



## NASA CONNECTICUT SPACE GRANT CONSORTIUM

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# REQUEST FOR PROPOSALS

## Student Programs

*Graduate Research Fellowship*

*Undergraduate Research Grant*

*Student Project Grant*

*Undergraduate & Community College Scholarship*

*Community College Transfer Scholarship*

*Travel Grant*

*Summer Internship*

**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.

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 NASA CTSGC Office.

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## Table of Contents:

<b>ABOUT NASA CTSGC</b> .....	<b>4</b>
<b>PROPOSAL DEVELOPMENT CONSIDERATIONS</b> .....	<b>5</b>
Eligibility Requirements.....	5
Preparation of Proposals.....	5
Proposed Award Timeline.....	6
Period of Performance.....	6
Review of Proposals.....	7
Application Submission.....	7
Award Notification.....	7
Tax Consequences of Awards.....	7
Post award responsibilities.....	7
Budget Restrictions.....	8
Funds Distribution.....	8
<b>PROGRAM INFORMATION</b> .....	<b>11</b>
<b>Graduate Fellowship</b> .....	<b>12</b>
About this award.....	12
Post award responsibilities.....	12
Apply for this award.....	13
Evaluation rubric.....	14
<b>Undergraduate Research Grant</b> .....	<b>15</b>
About this award.....	15
Post award responsibilities.....	15
Apply for this award.....	16
Evaluation Rubric.....	17
<b>Student Project Grant</b> .....	<b>18</b>
About this award.....	18
Post award responsibilities.....	18
Apply for this award.....	19
Evaluation rubric.....	20
<b>Scholarships: Undergraduate, Community College, Community College Transfer</b> .....	<b>21</b>
About this award.....	21
Post award responsibilities.....	21
Apply for this award.....	22
Evaluation Rubric.....	23
<b>Travel Grant</b> .....	<b>24</b>
About this award.....	24
Post award responsibilities.....	24
Apply for this award.....	25
Evaluation Rubric.....	26
<b>Group Travel Grant (Student-led)</b> .....	<b>27</b>
About this award.....	27
Post award responsibilities.....	27
Apply for this award.....	28
Evaluation Rubric.....	29
<b>Summer Internships</b> .....	<b>30</b>
About this award.....	30
Post award responsibilities.....	31
Apply for this award.....	31
<b>NATIONAL SPACE GRANT PROGRAM GOAL AND OBJECTIVES</b> .....	<b>33</b>

# About NASA CTSGC

NASA Connecticut Space Grant Consortium (CTSGC) is one of 52 state-based, university-led Space Grant Consortia funded by NASA Office of STEM Engagement (OSTEM) to develop and implement student fellowship and scholarship programs, interdisciplinary space-related research infrastructure, education, and public service programs; and cooperative initiatives with industry, research laboratories, and state, local and other governments. Space Grant operates at the intersection of NASA's interest as implemented by alignment with the Mission Directorates and NASA CTSGC's interests. Although it is primarily a higher education program, Space Grant programs should encompass the entire length of the education pipeline, including elementary/secondary and informal education.

# Proposal Development Considerations

## Please read the below information thoroughly, as it applies to all Student proposals:

A proposal must demonstrate a link between the proposal work/research/interests and one of [NASA's Mission Directorates](#), which are: Aeronautics Research (ARMD), Exploration Systems Development (ESDMD), Mission Support (MSD), Science (SMD), Space Operations (SOMD), and Space Technology (STMD).

For the use of NASA facilities, University Affairs Offices at NASA Centers may be contacted. Contact information and NASA facility mission statements may be found at each of the NASA facilities' websites. A directory of [NASA Centers and Facilities](#) is online.

### Eligibility Requirements

1. In accordance with NASA Office of Management and Budget (OMB) policy, all direct funding provided to students through NASA Space Grant awards may only be distributed to U.S. citizens. Recipient institutions' Campus Directors must verify and provide proof of citizenship for all students receiving direct funds at the time of application; applicants may be asked to provide proof of citizenship to their Campus Director. Acceptable forms of proof include:
  - U.S. Passport (valid or expired)
  - Naturalization Certificate
  - U.S. Birth Certificate
  - Military ID Card

Non-citizen students may be supported only through institutionally matched funds or other non-federal sources. Full-time faculty who are non-citizens may receive direct funding. For further clarification, refer to NASA Grants and Cooperative Agreements, Subpart A of 14 CFR Part 1260.

