



CONNECTICUT SPACE GRANT CONSORTIUM

REQUEST FOR PROPOSALS

Student Programs

Graduate Research Fellowship
Undergraduate Research Fellowship
Summer/Academic Year Industrial Internship
Helicopter/UAS Training Workshop
RockOn Workshop
Student Project
Senior Design Project
Travel Grant
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.

Research infrastructure includes all factors that promote the development and maintenance of research activity. These include, but are not limited to, faculty and student seed funds for research, development or revision of curricula, and travel to use NASA facilities, cultivate collaborative arrangements or proposal contacts, technical support, and dissemination of research results. Due to the relatively small size of awards, the applicant should be aware that the Consortium is interested in supporting scholars new to their fields, and those experienced researchers who are looking to redirect their research or refocus on NASA's objectives. These funds are seed money and not a replacement for other sponsored research funds or institutional funds.

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

Dr. Hector Arce, Campus Director
Yale University
Department of Astronomy
P.O. Box 208101
New Haven, CT 06520-8101
203-432-3018
hector.arce@yale.edu

Dr. Alfred Gates, Campus Director
Central Connecticut State University
School of Technology
1615 Stanley Street
New Britain, CT 06050
860-832-1823
gatesa@ccsu.edu

Dr. Donald Peterson, Campus Director
UConn Health Center
School of Medicine, Dental Medicine Science
263 Farmington Avenue
Farmington, CT 06030-2017
860-679-4665 860-679-1989 (Fax)
peterson@uchc.edu

Dr. Elizabeth A. Cowles, Campus Director
Eastern Connecticut State University
354 Science Building
83 Windham Street
Willimantic, CT 06226
860-465-4385 860-465-5213 (Fax)
cowllese@easternct.edu

Dr. Jean McGivney-Burelle, Campus Director
University of Hartford
ENHP, Department of Education, H208
200 Bloomfield Avenue
West Hartford, CT 06117
860-768-5921 860-768-5244 (fax)
burelle@hartofrd.edu

Dr. Seth Redfield, Campus Director
Wesleyan University
Astronomy Department
96 Foss Hill Drive
Middletown, CT 06059
860-685-3669 860-685-2131 (Fax)
redfield@wesleyan.edu

Dr. John DaPonte, Campus Director
Southern Connecticut State University
Computer Science Department
501 Crescent Street
New Haven, CT 06515
203-392-5810 203-392-5898 (Fax)
dapontej1@southernct.edu

Dr. John Mertens, Campus Director
Trinity College
Department of Engineering
300 Summit Street
Hartford, CT 06106
860-297-2301 860-297-3531 (fax)
John.mertens@trincoll.edu

Dr. Dequan Xiao, Campus Director
University of New Haven
Chemistry & Chemical Engineering
300 Orange Avenue
West Haven, CT 06516
203-479-4189
dxiao@newhaven.edu

Ms. Joy Erickson, Campus Director
University of Connecticut
School of Engineering.
Bronwell 108 – Unit 2262
260 Glenbrook Road
Storrs, CT 06269-2247
860-486-8115 860-486-5099 (fax)
joy.erickson@uconn.edu

Dr. Jani Pallis, Campus Director
University of Bridgeport
Department of Mechanical Engineering
221 University Avenue
Bridgeport, CT 06604
203-576-4579 203-576-4343 (Fax)
jpallis@bridgeport.edu

Dr. Bill Taylor, Campus Director
Fairfield University
School of Engineering
1073 N. Benson Road
Fairfield, CT 06824
203-254-4000 x2501 203-254-4013 (Fax)
htaylor@mail.fairfield.edu

Consortium Office: Janet Spatcher, Program Coordinator
200 Bloomfield Avenue (Dana 203), West Hartford, CT 06117
www.ctspacegrant.org; ctspgrant@hartford.edu
860/768-4813 860/768-5073 Fax

Dr. Thomas Filburn, Director
filburn@hartford.edu
860-768-4843 860-768-5073 (fax)

Dr. M. Cater Arico, Associate Director
arico@hartford.edu
860/768-4681 860-768-5073 (fax)

Table of Contents

Proposal Development Considerations	4
Eligibility Requirements	4
Review of Proposals	4
Application Submission	6
Project Periods	6
Tax Consequences of Awards	6
Evaluation of Funded Projects and Reporting Requests	6
Funds Distribution	7
Award Details	9
Graduate Research Fellowships	9
Undergraduate Research Fellowships	10
Summer/Academic Year Industrial Internships	11
Helicopter/UAS Workshop	12
Student Projects	13
Capstone/Senior Design Projects	14
Travel Grants	15
NASA Academy Fellowships	16
Application Checklists	17
Checklist: Graduate Research Fellowship Application Checklist	17
Checklist: Undergraduate Research Fellowship Application Checklist	18
Checklist: Summer/Academic Year Industrial Internship & Helicopter Workshop Application Checklist	18
Checklist: Student Project & Senior/Capstone Project Application Checklist	19
Checklist: Travel Grant	20

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.

