



NASA CT SPACE GRANT COLLEGE CONSORTIUM

REQUEST FOR PROPOSALS

Student Programs

Graduate Research Fellowship
Undergraduate Research Fellowship
Undergraduate Student – Faculty Summer Research (NEW!)
Undergraduate & Community College Scholarships
Student Project Grant
Travel Grant
Summer/Academic Year Industrial Internships
Community College Technical Internships
Helicopter/UAS Training Workshop
RockOn Workshop
NASA Academy Fellowship Grant

History: In order to encourage broader participation in NASA research programs, Trinity College, University of Connecticut, University of Hartford, and the University of New Haven formed the Connecticut Space Grant College Consortium in 1991. The philosophical intent of this program was, and continues to be, to build a research infrastructure in Connecticut which supports the aerospace, space science, engineering and technology related initiatives of federal and state government and private industry.

Contact Points: Each **Consortium Member** institution has a Campus Director (listed below). Questions should be directed to that person. If you are unable to contact the appropriate Campus Director, inquiries may be directed to the Consortium Office.

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NASA Connecticut Space Grant Consortium

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Proposal Development Considerations

Proposal research/work should be related to one of NASA's strategic enterprises. They are Space Science, Mission to Planet Earth, Human Exploration and Development of Space, Space Technology and Aeronautics.

For use of NASA facilities, University Affairs Offices at NASA Centers may be contacted. Contact information and NASA facility missions statements may be found at each of the NASA facilities web sites. For a directory of facility web sites see:

<http://www.nasa.gov/about/sites/index.html>

Eligibility Requirements

1. Recipients of Space Grant money must provide proof of U.S. Citizenship via the Grant Verification Form at the time of application. Proof of citizenship may be in the form of one of the following:
 - U. S. Passport (may be currently valid or expired)
 - Citizenship Certificate
 - Naturalization Certificate
 - Birth Certificate
 - Voter's Registration Card
 - U.S. Citizen Identification Card
 - American Indian Card
 - Military or Company ID Card (Must show citizenship)
 - Certified letter from some other organization that has verified citizenship
2. Students must be considered a full-time student at their institution (enrolled in a minimum of 12 credits). An exception would be the student finishing their last semester, needing less than normal credit hours to fulfill their degree requirements.

Review of Proposals

The proposal review committee is composed of the academic campus directors. Reviews are performed after the submission of proposals. The reviewers may request additional information, if needed. The request will be made through the Consortium Office. Decisions are anticipated within six weeks. The rubrics shown below will be used by the reviewers to assess the proposals.

Selection Criteria

The following rubrics are used as a guide and the results are subject to committee review.

1. Graduate/Undergraduate Research Fellowships, Student Project Rubric

	STRONGLY EVIDENT	EVIDENT	SOMEWHAT EVIDENT	NOT EVIDENT	Max Score
Abstract	States a specific testable research question or objective	States a clear, but untestable research and background question or the objective is not clear	States a vague, untestable research question and/or the objective is not clear	No research question posed	10
Relation to NASA's strategic goals	Clearly stated and directly related to the mission of NASA/aerospace/STEM	Clearly stated and to some degree agrees with the mission of NASA/aerospace/STEM	Clearly stated but does not agree with the mission of NASA/aerospace/STEM	Not stated and/or not clear	15
Methodology	Provides a clear explanation of the proposed experimental or theoretical methods/ hypothesis /prototype/product	Provides an adequate explanation of the proposed experimental or theoretical methods/ hypothesis /prototype/product	Provides an unorganized explanation of proposed experimental or theoretical methods/ hypothesis /prototype/product	Explanation of experimental methods missing	15
Feasibility & Timeline (planning)	The facilities are available and the timeline is appropriate for conducting the proposed research	The facilities are available but the timeline is inappropriate for conducting the proposed research	The facilities are not adequately available. The schedule is vague, not within program limits, or has unrealistic timeline	Neither the facilities nor the timeline are appropriate for conducting the research	15
Budget Narrative and Worksheet (Not applicable for UG Fellowship projects)	There is a clear, detailed, budget plan, including a justification of expenditures for the proposed plan and a complete budgetary schedule for the length of the program	There is a budget plan with a justification of expenditures for the proposed project and a partial budgetary schedule.	There is a budget plan with little justification of expenditures.	There is no budget plan provided.	15
Expected outcome	The deliverables are clear, innovative, with a clear assessment plan and obtainable in the specified time frame	The deliverables are clear, innovative, with a clear assessment plan but it is not clear how this could be accomplished in the specified time frame	The deliverables are not clear and the assessment plan does not match the deliverables	The deliverables are not clear and no assessment plan is provided	20
Career potential	Relationship to prior work and future plans is well documented	Relationship to prior work and future plans is not well documented	Relationship to prior work and future plans is poorly documented	Relationship to prior work and future plans is not documented	5
Recent Award	Never	Three or more years ago	Two years ago	Last year	5
					100