2. Students must be considered a full-time student at their institution (enrolled in a minimum of 12 credits) at one of the Consortium Member Institutions with a strong academic record. An exception would be a student finishing their last semester (other than scholarship), needing less than normal credit hours to fulfill their degree requirements. Any student receiving a stipend for research must conduct their work in-person and on-site.

### Preparation of Proposals

If you are considering applying for NASA CTSGC funding, you should contact your [Campus Director](#) as far in advance as possible to review the application process, and the steps that should be followed for a successful application submission.

All proposals and related language must adhere to applicable **federal laws, regulations, and Executive Orders (EOs)** as implemented by the National Aeronautics and Space Administration (NASA).

Proposers must ensure that all programmatic activities, use of funds, and institutional practices are consistent with current NASA policies as outlined on the [NASA Policy and Regulations](#) and [NASA Grants Compliance](#) websites.

NASA reserves the right to revise programmatic direction or require changes to award activities in response to new or rescinded Executive Orders, as directed by the Office of the President or NASA Headquarters.

## Proposed Award Timeline

The following timeline is proposed for fall and spring applications. All dates are subject to change.

	Fall Applicants	Spring Applicants
Applications Open	9/2/2025	3/2/2026
Applications Close	10/14/2025	4/29/2026
Approvals and other outside submissions due (including Campus Director, Advisor(s), and recommendations)	10/21/2025	5/6/2026
Anticipated Award Announcement	11/20/2025	6/1/2026
Anticipated Award Date	12/1/2025	6/10/2026

## Period of Performance

The grant Period of Performance (PoP) on an application is the specific time frame during which a grant Awardee can incur new costs and carry out the work authorized by the grant award. This period is defined by a start and end date, and dictates when the grantee can spend funds for approved activities. Grant Awardees must complete all authorized activities and ensure all funds are obligated and liquidated by the end of the Period of Performance. For project, research and travel grants, applicant must include specific Period-of-Performance start and end dates (mm/dd/yyyy) on the Application Form. Costs may occur up to 90-days prior to Period-of-Performance start (at Institution’s risk); no costs may occur after the Period-of-Performance end.

- For **Spring Applications/Awards** (excluding Scholarship applications): The typical Period of Performance should begin no sooner than June 10 of the year applying, and end no later than June 9 of the following year. The Period of Performance in any grant application should not start more than 30 days prior to the anticipated award date of the grant. (EX: June 10, 20XX – June 9, 20XX)
- For **Fall Applications/ Awards** (excluding Scholarship applications): The typical Period of Performance should end no later than June 9 of the following year. The Period of Performance in any grant application should not start more than 30 days prior to the anticipated award date of the grant. (EX: Dec 1, 20XX – June 9, 20XX)
- One No Cost Extension (NCE) may be requested through the CT Space Grant’s Office no later than 30 days prior to the ending date. CTSGC leadership must approve any NCE request and will notify the PI via email if granted or declined. Requests to extend awards past June 9 may result in rejection (CTSGC grant year is 6/10 – 6/9) without valid justification.

## Review of Proposals

The proposal review committee is composed of NASA CTSGC 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 NASA CTSGC Office. Decisions are anticipated within six weeks of the submission of proposals. Reviewers will evaluate proposals using the rubrics shown under each grant type.

New applicants will be given priority over recent awardees with all grants.

## Application Submission

Submit the application and additional forms via the links at [ctspacegrant.org](https://ctspacegrant.org).

## Award Notification

- Award/Decline Letters: Each applicant will receive an email notification with an attached award or a decline letter. Decisions are typically made within six weeks following the application deadline.
- Website and Social Media: Awards are also announced on the [NASA CTSGC website](#) and on social media accounts (Facebook, LinkedIn, Instagram, @CTSpaceGrant).

## Tax Consequences of Awards

Award recipients should familiarize themselves with tax laws to determine the tax status of their grants. **NASA CTSGC does not give tax advice.**

## Post award responsibilities

**Reporting** – A project report will be requested upon completion of the work. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project investment in the future of the researcher and the institution. Therefore, the following outcomes represent success: patents and published papers, increased institutional collaboration, and an increase in the number of proposal submissions. Each researcher is to inform the Consortium office of publications, patents and proposals that result from their receiving NASA CTSGC funding.

