. A detailed budget justification is provided in this packet.

Curriculum Vitae

A brief applicant Curriculum Vitae (CV) must be submitted as part of the application. The student's CV should include a short summary of education, training and accomplishments both inside and outside the educational world.

Transcripts

Unofficial transcripts from all institutions and from the current institution with the most recent grades are required. Applicants **MUST** also submit one "official" copy from the current institution with most recent grades for verification purposes to the Program Office within two weeks of the application deadline.

Letters of Recommendation

Applicants are required to provide the name and contact information of two references, with one being the applicant's current faculty advisor. The faculty advisor must provide a recommendation as to the acceptability of the student for the scholarship, a clear statement of the advisor's willingness to advise the student, and the nature of any past or present experience with the student. The letters should be addressed to the program director, Dr. Keith Hudson.

Space Grant Fellowship/Scholarship Student Grant Application

This form is required at the time of submission and can be found on our website. The grant application form serves as a cover sheet for your application.

Proposal Check List

Completed	Page Limit	Item
	N/A	Register on https://intern.nasa.gov/ossi/web/public/main/
	1	Cover Page
	3	Project Description (including Gantt Chart)
	.5	Location of Internship
	.5	Budget Justification
	2	Curriculum Vitae
	open	Transcripts
	2	Letters of Recommendation (2)

Certifications and Authorizations

If human or animal subjects are involved in the proposed work, the proper IRB and/or IACUC documentation must be provided. Working with human subjects is not limited to the subjects themselves, but may include any information involving the subjects. Researchers should receive an approval/exemption number that must be listed on the proposal. Funding will not be released until this process has been completed and the number turned into the ASGC Program Office. If your campus does not have an IRB or IACUC office, further information may be obtained at:

IRB: URL: ualr.edu/irb/ Contact: (501-569-8657; irb@ualr.edu)

IACUC: URL: ualr.edu/orsp/index.php/home/animal-subjects/ Contact: (Dr. William Baltosser, Chair, IACUC; 501-569-3521 or whbaltosser@ualr.edu).

Awardee Requirements

Awardees are required to submit a Final Report (via email) to the Consortium Program Office (asgc@ualr.edu) at the end of the award period. The Final Report must consist of information on the aerospace related research that was conducted on their campus or at the location where the internship took place. Scholars must participate in an outreach activity under the guidance of their mentor. A poster or oral presentation must be presented at the Annual Space Grant Symposium held in April the year of the award. Dates and location will be announced in January.

Inquiries

Questions concerning the preparation and submission of applications and the administration of this program may be directed to the campus representative at your institution.

Equal Opportunity

Applicants for the Undergraduate Scholarship Program will be considered for appointment as NASA Space Grant Scholars without regard to race, creed, color, age or handicap.

Acknowledgement

Any written materials supported in part from this award shall acknowledge the ASGC NASA Training Grant #NNX10AL28H. All logos can be found on our website: asgc.ualr.edu

Administration

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