2. Undergraduate Student – Faculty Summer Research Grant Rubric

	STRONGLY EVIDENT	EVIDENT	SOMEWHAT EVIDENT	NOT EVIDENT	Max Score
(Student) Purpose & Objectives	The purpose of the research and project objectives is clearly stated, and well written.	The purpose of the research and project objectives is stated.	The purpose of the research and project objectives is vague.	The purpose of the research and project objectives is missing.	5
(Student) Career potential	Relationship to prior work and future plans is well documented	Relationship to prior work and future plans is not well documented	Relationship to prior work and future plans is poorly documented	Relationship to prior work and future plans is not documented	15
(Faculty) Abstract	States a specific testable research question or objective	States a clear, but untestable research and background question or the objective is not clear	States a vague, untestable research question and/or the objective is not clear	No research question posed	5
(Faculty) Goals and Objectives	The goals and objectives are clearly stated. There are compelling reasons offered to pursue the project.	The goals and objectives are clearly stated. There is some evidence to support the importance of this project.	The goals and objectives are unclear. There is little evidence to support the importance of this project.	The goals and objectives are not clearly stated.	10
(Faculty) Relation to NASA's strategic goals	Clearly stated and directly related to the mission of NASA/aerospace/STEM	Clearly stated and to some degree agrees with the mission of NASA/aerospace/STEM	Clearly stated but does not agree with the mission of NASA/aerospace/STEM	Not stated and/or not clear	5
(Faculty) Methodology	Provides a clear explanation of the proposed experimental or theoretical methods/ hypothesis /prototype/product	Provides an adequate explanation of the proposed experimental or theoretical methods/ hypothesis /prototype/product	Provides an unorganized explanation of proposed experimental or theoretical methods/ hypothesis /prototype/product	Explanation of experimental methods missing	15
(Faculty) Feasibility & Timeline (planning)	The facilities are available and the timeline is appropriate for conducting the proposed research	The facilities are available but the timeline is inappropriate for conducting the proposed research	The facilities are not adequately available. The schedule is vague, not within program limits, or has unrealistic timeline	Neither the facilities nor the timeline are appropriate for conducting the research	5
(Faculty) Role of student researcher(s)	Students play a significant role in the project, and will gain meaningful research experience.	Students play a role in the project, and will gain good experience.	Students play a limited role in the project.	Student role is not well defined.	15
(Faculty) Expected Outcome	The expected research and educational outcomes for the student are very well documented. The proposal includes a plan for disseminating findings.	The expected research and educational outcomes for the student are documented. The proposal includes a plan for disseminating findings.	Research outcomes are documented, but student educational outcomes are lacking.	There is little/no documentation of expected student outcomes.	10
Budget Narrative and Worksheet	There is a clear, detailed, budget plan, including cost share			The budget does not include cost share details.	10
Recent Award	Never	Three or more years ago	Two years ago	Last year	5
					100

3. *Travel Grant Rubric*

	STRONGLY EVIDENT	EVIDENT	SOMEWHAT EVIDENT	NOT EVIDENT	Max Score
Abstract	The abstract is clear, concise and gives the reader an excellent sense of the scope of the travel	The abstract is clear and concise	The abstract is somewhat clear and concise	The abstract is unclear and/or not concise	5
Purpose of Travel and Invitation	There is a clear and detailed description of and rationale for travel, including invitation to participate and/or other supporting material	There is a description of and rationale for travel, including an invitation to participate and/or other supporting material	There is a description of and rationale for travel. There is no invitation to participate and weak or no supporting material	There is not a description of, nor rationale for travel. There is no invitation to participate nor supporting material	25
Relevance to NASA's strategic goals	The purpose of the travel is very relevant to one or more of NASA's strategic goals	The purpose of the travel is relevant to one or more of NASA's strategic goals.	The proposed project is somewhat relevant to one or more of NASA's strategic goals	The proposed project is not relevant to one or more of NASA's strategic goals.	15
Goals and Objectives	The goals and objectives of the travel are clearly stated. There are compelling reasons offered to pursue travel	The goals and objectives are of the travel are clearly stated. There is some evidence to support the importance of this travel	The goals and objectives are unclear. There is little evidence to support the importance of this travel	The goals and objectives are not clearly stated. There is no evidence to support the importance of this travel	30
Timetable	The proposal includes a clear and detailed timeline of travel, which is aligned with the goals and objectives	The proposal includes a timeline of travel, which is aligned with the goals and objectives	The timeline provided is either unclear or lacks sufficient detail. There is a weak alignment with the goals and objectives	There is a weak/missing timeline. There is no alignment with the goals and objectives	5
Budget Narrative and Worksheet	There is a clear, detailed, budget plan, including a justification of expenditures for the proposed travel and a complete budgetary schedule for the length of the travel	There is a budget plan with a justification of expenditures for the proposed travel and a partial budgetary schedule	There is a budget plan with little justification of expenditures. The schedule is vague, not within program limits, or has unrealistic explanations	There is no budget plan provided	15
Recent Award	Never <u>OR</u> Travel complements previous award			Last year	5
					100

4. Undergraduate and Community College Scholarship Rubric

	Outstanding (17-20)	Above Average (13-16)	Average (9-12)	Below Average (5-8)	Does Not Qualify (0-4)
Academic and career goals relate to the CT Space Grant Consortium mission					
Student demonstrates and/or describes interest in science and technology subject matter and careers					
Student demonstrates and describes community service, extracurricular, work and/or academic honors, experiences and awards that support his or her application to the award					
Student describes benefits from receiving the scholarship and/or articulates reasons for deserving the scholarship					
Application is complete: Cover sheet; narrative; letter of recommendation; resume; transcript; verification form and demographic information					

TOTAL POINTS: _____/100

Application Submission

The CT Space Grant College Consortium only accepts materials submitted via official university email address, following the specified format requirements. Individual application coversheets (organized by grant award type) can be found on the Consortium website under Forms on www.ctspacegrant.org. (Application checklists can be found on the pages that follow.)

Project Periods

Awards may be for a single semester, full academic year, and/or summer time periods. The applicant must include specific beginning and ending dates on the Application Cover Sheet. Project should be completed within 12 months of award date.