**Student Participant Tracking** – Tracking of all graduate and undergraduate student participants involved in the supported research/project is required. To accomplish this, a Direct Participant Form for each reported higher education student reported will be required.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education faculty who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Poster Session** – Faculty will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Public Information** – This is a federal grant; therefore, information such as title, abstract, names, institution and year will be posted on the [NASA CTSGC website](#) and will be kept there for an extended period of time.

**New Technology Reporting** – All NASA contractors, grantees and NASA partners, have an obligation to report new technologies to NASA as required by their agreement. NASA CTSG requires all applicants to comply with this New Technology Report. The detailed guidelines are available [online](#) and this information is included in the final report form. Communications and questions regarding New Technology Reporting should be directed to the-CTSGC office.

## Budget Restrictions

- All supplies purchased under a grant must be received and used during the Period of Performance.
- NASA CTSGC funds may not be used for equipment purchases. The definition for equipment is an article of tangible nonexpendable personal property that has a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. General-purpose equipment needs to be approved by the NASA Grant Officer. Items below \$10,000 are classified as supplies. If essential to the project, NASA CTSGC funds may be used for the purchase of supplies. NASA CTSGC funds may not be used to purchase computers or tablets. Request for a 3-D printer and/or supplies must be clearly justified and must be essential for the project.
- Projects funded under this RFP may **not use NASA appropriated funds** to purchase **clothing**, including Tshirts, or other **promotional or personal-use items, unless** such items fall under the limited allowed categories defined by NASA policy (e.g., mission patches, stickers, printed materials, lapel pins, flown flags, inexpensive recyclable bags). Any exceptions must be **approved in writing by the NASA Grant Officer**. Purchases outside these allowances must **not** be charged to the award and are the responsibility of the recipient. NASA FAR Supplement 1813.30271

## Funds Distribution

- For all awards, except for scholarships (handled by affiliate financial aid offices), the affiliate grants/financial offices will be required to send an invoice at least quarterly. If there is no activity, a zero invoice will be required.
- All costs, including supply purchases, must be necessary, reasonable, and incurred during the period of performance. The timing of a purchase is not a determining factor in its allowability; rather, it is whether the purchase serves the legitimate, documented needs of the grant project. All supplies purchased under a grant must be received and used during the Period of Performance.
- Any changes to a previously approved administrative stipend on awarded proposals must be approved by CTSGC leadership regardless of any policy (NASA, University, other).

Graduate Research Fellowship: Funds will be available upon successful completion of a sub-award 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: NASA CTSGC cannot award final payment until all post-award requirements are met and approved. Details will be conveyed within the award agreement.

Undergraduate Research Grant: Funds will be available upon successful completion of a sub-award to the master agreement between the grant awardee's institution and the University of Hartford, and then will be paid to the grant awardee's institution to be distributed according to its policies related to faculty grants. A detailed, itemized invoice is required when sending any invoice to the consortium office. Final payment will be made upon submission and approval of all post-award reporting.

Student Project Grant: Reimbursement will require the completion of a sub-award to the master agreement between the grant award recipient's institution and the University of Hartford. Reimbursement requires the submission of detailed, itemized receipts to the appropriate office at the affiliate Consortium campus. Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

Undergraduate Scholarship: Full amount is paid directly to the student award recipient's Financial Aid Account from their respective institution Financial Aid Office upon completion, submission and approval of a report.

Community College Scholarship: Full amount is paid directly to the student award recipient's Financial Aid Account from their respective institution Financial Aid Office upon completion, submission and approval of a report.

Community College Transfer Scholarship: Full amount is paid directly to the student award recipient's Financial Aid Account from their respective institution Financial Aid Office upon completion, submission and approval of a report.

Travel Grant: Funds will be paid to the student's institution on a reimbursement basis. NASA CTSGC will pay detailed invoices from the affiliate upon completion of a sub-award to the master agreement. Most affiliate institutions will require detailed, itemized receipts. Contact your Campus Director for details. No travel advances will be allowed from NASA CTSGC funds. **International travel is not allowed with Space Grant funding.** Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

Industrial, Education, and Technical Internship: Funds will be distributed in three equal payments directly to the partner, as follows: first payment at the beginning of the internship, a second upon receipt of a mid-point report from the supervisor of satisfactory performance, with the final balance paid upon submission and approval of all required post-award documentation. Student interns will be paid in accordance with the sponsoring organizations' practices.