Preference will be given to applications which provide a contact made with either NASA or other federal agencies with aerospace or space related interests, or with private industry. These contacts can be facilitated through the Consortium Office or Consortium Campus Director.

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

Recipients of Space Grant money must provide proof of U.S. Citizenship in the form of one of the following (photocopy is acceptable):

- U. S. Passport (may be currently valid or expired)
- Citizenship Certificate
- Naturalization Certificate
- Birth Certificate
- Voter's Registration Card
- US Citizen Identification Card
- American Indian Card
- Military or Company ID Card (Must show citizenship)
- Certified letter from some other organization that has verified citizenship

Review of Proposals

The proposal review committee is composed of individual members, including one representative from each member institution. The reviewers are normally selected from but not limited to the Academic Advisory Board. Reviews are performed a few weeks 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.

Selection Criteria – Undergraduate Research Fellowships, Project:

Selection Criteria:	Points
Abstract	10pts.
Degree to which this proposal is relevant to aerospace research, space science or technology research and development, and/or training in these fields	15pts.
Plan of the research: goals, objectives, methodology, and timeline (Project and Travel Grants: must include budget/spending plan)	25pts
The research contact made with NASA Agency, cooperation and/or documented faculty member	15pts.
Expected outcome: innovative potential & milestones	20pts.
Career potential: relationship to prior work and future plans	15pts.
Total:	100

Selection Criteria – Travel Grants:

Selection Criteria:	Points
Abstract: Description of the project to be presented (or event to be attended)	10pts.
Degree to which this proposal is relevant to aerospace research, space science or technology research and development, and/or training in these fields	15pts.
Rationale for the travel (to present, for example)	15pts
Budget: Detailed budget for the travel. If funds in addition to those from Space Grant are needed, discuss how those funds will be obtained	10pts
The research contact made with NASA Agency, cooperation and/or documented faculty member	15pts.
Expected outcome: innovative potential & milestones	20pts.
Career potential: relationship to prior work and future plans	15pts.
Total:	100

Selection Criteria – Graduate Research Fellowships:

Selection Criteria:	Points
Abstract	10pts.
Degree to which this proposal is relevant to aerospace research, space science or technology research and development, and/or training in these fields	15pts.
Plan of the research: goals, objectives, methodology, budget, and timeframe	25pts.
Interdisciplinary approach to the problem	10pts.
Expected outcome: innovative potential and milestones, grant likely to seed future non-Space Grant financial support for the continuation of this research	15pts.
Career potential: relationship to prior work and future plans	15pts.
Research contact: agency or corporation, extent of contact	10pts.
Total	100pts.

Application Submission

The CT Space Grant College Consortium only accepts materials submitted via email, 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 the 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.*

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 Requests

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. Following are just a few examples of outcomes that represent success: patents and published papers, increased institutional collaboration, and an increase in the number of proposal submissions.

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 will be asked 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.

Outreach: Student award recipients are asked to share their knowledge of and enthusiasm for STEM careers by volunteering for 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.

Funds Distribution

Prior to awarding of the funds, each student must meet with their campus director at their affiliate institution to complete the following paperwork (all forms available on Consortium website):

- CT Space Grant Awardee Verification Form
- Proof of Citizenship

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 requests a final report(s) and a summary of your outreach activity related to fellowship research. 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 upon submittal of required Awardee “Grant Verification Form” (affirmation of citizenship and full-time student status). The remaining balance will be paid upon submittal of a project report and outreach summary to the Consortium Office, once the research is complete. Report forms are available on the CSGC website: www.ctspacegrant.org/forms.

Summer/Academic Year Internships: Funds will be distributed in divided payments directly to the industry partner, as follows: \$2,000 at the beginning of the internship upon submittal of the required Grant Verification Form (affirmation of citizenship and full-time student status), a second distribution of \$2,000 paid upon receipt of a mid-point report from the industry supervisor of satisfactory performance, with the final \$2,000 balance paid upon submission of a report and outreach summary from the intern awardee and final report from the supervisor to the Consortium Office once the internship is complete. 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).

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.***

Helicopter/UAS Workshop Grants: CTSG will cover full workshop registration and room/board, which are paid directly to the Helicopter/UAS Workshop. Out of state travel to/from the workshop requires the completion of a Travel Grant.

CT Community College Scholarships: Full amount paid directly to the student award recipient from their respective Connecticut Community College, upon completion and receipt of a grant verification form/report, available on the consortium website.