** Please Note: Award decisions will be made approximately 6 weeks following the application deadline.*

Award Notification

Award/Decline Letters: Each application/applicant will receive email notification as to their grant acceptance with an attached award/decline letter.

Tax Consequences of Awards

Award recipients should familiarize themselves with the tax laws to determine the tax status of their grants. The CT Space Grant College Consortium does not give tax advice. Recipients may find it helpful to consult the Internal Revenue Service (IRS) Publication #520, “Scholarships and Fellowships”, which is available at IRS offices. Any questions regarding the tax status of awards should be addressed to the IRS. Income Code 15 is available on-line at: <http://www.irs.gov/publications/p15/index.html>.

Evaluation of Funded Projects and Reporting Requirements

Report: CT Space Grant Consortium requires a project report from each funded student upon completion of the research/project/travel-related work. The required reporting format is available for download on the Consortium website (www.ctspacegrant.org/forms). The Consortium considers a successful project an investment in the future of the researcher, their department and the institution, and therefore tracks these outcomes for reporting to NASA.

Longitudinal Tracking: CT Space Grant and NASA require tracking of all significant student awardees to their “next career step”. Please be aware that you will be contacted by your Campus Director to follow up on your career path and/or progress.

Poster Session: Students are required to furnish a research poster for an annual forum which follows the completion of the award-related work/research. Details will be communicated closer to the date. A template for the poster is available at www.ctspacegrant.org/forms.

Outreach: Student award recipients are expected to share their knowledge of and enthusiasm for STEM careers by performing outreach within the college or middle/high school community of their choice. Example: giving a presentation to a local middle school class about STEM studies or careers. Please give a brief summary, 3-4 sentences, of your outreach including photographs, to the Consortium Office. This documentation must be included in your final report. Potential outreach opportunities and previous student experiences are available on the CT Space Grant website: www.ctspacegrant.org/about-us/outreach.

Public Information: This is a federal grant; therefore information such as title, abstract, names, institution and year will be posted on the CTSGC website and will be kept there for an extended period of time.

Funds Distribution

Graduate Research Fellowships: Funds will be available upon successful completion of an ‘Amendment’ between the grant awardee’s institution and the University of Hartford, and then will be paid to grant awardee’s institution to be distributed according to its policies related to graduate student research grants. Graduate applicants should meet with their respective institution’s grants’ office prior to application submission. Note that the Consortium cannot award final payment until all post-award requirements are met. Details will be conveyed within the award agreement.

Undergraduate Research Fellowships: Funds will be distributed in two payments to the student’s institution; the institution will pay the student upon completion of an ‘Amendment’ between the institution and the University of Hartford. The first payment will be \$3,000 at the beginning of research. The remaining balance will be paid upon submittal of all required post-award documentation.

Undergraduate Student – Faculty Summer Research Grant: Funds will be distributed in two payments to the faculty or student’s institution; the institution will pay the student upon completion of an ‘Amendment’ between the institution and the University of Hartford. The first payment will be 50% of the stipend at the beginning of research. The remaining balance will be paid upon submittal of all required post-award documentation.

Summer/Academic Year Industrial Internships: Funds will be distributed in three equal payments directly to the industry partner, as follows: 1st payment at the beginning of the internship, a second upon receipt of a mid-point report from the industry supervisor of satisfactory performance, with the final balance paid upon submission of all required post-award documentation. Student interns will be paid in accordance with the industry sponsor practices.

Community College Technical Internships: Funds will be distributed in three equal payments directly to the industry partner, as follows: 1st payment at the beginning of the internship, a second upon receipt of a mid-point report from the industry supervisor of satisfactory performance, with the final balance paid upon submission of all required post-award documentation. Student interns will be paid in accordance with the industry sponsor practices.

Student Projects/Senior Design Projects: Funds will be paid to the student’s institution upon receipt of a detailed invoice on a reimbursement basis; the institution will pay the student upon completion of an ‘Amendment’ agreement between the institution and the University of Hartford. Submission of a completed budget form (most institutions will also need original receipts). Note that the Consortium cannot award final payment until all post-award requirements are met.

Travel Grants: Funds will be paid to the student’s institution on a reimbursement basis. CSGC will pay detailed invoices from the affiliate upon completion of an ‘Amendment’ to the sub-award master agreement. Most affiliate institutions will require detailed, itemized receipts. Contact your Campus Director for details. No travel advances will be allowed from Consortium

funds. *International travel is not allowed to be funded with Space Grant dollars.* Note that the Consortium cannot award final payment until all post-award requirements are met.

Community College Scholarships: Full amount paid directly to the student award recipient from their respective institution Financial Aid Office.

Undergraduate Scholarships: Full amount paid directly to the student award recipient from their respective institution Financial Aid Office.

Helicopter/UAS (odd years) OR Aircraft Readiness (even years) Workshop Grants: CTSG will cover full workshop registration and room/board, which are paid directly to Workshop. The workshop will take place in CT during odd years, and in NC during even years. Out of state travel to/from the workshop requires the completion of a Travel Grant. Note that the Consortium cannot award final payment until all post-award requirements are met.

RockOn: (Rocket Payload Assembly Workshop, Wallops, VA) Registration paid by CT Space Grant. Additionally, room/board/travel will be supported up to \$2,000 per participant upon completion of an 'Amendment' to the affiliate agreement and submittal of required Awardee Verification Form to the Consortium Office. Travel funds will be reimbursed to the student from their home institution. Note that the Consortium cannot award final payment until all post-award requirements are met.