NASA Internship: Funds will be paid to the student's institution in two payment types, one for stipend and one on a reimbursement basis for travel costs. NASA CTSGC will pay detailed invoices from the affiliate upon completion of a "sub-award" to the master agreement. NASA CTSGC, as well as most affiliate institutions, will require detailed, itemized receipts for reimbursable travel costs. Contact your Campus Director for details. No travel advances will be allowed from NASA CTSGC funds. Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

## Post Award Requirements

Final Progress Reports: A Final Grant Report shall be submitted to the University of Hartford's Administrative Contact no later than 15 days after the end of the budget period/period of performance for inclusion in the NASA CTSGC's annual report to NASA.

- All subaward recipients are required to submit all final reports (including but not limited to project impact reports, financial reports, and other required data) to the NASA CTSGC office before invoices are paid entirely and before the subaward can be completed. In the event all required reporting is not submitted, the recipient institution will forfeit their remaining balance of the award.
- If the awardee is a student grant or fellowship for a graduating senior, final reporting is due to CTSGC two weeks prior to the date of graduation or the balance of the award will be forfeited.
- Should any PI fail to submit final reports on time and therefore have their award or part of their award forfeited, any costs incurred become the burden of their institution.
- As part of the final report, PIs are required to submit a summary of all purchases along with a justification of how these expenditures contributed to the success of the project.
- All awards are subject to desk audit by CTSGC, at which point in time, detailed documentation of all expenses will be expected. Failure to pass a desk audit may result in an institution being removed as an affiliate of the Consortium and revocation of an open award(s).

Acknowledgment of Award: Please acknowledge the "NASA CT Space Grant Consortium" on any publication you author relating to this work. Additionally, NASA's terms and conditions require: "All information disseminated as a result of the award shall contain a statement which acknowledges NASA's support and identifies the award by number (e.g., "the material is based upon work supported by NASA under award No. 80NSSC25M7127.)"

Expo Participation: All grant recipients are asked to be available to attend the NASA CTSGC Annual Expo and provide a poster presentation after completing their grant-related work. Details will be shared by the NASA CTSGC office and Campus Directors.

# Program Information

**The following pages contain information specific to each grant type. Please read the section relevant to your proposed grant type thoroughly.**

Contact your Campus Director, campus Grant/OSP office, or the CTSGC office for additional clarification.

## Graduate Fellowship

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### About this award

**Award** – Graduate Fellowships are available to promote and support graduate student research in areas that align with NASA Mission Directorates. Refer to the NASA CTSGC website for the number and amounts of awards available each academic year. A student is eligible for one NASA CTSGC fellowship per academic 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 strong academic record. First-semester graduate students should provide an undergraduate transcript. Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. New applicants will be given priority over recent awardees with this grant. All research must be conducted in person and on-site.

**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. Funds may also be used to support travel *directly related* to the performance of the research/study. Funds may **not** be used for equipment/computers, entertainment, entry fees, or indirect costs. All federal requirements pass through NASA CT Space Grant Consortium’s lead institution, University of Hartford, to all awarded grants.

**Equipment and Supplies** – NASA CTSGC funds may not be used for equipment purchases. The definition for equipment is an article of tangible nonexpendable personal property that has a useful life of more than one year and an acquisition cost of \$10,000 or more per unit. Items below \$10,000 are classified as supplies. NASA CTSGC funds may not be used to purchase computers or tablets. Request for a 3-D printer and/or supplies must be clearly justified and must be essential for the project.

**Fund Distribution** – Funds will be available upon successful completion of a sub-award 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: NASA CTSGC cannot award final payment until all post-award requirements are met and approved. Details will be conveyed within the award agreement.

### Post award responsibilities

**Reporting** – A project report will be required upon completion of the fellowship work. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Outreach** – Fellowship award recipients are required to share their knowledge of and enthusiasm for STEM careers by performing outreach within a community college, middle/high school community of their choice, or other community program. For additional information on outreach opportunities, please refer to the [NASA CTSGC website](#).

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

\* This information is utilized for NASA reporting only.