RockOn: (Rocket Payload Assembly Workshop, Wallops, VA) Registration paid by CT Space Grant. Additionally, room/board/travel will be supported up to \$1,000 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.

Award Details

Graduate Research Fellowships

Award – Graduate Student Research Fellowships are currently available, up to \$20,000 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.

Award Opportunities – Funding opportunities are available to Graduate Students preparing for careers useful to NASA. (The Consortium Advisory Board includes members of the local Aerospace and related industries so that the research and training opportunities we support fit the needs they foresee for the future.)

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.

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

Eligible Budget Items – The budget may include items such as tuition, technician and support staff salaries, summer salaries, student stipends, 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.

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 project period at one of the Consortium Member Institutions with a minimum GPA of 3.0 or higher. Applicants will be asked 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. (The Consortium Advisory Board includes members of the local Aerospace and related industries so that the research and training opportunities we support fit the needs they foresee for the future.)

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 required to share their knowledge of and enthusiasm for STEM careers by volunteering for 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.

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. 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 Workshop

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. (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.

Award Opportunities – 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.

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 Projects

Award – The Student Project initiative began in 1997 in order to encourage student projects in Space and Aerospace Science and Engineering topics. The purpose of these grants is to allow students to purchase items needed for student 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.

Eligible Applicants – Individual students and informal/formal groups of students are eligible to 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 for the duration 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 project advisor.

Budget – Each project may be funded up to a maximum of \$1,000. 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. Matching funds are not required; however, a strong proposal will include non-federal matching funds (in-kind). (**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 project report is required upon completion of the project. A reporting format is available on the Consortium website (www.ctspacegrant.org/forms).

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

Capstone/Senior Design Projects

Award – The purpose of these grants is to allow senior students to purchase items needed for senior capstone 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 senior design 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 senior design project advisor.

Budget – Each project may be funded up to a maximum of \$3,000. 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. Matching funds are not required; however, a strong proposal will include non-federal matching funds (in-kind). (**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 Senior/Capstone Project Application can be found in the Application Checklist.

Reporting - A senior design 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, 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. 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. An amendment to the master sub-award agreement is needed. **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 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 citizen or permanent resident. CT Space Grant will only support students from affiliate schools.

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

Checklist: Graduate Research Fellowship Application Checklist

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, 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). 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).
- Abstract** – One double-spaced page maximum. The abstract must include a paragraph on the relevance to aerospace research and/or one of NASA's strategic enterprises.
- Narrative** – Five double-spaced page maximum. Please include the following five sections:
 1. Project Plan, goals, objectives and methodology
 2. Interdisciplinary approach to the problem
 3. Potential outcomes
 4. Career potential
 5. Spending plan – A paragraph describing the proposed spending plan and proposed period of performance; specific dates will be needed.
- 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. 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 upload a resume/C.V. for each team member.
- 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.**

Checklist: Undergraduate Research Fellowship Application Checklist

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, 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). 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).
- Abstract** – One double-spaced page maximum. The abstract must include a paragraph on the relevance to aerospace research and/or one of NASA's strategic enterprises.
- Narrative** – Three double-spaced page maximum. Please include the following four sections:
 1. Project Plan, goals, objectives and methodology
 2. Interdisciplinary approach to the problem
 3. Potential outcomes
 4. Career potential
- 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 upload a resume/C.V. for each team member.
- 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.**

Checklist: Summer/Academic Year Industrial Internship & Helicopter Workshop Application Checklist

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, letters of support, resume/CV, 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.) (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).
- Abstract** – One double-spaced page maximum. The abstract must include a paragraph on how this opportunity will enhance/contribute to your long-term academic and career goals.
- 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.*
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

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- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

Checklist: Student Project & Senior/Capstone Project Application Checklist

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, 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).* 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).
- Abstract** – One double-spaced page maximum. The abstract must include a paragraph on the relevance to aerospace research and/or one of NASA's strategic enterprises.
- Narrative** – Three double-spaced page maximum. Please include the following three sections:
 1. Project Plan, goals, objectives and methodology
 2. Project outcomes
 3. Spending plan – A paragraph describing the proposed spending plan, detailing the supplies that will be purchased with the funding.
- 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 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 a team or group, please include a resume for each member.)*
- Student Transcript** - Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem.

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- **All proposals and attachments must be submitted together in a single email.**
- **The email size may not exceed 25 MB.**

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, and transcript, 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).
- Abstract** – One double-spaced page maximum. Please provide a description and rationale for the travel and 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.*) Please remember that Space Grant can only support domestic travel.
- Invitation & Budget Justification** – Two double-spaced page maximum. 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) along with 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 to be 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.*)
- 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.**
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