Award Details

Graduate Research Fellowships

Award – Graduate Student Research Fellowships are currently available, up to \$10,000 each. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year. A student is eligible for one Space Grant fellowship per program year. (Note: Space Grant Fellowship recipients cannot receive other federal fellowships or traineeships while receiving a Space Grant fellowship. Please be sure to specify the proposed period of performance within your application to ensure no overlap of federal fellowships/traineeships.)

Eligibility – Graduate student applicants must be full-time graduate students at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. First semester graduate students should provide undergraduate transcript. Applicants must provide proof of U.S. Citizenship through the Grant Verification Form.

Award Opportunities – Funding opportunities are available to Graduate Students preparing for careers useful to NASA.

Eligible Budget Items – The budget may include items such as tuition, student stipend, technician and support staff salaries, summer salaries, fringe benefits, supplies, and materials. No indirect costs may be charged to the NASA Grant. Refer to OMB Circular A-21 for details. To avoid duplication with other Consortium Grant programs, travel may not be charged.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Graduate Research Fellowship Application can be found in the Application Checklist.

Reporting - A project report will be requested upon completion of the fellowship work. A reporting format is available at www.ctspacegrant.org/forms.

Outreach: Fellowship award recipients are required to share their knowledge of and enthusiasm for STEM careers by performing outreach within the college, community college, or middle/high school community of their choice. Example: giving a presentation to a local middle/high school class or to college first year students about STEM studies or careers. Please give a brief summary, 3-4 sentences, of your outreach including photographs, to the Consortium Office. For additional information on outreach opportunities, please refer to the CTSG website, www.ctspacegrant.org/forms

Poster Session - Students will be required to furnish a research poster for an annual forum following the completion of their research.

Undergraduate Research Fellowships

Awards – Undergraduate Student Research Fellowships are currently set at \$5,000 for the program year. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year. A student is eligible for one fellowship per program year.

Eligibility – Undergraduate student applicants must be full-time students at the time of application and during the entire project period at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. Applicants are required to provide proof of U.S. Citizenship through the Grant Verification Form.

Award Opportunities –Students may be preparing for senior design projects, honors research, or searching for an educational experience, which is consistent with the mission of NASA as exemplified by its four strategic enterprises: Earth Science, Space Science, Human Exploration and Development of Space, and Office of Aero-Space Technology and/or which will assist them in establishing relationships within NASA, and/or with local industrial contacts. Students desiring to complete their fellowship in collaboration with local STEM companies should contact the companies in advance and include a letter of support from the firm along with their application.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Undergraduate Fellowship Application can be found in the Application Checklist.

Reporting - A project report is required upon completion of the fellowship work. A reporting format is available at www.ctspacegrant/forms .

Outreach: Undergraduate Fellowship award recipients are expected to share their knowledge of and enthusiasm for STEM careers by performing outreach within the college or middle/high school community of their choice. Example: giving a presentation to a local middle/high school class or to college first year students about STEM studies or careers. Please give a brief summary, 3-4 sentences, of your outreach including photographs, to the Consortium Office. For additional information on outreach opportunities, please refer to the CTSG website.

Poster Session - Students will be required to furnish a research poster for an annual forum following the completion of their research.

Undergraduate Student – Faculty Summer Research Grant

To encourage undergraduate student engagement in the research process, the CTSGC has created a Student-Faculty Summer Research Project Grant. This grant will enable undergraduate students to gain meaningful research experience in CTSGC Affiliate research laboratories in areas consistent with the mission of NASA as exemplified by its four strategic enterprises: Earth Science, Space Science, Human Exploration and Development of Space, and Office of Aero-Space Technology.

The award will support two undergraduate student summer stipends (1 university student, 1 community college student) and provide a small stipend for faculty advisors. Full-time research projects should span a minimum of 8-weeks in length.

Eligible Activities – Research in any area related to the mission of NASA as illustrated by its strategic enterprises.

Eligible Applicants – Faculty: Full-time faculty or research staff at Consortium Member Institutions who are U.S. Citizens are eligible to apply. Student: Undergraduate/community college student applicants must be full-time students at the time of application at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher.

Award Information – Refer to www.ctspacegrant.org/fellowships-and-grants/faculty-information# for the amount and number of awards available each program year. Since this is an institutional award, a subcontract for each institution will be executed.

Eligible Budget Items – The budget is limited to include only student and faculty/staff summer stipend (including fringe & benefits). No indirect costs may be charged to the NASA Grant, however indirect charges may be included within the matching contributions, but are limited. Refer to OMB Circular A-21 for details. ***Please Note***: *Faculty must show a minimum of \$7,000 cost match within the budget. Cost match may include direct costs for additional students or staff, or in-kind match such as lab space, equipment rental, equipment & supplies, and mentoring time (above and beyond the equivalent of \$1,000 stipend.)*

Proposal Format and Checklist – A joint student/faculty application must be submitted by the faculty member, following CT Space Grant email submission guidelines. Required components of the Application can be found in the Application Checklist. (***Attention***: *if you need assistance in recruiting a community college student to work on your team, please contact the CTSGC Office!*)

Reporting - A short project report is due upon completion of the work. The required report forms can be downloaded at www.ctspacegrant.org/forms .

Poster Session – Faculty and students will be required to furnish a joint research poster for an annual forum following the completion of their research. Details will be communicated closer to the date.

Undergraduate & Community College Scholarships

Awards:

Undergraduate Scholarships are currently set at \$5,000 for the program year. A student is eligible for one fellowship or scholarship per program year.