➤ **Proposal Information**

- a. **Proposal Abstract** (100-word maximum) – includes information relating the proposed project to NASA’s Mission Directorates.
- b. **Narrative** – 5-page maximum
  - i. Purpose and objectives
  - ii. Relationship to NASA’s Mission Directorates
  - iii. Methodology
  - iv. Feasibility and timeline (plan) of the project
  - v. Expected outcomes and Assessment Plan
  - vi. Career potential

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- c. **Budget** – Please be sure to include a [Budget Worksheet](#) for each institution involved in collaboration grant proposals.
- d. **Budget Narrative** – includes a clear justification of expenditures for the proposal and a complete budgetary schedule for the length of the program.

- e. **Two Recommendations** (internal or external) – Applicants will be asked to provide email addresses of recommenders in their application. *One recommendation must come from the research project supervisor.* The recommenders will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the date applications close for that cycle.
- f. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.) For team or collaborative proposals, please submit a one-page resume/CV for each team member.
- g. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

**Evaluation rubric**

Criteria	Evaluation	Max Score
<b>Abstract</b>	States a specific testable research question or objective.	10
<b>Relation to NASA’s Mission Directorates</b>	Clearly stated and directly related to the mission of NASA/aerospace/STEM through Mission Directorate alignment.	15
<b>Methodology</b>	Provides a clear explanation of the proposed experimental or theoretical methods, hypothesis, prototype, or product.	15
<b>Feasibility &amp; timeline (planning)</b>	The facilities and advisor/expertise are available, and the timeline is appropriate for conducting the proposed research.	15
<b>Budget narrative and worksheet</b>	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.	15
<b>Expected outcome &amp; assessment plan</b>	The deliverables are clear, innovative, with a clear assessment plan.	15
<b>Future career potential</b>	Relationship to prior work and future career plans is well documented.	5
<b>Recommendations</b>	Recommendations received/supports applicant.	5
<b>Recent award</b>	Student has never received a NASA CTSGC award.	5
		100

## **Undergraduate Research Grant**

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### **About this award**

**Award** – Undergraduate Research Grants are available to support and promote undergraduate research with faculty advisors at their institution. Refer to the NASA CTSGC website for the number and amounts of awards each academic year. A student is eligible for one award per academic 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 strong academic record. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application. Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. New applicants will be given priority over recent awardees with all grants. All research must be conducted in person and on-site.

**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 Mission Directorates. Students desiring to complete their research in collaboration with local STEM companies should contact the companies in advance and include a letter of support from the partner along with their application.

**Budget** – A budget worksheet is required for Undergraduate Research Grant. Students are required to provide a maximum stipend of \$4,000 and minimum of \$2,000 allocated for supplies in their budget worksheet.

**Fund Distribution** – Funds will be available upon successful completion of a sub-award to the master agreement between the grant awardee's institution and the University of Hartford and then will be paid to the grant awardee's institution to be distributed according to its policies related to faculty grants. A detailed, itemized invoice is required when sending any invoice to the consortium office. Final payment will be made upon submission and approval of all post-award reporting.

### **Post award responsibilities**

**Reporting** – A project report will be required upon completion of the research grant. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Outreach** – Award recipients are required to share their knowledge of and enthusiasm for STEM careers by performing outreach within a community college (not their own), middle/high school community of their choice, or other community program. For additional information on outreach opportunities, please refer to the [NASA CTSGC website](#).

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

\* This information is utilized for NASA reporting only.

➤ **Proposal Information**

a. **Proposal Abstract** (100-word maximum) – includes information relating the proposed project to [NASA’s Mission Directorates](#).

b. **Narrative** – 5-page maximum

i. Purpose and objectives

ii. Relationship to NASA’s Mission Directorates

iii. Methodology

iv. Feasibility and timeline (plan) of the project

v. Expected outcomes

vi. Career potential

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

c. **Budget** – Please be sure to include a [Budget Worksheet](#) for each institution involved in collaboration grant proposals.

d. **Budget Narrative** – includes a clear justification of expenditures for the proposal and a complete budgetary schedule for the length of the program.

e. **Two Recommendations** (internal or external) – Applicants will be asked to provide email addresses of recommenders in their application. *One recommendation must come from the research project supervisor.* The recommenders will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the date applications close for that cycle.

