

# Arkansas Space Grant Consortium

University of Arkansas at Little Rock  
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## Workforce Development Program Preparation Guidelines

### Program Summary

#### ***A Program to Encourage Students to Train for Careers in Professional Aerospace 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 Workforce Development Undergraduate Scholarships 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 is \$6,000 for one year.

Scholarship awards will be based on academic excellence, the accomplishments of the student, and 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. Scholarship 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 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. The undergraduate scholarships will be renewable following competitive review each year, with an individual limit of 24 months (two years).

All scholarship 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, and complete an online application on the OSSI: SOLAR website:

<https://intern.nasa.gov/ossi/web/public/main/>

## **General Information**

### **Award Level**

Undergraduate scholarship awards are made initially for one academic year and may be renewed for an additional academic year for a total award of 24 months (two years). The scholarship award is limited to a maximum of \$6,000 student stipend. 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 renewal 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 Undergraduate Scholarship applicant must be:

- A U.S. citizen.
- Pursing 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.

## **Undergraduate Scholarship 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 in February. Successful applicants will be announced in March. Starting dates for new awards will generally be expected to coincide with the internship starting dates. 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.

### **Cover Page**

The Student Grant Application form should be filled out in full and used as a Cover Sheet for your proposal. Check the box for Work Force Development. Under Project Summary, give a brief summary of the items as described in your full proposal along with its NASA relevance.

### **Project Description**

Describe the project and how it will enhance the aerospace, educational, and research infrastructure on your campus and throughout Arkansas. Make sure you address the relevance of your project to the goals and objective of NASA. The Gantt Chart (example provided in packet) should reflect the time phase of research/internship activities.

### **Location of Internship**

List the NASA Center or aerospace related industry along with the contact's name, postal address, telephone number and email address. (**NOTE:** Contacts are to be made prior to the submission of your application. Please talk with your faculty mentor to aid you in this process.)

### **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 curriculum vitae (CV) of the applicant 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 the 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 names and contact information of two references, which one must be 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.

## **Proposal Check List**

Completed	Page Limit	Item
	N/A	Register on <a href="https://intern.nasa.gov/ossi/web/public/main/">https://intern.nasa.gov/ossi/web/public/main/</a>
	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)

## **Awardee Requirements**

Awardees are required to submit a Final Report (via email) to the ASGC 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. 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**

Lead Institution

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Director: Dr. Keith Hudson

Finance Coordinator: Ms. Laura Holland

Education and Outreach: Ms. Schyler Cannatella

## **Campus Affiliates**

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