Community College Scholarships are currently set at \$500 for the program year.

Eligibility – Undergraduate student applicants must be full-time students at the time of application at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. Applicants are required to provide proof of U.S. Citizenship through the Grant Verification Form.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Undergraduate and Community College Scholarship Applications can be found in the Application Checklist.

Reporting - A short report is required prior to scholarship payment. A reporting format is available at www.ctspacegrant/forms.

Summer/Academic Year Industrial Internships

CT Space Grant College Consortium contacts Connecticut-based industries, including UTC Divisions, in an effort to aid in securing summer (full-time) and 10 week academic year (part-time) internship opportunities for the applicants. The Consortium office will work with applicants directly to aid them in securing meaningful summer and/or academic year industrial internships. Applicants must apply by the application deadline.

Award – Undergraduate/Graduate Students of affiliated institutions are eligible to apply. Internships will be dispensed dependent upon the funding available, the applicant pool and industry's ability to accommodate the internships. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year.

Eligibility – Undergraduate/Graduate student applicants must be full-time students at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. Applicants must provide proof of U.S. Citizenship through the Grant Verification Form. CT Space Grant funds are only available to US Citizens.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Industrial Internship Application can be found in the Application Checklist.

Reporting – An internship report is required upon completion of the internship work. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

Poster Session - Students will be required to furnish an internship-related poster for an annual forum.

Community College Technical Internships

CT Space Grant College Consortium contacts Connecticut-based industries, in an effort to aid in securing summer (full-time) and 10 week academic year (part-time) internship opportunities for the applicants. The Consortium office will work with applicants directly to aid them in securing meaningful summer and/or academic year industrial internships. Applicants must apply by the application deadline.

Award – Community College students enrolled in an Associate’s degree or Certificate program at an affiliated institutions are eligible to apply. Internships will be dispensed dependent upon the funding available, the applicant pool and industry’s ability to accommodate the internships. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year.

Eligibility – Community College student applicants must be full-time students at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. Applicants must provide proof of U.S. Citizenship through the Grant Verification Form. CT Space Grant funds are only available to US Citizens.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Industrial Internship Application can be found in the Application Checklist.

Reporting – An internship report is required upon completion of the internship work. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

Poster Session - Students will be required to furnish an internship-related poster for an annual forum.

Helicopter/UAS or Aircraft Readiness Workshop or RockOn!

Helicopter Workshop: This workshop is held in collaboration with North Carolina Space Grant. On even years, when held in NC, it is called the “Aircraft Readiness Engineering Workshop”.

RockOn!: This workshop is sponsored by Colorado and Virginia Space Grant Consortia, and is held each summer in Wallops Island, VA.

Award – Undergraduate/Graduate Students of affiliated institutions are eligible to apply. The registration fee will be automatically paid to the Workshop for all Connecticut Space Grant Consortium students selected for participation. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year. (For workshops held in NC or VA, students requiring out of state travel must complete a Travel Grant application.)

Eligibility – Undergraduate/Graduate student applicants must be at least 18 years of age and a full-time student at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher who has completed at least 2 semesters of an engineering or related program. Selected applicants must provide proof of U.S. Citizenship through the Grant Verification Form.

Award Opportunities: Helicopter Workshop – This opportunity provides participants with a classroom instruction and hands-on opportunity to learn more about why helicopters and UAVs behave as they do during flight operations. Workshop participants will construct and flight test (wind tunnel and outdoor) radio controlled coaxial helicopters, and compete in an obstacle course using the coaxial helicopters and VTOL aircraft that they build. Two human power helicopter test fixtures will also be used for experimentation, to maximize lift over drag. Participants will also have an opportunity to network with aerospace leaders, and professionals, tour manufacturing and engineering facilities, and may have the opportunity to experience a 1-hour helicopter ride during this unique training experience. Local transportation, lodging and food are included in the workshop.

Award Opportunities: RockOn! – During the RockOn workshop, teams will learn through hands-on activities, how to build a sounding rocket payload or RocketSat. Teams of 3 will build their rocket payload from a kit in three days and launch it on sounding rocket to ~73 miles on the sixth day. Wallops will be providing the rocket and launch operations for the workshop. Wallops will also provide a tour and briefings on sounding rocket environments for future flights. This workshop is not about building rockets. It is about learning to build sounding rocket payloads. This workshop is organized by the Colorado and Virginia Space Grant Consortium.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Helicopter Workshop Application can be found in the Application Checklist.

Reporting – A report is required upon completion of the workshop. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

Student Project Grants

Award – The purpose of these grants is to allow students to purchase items needed for senior capstone, undergraduate research, or extracurricular club design projects including materials, electronic components, chemicals, etc. The Consortium recognizes that these small grants will allow students to choose projects that are beyond the normal funds allocated by departments, colleges and universities. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year.

Eligible Projects – Any group or individual project that is consistent with the mission of NASA as exemplified by its four strategic enterprises: Earth Science, Space Science, Human Exploration and Development of Space, and Office of Aero-Space Technology, is eligible.

Eligible Applicants – Individual students and informal/formal groups of students may apply. The project leader must be a U.S. Citizen and all project team members must be full-time students at a Consortium Member Institution at the beginning of the project. Individual Applicants/Project Leader (for group projects) must have minimum 3.0 GPA. There must be a faculty member who agrees to serve as the project advisor. Applicant P.I. must provide proof of U.S. Citizenship through the Grant Verification Form.