- f. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.) For team or collaborative proposals, please submit a one-page resume/CV for each team member.
- g. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

**Evaluation Rubric**

<b>Criteria</b>	<b>Evaluation</b>	<b>Max Score</b>
<b>Abstract</b>	States a specific testable research question or objective.	10
<b>Relation to NASA’s Mission Directorates</b>	Clearly stated and directly related to the mission of NASA/aerospace/STEM through Mission Directorate alignment.	15
<b>Methodology</b>	Provides a clear explanation of the proposed experimental or theoretical methods, hypothesis, prototype, or product.	15
<b>Feasibility &amp; timeline (planning)</b>	The facilities and advisor/expertise are available, and the timeline is appropriate for conducting the proposed research.	15
<b>Budget narrative and worksheet</b>	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.	15
<b>Expected outcome &amp; assessment plan</b>	The deliverables are clear, innovative, with a clear assessment plan.	15
<b>Future career potential</b>	Relationship to prior work and future career plans are well documented.	5
<b>Recommendations</b>	Recommendations received/supports applicant.	5
<b>Recent award</b>	Student has never received a NASA CTSGC award.	5
		<b>100</b>

## **Student Project Grant**

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### **About this award**

**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. NASA CTSGC recognizes these small grants will allow students to choose projects that are beyond the normal funds allocated by departments, colleges, and universities. Refer to the NASA CTSGC website for the number and amounts of awards available each academic year.

**Eligible Projects** – Any group or individual project that is consistent with the mission of NASA as exemplified by its Mission Directorates, is eligible.

**Eligible Applicants** – Individual students and informal/formal groups of students may apply. The project leader/Primary Investigator (P.I.) 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. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application. Individual Applicants/Project Leader (for group projects) must have a strong academic record. There must be a faculty member who agrees to serve as the project advisor. Applicant P.I. is required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval.

**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.*

**Fund Distribution** – Reimbursement will require the completion of a sub-award to the master agreement between the grant award recipient's institution and the University of Hartford. Reimbursement requires the submission of detailed, itemized receipts to the appropriate office at the affiliate Consortium campus. Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

### **Post award responsibilities**

**Reporting** – A project report will be required promptly upon completion of the project grant. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

*\* This information is utilized for NASA reporting only.*

➤ **Proposal Information**

- a. **Proposal Abstract** (100-word maximum) – includes information relating the proposed project to NASA’s Mission Directorates.
- b. **Narrative** – 5-page maximum
  - i. Purpose and objectives
  - ii. Relationship to NASA’s Mission Directorates
  - iii. Methodology
  - iv. Feasibility and timeline (plan) of the project
  - v. Expected outcomes
  - vi. Career potential

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- c. **Budget** – Please be sure to include a [Budget Worksheet](#) for each institution involved in collaborative grant projects.
- d. **Budget Narrative** – includes a clear justification of expenditures for the proposal and a complete budgetary schedule for the length of the program.

- e. **One Recommendation** (internal or external) – Applicants will be asked to provide email address(es) of recommender(s) in their application. One recommendation must be from the research project supervisor/advisor. The recommender(s) will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the date applications close for that cycle.
- f. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.) For team or collaborative proposals, please submit a one-page resume/CV for each team member.
- g. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

**Evaluation rubric**

Criteria	Evaluation	Max Score
<b>Abstract</b>	States a specific testable research question or objective	10
<b>Relation to NASA’s Mission Directorates</b>	Clearly stated and directly related to the mission of NASA/ aerospace/STEM through alignment with the Mission Directorates.	15
<b>Methodology</b>	Provides a clear explanation of the proposed experimental or theoretical methods/ hypothesis/prototype/ product.	15
<b>Feasibility &amp; timeline (planning)</b>	Facilities are available, and the timeline is appropriate for conducting the proposed research.	15
<b>Budget narrative and worksheet</b>	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.	15
<b>Expected outcome</b>	Deliverables are clear and innovative.	15
<b>Recommendations</b>	Recommendation(s) received/supports applicant project. <i>One recommendation must be from the research project supervisor/advisor.</i>	10
<b>Recent award</b>	New applicants will be given priority (full points) over recent awardees	5
		100

## **Scholarships: Undergraduate, Community College, Community College Transfer**

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### **About this award**

**Awards** – Refer to the NASA CTSGC website for the number and amounts of awards available each academic year. New applicants will be given priority (full points) over recent awardees

### **Eligibility** –

*Undergraduate Scholarship:* Student applicants must be full-time students at the time of application at one of the 4-year Consortium Member Institutions with a strong academic record. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application.