Budget –Funds may be used for supplies and materials only. Funds may not be used for travel*, equipment/computers, entertainment, entry fees, tuition, salaries, fringe benefits, or indirect costs. **Students may also apply for Travel Grants to visit NASA Centers, participate in professional meetings, etc.*

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Student Project Application can be found in the Application Checklist.

Reporting - A student project report is required upon completion of the research project. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

Poster Session - Students are required to furnish a research poster for an annual forum.

Travel Grants

Award – To encourage travel to NASA facilities to use their unique resources and/or present Space Grant and NASA funded research at Conferences, the Connecticut Space Grant College Consortium awards travel grants. Refer to the Consortium website (www.ctspacegrant.org/fellowships-and-grants/student-opportunities) for the number of awards available this program year.

Eligible Travel – Travel supported by travel grants may include, but is not limited to, trips to NASA facilities to use specialized research equipment, trips to NASA Centers to discuss collaborations with NASA scientists and engineers, attendance at pre-proposal conferences sponsored by NASA, presentation of Space Grant funded research at conferences, participation in NASA or Space Grant programs/workshops/competitions, or invited papers at conferences, visits by NASA scientists/engineers to campuses for research collaboration. *The CT Space Grant Consortium only supports domestic travel.*

Eligible Applicants – Full time students at Consortium Member Institutions are eligible. All applicants must be US Citizens. Applicants must provide proof of U.S. Citizenship through the Grant Verification Form. Student applicants should have a minimum 3.0 GPA.

Budget – Travel may be funded up to a maximum of \$1,000. Funds will be paid to the student or groups' institution upon submission of a completed budget form at the conclusion of the trip. **No travel advances are allowed.** Please consult with your Campus Director to obtain the appropriate travel forms for your institution.

Proposal Format and Checklist - Submit application following CT Space Grant email submission guidelines. Required components of the Travel Grant Application can be found in the Application Checklist.

Reporting - A short report is required upon return from the trip. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

Poster Session - Students are required to furnish a research poster for an annual forum.

NASA Academy Fellowships

The NASA Academy is a unique summer or academic year experience at the university level for developing future leaders of the U.S. Space Program. The program is an intensive, resident, ten-week summer or 15 week academic semester experience with laboratory research work, a group project, lectures, meetings with experts and administrators, visits to NASA Centers and space-related industries, technical writing, and presentations. Students discover how NASA and its Centers operate, gain experience in world-class laboratories, participate in a team environment and build professional bonds. On graduation, Academy participants are inducted into the NASA Academy Alumni Association (NAAA) whose goal is to promote NASA, the NASA Academy, research, and space education. The 52 state-based members of the National Space Grant College and Fellowship Program have co-sponsored the NASA Academy since its founding in 1993. Students with disabilities are provided reasonable accommodation services. Women, minorities, and individuals with disabilities are encouraged to apply.

Applying – Apply directly to the NASA Academy and copy CSGC, ctspgrant@hartford.edu . ***CSGC must be notified or funding will not be available.*** CSGC will need to plan to support your participation. To apply, please use this link: <https://intern.nasa.gov/ossi/web/public/main/>

Eligibility – Rising junior, senior undergraduate or at the early graduate level in accredited U.S. college or university as of May of the program year; 3.0 average (minimum); major in engineering, science (physics, chemistry, biology, earth sciences, etc.), math, computer science or other areas of interest to the aerospace program; US citizenship required for CSGC support. CT Space Grant will only support students from affiliate schools. Applicants must provide proof of U.S. Citizenship through the Grant Verification Form.

Poster - Students are required to furnish a research poster for an annual forum.

Award Opportunities – *Duration:* Varying - fall or spring semester, or summer opportunities. *Locations and Application Deadlines (Posted on each NASA's website):*

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

Application Checklists

Application Checklist: Graduate Research Fellowship

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the ‘Contact and Demographic Info’ form, and
- a single PDF containing the appropriate cover sheet, abstract, proposal narrative, budget, letters of support, resume/CV, grant verification form, transcript, and may not exceed 25 MB in size. *Note that Narrative sections page limits will be strictly enforced. Proposals that exceed the page limit will be reviewed only up to the page limit (remaining pages of the narrative will not be reviewed). Also, if letter writers wish to submit confidential letters of recommendation, they may email those separately to csgcinfo@hartford.edu.*

- Applicant Contact/Demographic Information** - Typed into the ‘Contact/Demographic Information’ form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) (For team proposals, please attach a separate sheet for each team member as addendums to the proposal narrative pdf file.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms section of the website).
- Proposal Abstract:** 250 word maximum – include information relating the proposed project to NASA’s strategic enterprises.
- Narrative** – Five double-spaced page maximum. Please include the following sections:
1. Purpose and Objectives
 2. Relationship to NASA’s strategic goals
 3. Methodology
 4. Feasibility and timeline (plan) of the project
 5. Budget Narrative
 6. Expected Outcomes
 7. Career potential

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- Budget** – Applicants must use the budget form available on the CTSG website. This form must be signed by the student’s faculty advisor, and by a representative of the student’s Institutional Grants Office.
- Two Letters of Recommendation** (internal or external) – One letter must be from the research project supervisor. All recommendation letters need to be signed and on institutional letterhead. *Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.*
- Resume/Curriculum Vitae** - One page maximum. For team proposals please submit a resume/C.V. for each team member.
- Grant Verification Form:** Completed and signed by the Campus Director
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).**
- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

Application Checklist: Undergraduate Research Fellowship

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, abstract, proposal narrative, letters of support, resume/CV, grant verification, transcript, and may not exceed 25 MB in size. *Note that Narrative sections page limits will be strictly enforced. Proposals that exceed the page limit will be reviewed only up to the page limit (remaining pages of the narrative will not be reviewed). Also, if letter writers wish to submit confidential letters of recommendation, they may email those separately to csgcinfo@hartford.edu.*

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) (For team proposals, please attach a separate sheet for each team member as addendums to the proposal narrative pdf file.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms section of the website).
- Proposal Abstract:** 250 word maximum – include information relating the proposed project to NASA's strategic enterprises.
- Narrative** – Five double-spaced page maximum. Please include the following sections:
1. Purpose and Objectives
 2. Relationship to NASA's strategic goals
 3. Methodology
 4. Feasibility and timeline (plan) of the project
 5. Expected Outcomes
 6. Career potential

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- Two Letters of Recommendation** (internal or external) – One letter must be from the research project supervisor. The second from a responsible researcher who is familiar with the quality of the student's work. All recommendation letters need to be signed and to be on institutional letterhead. *Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.*

- Resume/Curriculum Vitae** - One page maximum. For team proposals please submit a resume/C.V. for each team member.
- Grant Verification Form:** Completed and signed by the Campus Director
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).**
- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

Application Checklist: Undergraduate Student – Faculty Summer Research Grant

The faculty PI should submit the application via email (csgcinfo@hartford.edu). The email must include three attachments, (1) the Contact and Demographic Info form for the faculty, (2) the Contact and Demographic Info form for the student(s), and (3) a single PDF containing the appropriate cover sheet, faculty application material, and student application material. Proposals must be typed in no smaller than 10 point font, double spaced with margins of at least 1” on 8 1/2” x 11” paper. **Page limits are strictly observed. Proposals exceeding the page limits will be rejected as non-compliant.**

- **Applicant Contact/Demographic Information** - Typed into the ‘Contact/Demographic Information’ form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) Please attach a separate sheet for each team member.

Important: All required components of the application, noted below, must be saved as a single file and attached to the application email. Be sure to allow time for your institution’s Sponsored Research department’s review/approval of your proposal before the deadline.

ATTACH THE FOLLOWING PROPOSAL COMPONENTS AS A SINGLE PDF FILE:

- **Application Cover Sheet:** Download the form from the CT Space Grant website and obtain the signatures of your institution’s grant office and Dean before scanning along with the other application materials into a single file for uploading into the online application.
- **Faculty Application:**
 - **Proposal Abstract:** 250 word maximum – include information relating the proposed project’s to NASA’s strategic enterprises, and the role of students.
 - **Proposal Narrative:** Page maximum – six double-spaced pages and should address each of the following:
 - Project goals and objectives
 - Relationship to NASA’s strategic goals
 - Methodology
 - Timeline
 - Role of student researcher(s)
 - Expected outcomes

** Faculty should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- **Budget Worksheet:** Download the Budget Worksheet from the CT Space Grant website. *Reminder: Faculty must show a minimum cost match of \$7,000.*
 - **Curriculum Vitae:** One page maximum.
 - **Grant Verification Form:** Completed and signed by the Campus Director.
- **Student Application:**
- **Narrative** – Three double-spaced page maximum. Please include the following sections:
 - Purpose and Objectives
 - Career potential** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*
 - **Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.
 - **Resume/Curriculum Vitae** - One page maximum. For team proposals please submit a resume/C.V. for each team member.
 - **Grant Verification Form:** Completed and signed by the Campus Director

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org/forms).**
- **All proposals and attachments must be submitted together in a single email.**

Application Checklist: Undergraduate Scholarship

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, narrative, letter of recommendation, resume/CV, Grant Verification Form, and transcript, and may not exceed 25 MB in size. *Note that Narrative sections page limits will be strictly enforced. Proposals that exceed the page limit will be reviewed only up to the page limit (remaining pages of the narrative will not be reviewed).*

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms on the website).
- Narrative** – Three double-spaced page maximum. Please address the following when writing your narrative:
1. Describe your academic and career goals.
 2. Describe information on any research experiences or other relevant experiences you have had and how you believe they have influenced your career in STEM.
 3. Describe your community service, extra-curricular activities, work experience awards and/or honors.
 4. Briefly explain the benefits that you expect to derive from a CT Space Grant Scholarship.

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- One Letter of Recommendation** – Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.
- Resume/Curriculum Vitae** - One page maximum.
- Student Transcript** - Official is preferred; however, unofficial is acceptable.
- Grant Verification Form:** Completed and signed by the Campus Director.

Reminder:

- All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).
- All proposals and attachments must be submitted together in a single email.
- The email size may not exceed 25 MB.

Application Checklist: Community College Scholarship

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, narrative, letter of recommendation, resume/CV, Grant Verification Form, and transcript, and may not exceed 25 MB in size.

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms on the website).
- Narrative** – Please answer 4 of the 6 questions below. (Each response should be approximately 150 words.)
1. Briefly describe your academic and career goals.
 2. What specifically interests you about science and technical courses? Describe what you enjoy about these courses.
 3. How did you originally become interested in a science or technical career? Was there a specific experience or a specific person who influenced you? Explain.
 4. Why should you be selected for this scholarship?
 5. Explain the benefits that you expect to derive from a CT Space Grant Scholarship.
 6. Describe your community service, extra-curricular activities, work experience, and/or awards and honors.

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- One Letter of Recommendation** – Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.
- Resume/Curriculum Vitae** - One page maximum.
- Student Transcript** - Official is preferred; however, unofficial is acceptable.
- Grant Verification Form:** Completed and signed by the Campus Director.