*Community College Scholarship:* Student applicants must be full-time students at the time of application at one of the 2-year Community College Consortium Member Institutions with a strong academic record. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application.

*Community College Transfer Scholarship:* Students must demonstrate that they began their postsecondary education at a community college where they enrolled for a minimum of two terms and are currently enrolled full-time at a 4-year Consortium Member postsecondary education institution. First-semester students are not eligible to apply, as a transcript showing at least one completed semester at the 4-year affiliate is required with your application. Students may only be awarded the Community College Transfer Scholarship once in their academic careers.

*All applicants:* Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. All students must be full-time at the time of application.–New applicants will be given priority over recent awardees with all grants–Students in their final semester are not eligible to apply for scholarships, as awards must be applied to the semester following award. Scholarships may not be applied retroactively .

**Fund Distribution** – Full amount is paid directly to the student award recipient’s Financial Aid Account from their respective institution Financial Aid Office upon completion, submission and approval of a report.

### **Post award responsibilities**

**Reporting** – Completion of a brief report is required prior to scholarship payment. The required reporting link will be sent via email following award of scholarship.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

*\* This information is utilized for NASA reporting only.*

➤ **Proposal Information**

a. **Narrative** – 3-page maximum. Please include the following sections:

- i. Describe your academic and career goals.
- ii. Describe information on any research experiences or other relevant experiences you have had and how you believe they have influenced your career in STEM.
- iii. Describe your community service, extra-curricular activities, work experience awards and/or honors.
- iv. Briefly explain the benefits that you expect to derive from a NASA CTSGC Scholarship.

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

b. **One Recommendations** (*internal or external*) – Applicants will be asked to provide email address(es) of recommender(s) in their application. The recommender(s) will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the date applications close for that cycle.

c. **Resume/Curriculum Vitae** – One-page maximum.

d. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

## **Evaluation Rubric**

<b>Criteria</b>	<b>Max Score</b>
Academic and career goals relate to NASA CTSGC mission	20
Student demonstrates and/or describes interest in science and technology subject matter and careers	20
Student academic performance	15
Recommendation received/supports applicant.	10
Student demonstrates and describes community service, extracurricular, work and/or academic honors, experiences, and awards that support his or her application to the award	15
Student describes benefits from receiving the scholarship and/or articulates reasons for deserving the scholarship	15
Recent award or student has never received a NASA CTSGC award	5
	100

## Travel Grant

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### About this award

**Award** – To encourage travel to NASA facilities to use their unique resources and/or present Space Grant and NASA funded research at conferences the NASA CTSGC awards travel grants. Refer to the NASA CTSGC website for the number of awards available each academic 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. This award is not to attend a conference for networking or non-presenting purposes. Invitations/letters/acceptance/etc should be included in application when possible. ***NASA CTSGC only supports domestic travel.***

**Eligible Applicants** – Full-time students at Consortium Member Institutions are eligible. All applicants must be US Citizens. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application. Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. Student applicants should have a strong academic record.

**Budget** – Funds will be paid to the student or groups' institution upon submission of a detailed invoice, including back-up (how the funds were spent), at the conclusion of the trip. Alcohol and personal care items are not allowed. **No travel advances are allowed.**

**Fund Distribution** – Funds will be paid to the student's institution on a reimbursement basis. NASA CTSGC will pay detailed invoices from the affiliate upon completion of a sub-award to the master agreement. Most affiliate institutions will require detailed, itemized receipts. Contact your Campus Director for details. No travel advances will be allowed from NASA CTSGC funds. ***International travel is not allowed to be funded with Space Grant dollars.*** Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

### Post award responsibilities

**Reporting** A project report will be required promptly upon completion of the travel. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) *and are in addition* to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

*\* This information is utilized for NASA reporting only.*

➤ **Proposal Information**

- a. **Proposal Abstract** (100-word maximum) – includes information relating the proposed project to NASA’s Mission Directorates.
- b. **Narrative** – 2-page maximum. Please include the following sections
  - i. **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 webpage of the program is acceptable). Please remember that Space Grant can only support domestic travel.
  - ii. **Relevance to NASA’s Mission Directorates**
  - iii. **Goals and Objectives**
  - iv. **Timetable**
- c. **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.)