Reminder:

- All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).
- All proposals and attachments must be submitted together in a single email.
- The email size may not exceed 25 MB.

Application Checklist: Industrial Internships, Community College Technical Internships, Helicopter Workshop & RockOn!

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, narrative, letters of support, resume/CV, transcript, Grant Verification Form and may not exceed 25 MB in size.

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) (For team proposals, please attach a separate sheet for each team member as addendums to the proposal narrative pdf file.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms section of the website).
- Narrative:** – Please consider the following questions when writing your narrative.
1. Why are you interested in an industrial internship?
 2. Why should you be selected for this position?
 3. Describe how your technical interest/experience will be enhanced by this internship.
 4. How will this internship enhance or contribute to your long-term academic and career goals?
 5. Please list all technical courses you have taken that may be helpful to hiring managers in considering your qualifications.
 6. What has been the extent of your contact with CT industry, particularly the company you are interested in working with? (*Please indicate the name of any individuals with whom you have been working/speaking.*)
- Resume/Curriculum Vitae** - One page maximum.
- One Letter of Recommendation** (internal or external) – Must be from an academic or research advisor. If you wish you may submit additional letters from industry contacts, past supervisors or past project advisors. All recommendation letters need to be signed and to be on institutional letterhead. *Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.*
- Grant Verification Form:** Completed and signed by the Campus Director

- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).**
- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

Application Checklist: Student Projects

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, abstract, proposal narrative, budget, letters of support, resume/CV, transcript, grant verification form and may not exceed 25 MB in size. *Note that Narrative sections page limits will be strictly enforced. Proposals that exceed the page limit will be reviewed only up to the page limit (remaining pages of the narrative will not be reviewed). Also, if letter writers wish to submit confidential letters of recommendation, they may email those separately to csgcinfo@hartford.edu.*

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) (For team proposals, please attach a separate sheet for each team member as addendums to the proposal narrative pdf file.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms section of the website).
- Proposal Abstract** – 250 word maximum to include information relating the proposed project to NASA's strategic enterprises.
- Narrative** – Five double-spaced page maximum. Please include the following sections:
 1. Purpose and Objectives
 2. Relationship to NASA's strategic goals
 3. Methodology
 4. Feasibility and timeline (plan) of the project
 5. Budget Narrative
 6. Expected Outcomes
 7. Career potential

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- Budget** - Applicants must use the budget form available on the CTSG website. This form must be signed by the student's faculty advisor, and by a representative of the student's Institutional Grants Office.

- One Letter of Recommendation** – Must be from the project’s faculty advisor. Applicants may submit additional letters of support. All recommendation letters need to be signed and on institutional letterhead. *Faculty who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.*
- Resume/Curriculum Vitae** - One page maximum. *(For a team or group, please include a resume for each member.)*
- Grant Verification Form:** For project leader; completed and signed by the Campus Director
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).**
- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

Application Checklist: Travel Grant

Submit the application via email (csgcinfo@hartford.edu). The email must include two attachments,

- the Contact/Demographic Info form and
- a single PDF containing the appropriate cover sheet, abstract, trip information, letters of support, resume/CV, transcript, grant verification form and may not exceed 25 MB in size. *Note that page limits will be strictly enforced. Proposals that exceed the page limit will be reviewed only up to the page limit (remaining pages of the narrative will not be reviewed). Also, if letter writers wish to submit confidential letters of recommendation, they may email those separately to csgcinfo@hartford.edu.*

- Applicant Contact/Demographic Information** - Typed into the 'Contact/Demographic Information' form, and saved as a .doc, .docx, or .pdf file. This file should be added as an attachment to the application email, with a document title using the following format: LASTNAME_ContactInfo.doc. This form is available on the CT Space Grant website. (Note: this information is used separately for blind reporting to NASA.) (For team proposals, please attach a separate sheet for each team member as addendums to the proposal narrative pdf file.)

PLEASE ATTACH THE FOLLOWING APPLICATION COMPONENTS AS A SINGLE PDF FILE:

- Application Cover Sheet** (blank forms can be found under the Forms section of the website).
- Proposal Abstract:** 250 word maximum.
- Narrative** – Two double-spaced page maximum. Please include the following sections:
1. Purpose of Travel and Invitation: provide a copy of any supporting materials related to the travel, i.e., letter or conference paper acceptance notice (copy of email or WEB page of program is acceptable). Please remember that Space Grant can only support domestic travel.
 2. Relevance to NASA's strategic goals
 3. Goals and Objectives
 4. Timetable
 5. Budget Narrative: Please provide a description of how you will fund the travel if you do not receive full Space Grant funding for the total cost of the trip. *(Ex. If the total trip will cost \$1,500, describe how you will fund the remaining \$500 after the Space Grant award of \$1,000.)*

** Students should consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- Budget Justification** – please provide a prospective budget of estimated costs for the trip. Please use the required budget worksheet, which is available on the CTSG website.
- One Letter of Recommendation** – Must be from a faculty member familiar with the travel purpose. Applicants may submit additional letters of support. All recommendation letters need to be signed and on institutional letterhead. *Faculty/industry contacts who wish to submit confidential letters of recommendation may email those to csgcinfo@hartford.edu.*
- Resume/Curriculum Vitae** - One page maximum. *(For a team or group, please include a resume for each member.)*
- Grant Verification Form:** Completed and signed by the Campus Director
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

Reminder:

- **All forms are available on the CT Space Grant Consortium website (www.ctspacegrant.org).**
- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**