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- d. **Budget Worksheet** – Please be sure to include a Budget Worksheet for each institution involved in collaboration grant proposals.

- e. **One Recommendation** – Applicants will be asked to provide to email address(es) of recommender(s) in their application. One recommendation must be from a faculty member familiar with the travel purpose. The recommender(s) will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the date applications close for that cycle.
- f. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.) For team proposals, please submit a one-page resume/CV for each team member.
- g. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files

**Evaluation Rubric**

<b>Criteria</b>	<b>Evaluation</b>	<b>Max Score</b>
<b>Abstract</b>	Abstract is clear, concise and gives reader an excellent sense of the scope of travel.	5
<b>Purpose of travel and invitation</b>	Clear and detailed description of and rationale for travel, including invitation to participate and/or other supporting material.	20
<b>Relevance to NASA’s Mission Directorates</b>	Purpose of travel is very relevant to one or more of NASA’s Mission Directorates. Priority is given to travel related to CTSGC research or NASA projects.	15
<b>Goals and objectives</b>	Goals and objectives of travel are clearly stated with compelling reasons offered to pursue travel.	20
<b>Recommendation</b>	Recommendation received/supports applicant and travel.	10
<b>Timetable</b>	Includes a clear and detailed timeline of travel, which is aligned with goals and objectives.	10
<b>Budget narrative and worksheet</b>	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.	15
<b>Recent award</b>	Maximum points will be given to students who have never received a NASA CTSGC award.	5
		100

## **Group Travel Grant (Student-led)**

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### **About this award**

**Award** – To encourage small groups of students to travel to NASA facilities to use their unique resources and/or present Space Grant and NASA funded research at conferences the NASA CTSGC awards travel grants. - This grant is awarded on a rolling basis based on available funds.

**Eligible Travel** – Travel supported by group 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. This award is not to attend a conference for networking or non-presenting purposes. Invitations/letters/acceptance/etc should be included in application when possible. ***NASA CTSGC only supports domestic travel.***

**Eligible Applicants** – Full-time students at Consortium Member Institutions are eligible. All applicants and travelers must be US Citizens. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application. Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. Student applicants should have a strong academic record.

**Budget** – Funds will be paid to the student or groups' institution upon submission of a detailed invoice, including back-up (how the funds were spent), at the conclusion of the trip. Alcohol and personal care items are not allowed. **No travel advances are allowed.**

**Fund Distribution** – Funds will be paid to the student's institution on a reimbursement basis. NASA CTSGC will pay detailed invoices from the affiliate upon completion of a sub-award to the master agreement. Most affiliate institutions will require detailed, itemized receipts. Contact your Campus Director for details. No travel advances will be allowed from NASA CTSGC funds. ***International travel is not allowed to be funded with Space Grant dollars.*** Note: NASA CTSGC cannot award final payment until all post-award requirements are met and approved.

### **Post award responsibilities**

**Reporting** A project report will be required promptly upon completion of the travel. The required reporting link will be sent via email before the completion of the grant period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees and participants (i.e. travelers) for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they and any direct participants have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

### **Apply for this award**

Submit the application and additional forms via the [Apply](#) page.

➤ **Applicant Contact/Demographic Information**

*\* This information is utilized for NASA reporting only.*

➤ **Proposal Information**

- a. **Proposal Abstract** (100-word maximum) – includes information relating the proposed project to NASA’s Mission Directorates.
- b. **Narrative** – 2-page maximum. Please include the following sections
  - i. **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 webpage of the program is acceptable). Please remember that Space Grant can only support domestic travel.
  - ii. **Travelers:** Your narrative must include the name(s) and role(s) of each traveler. Your narrative should describe the input of each traveler to the project and how that relates to travel. The narrative should also designate whether or not the traveler is essential or optional (budget-permitting) for travel.
  - iii. **Relevance to NASA’s Mission Directorates**
  - iv. **Goals and Objectives**
  - v. **Timetable**
- c. **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.)

*\* Consult the scoring rubric for more information on how proposals will be evaluated according to these criteria.*

- d. **Budget Worksheet** – Please be sure to include a Budget Worksheet for each institution involved in collaboration grant proposals.
- e. **One Recommendation** – Applicants will be asked to provide to email address(es) of recommender(s) in their application. One recommendation must be from a faculty member familiar with the travel purpose. The recommender(s) will be emailed a unique link to provide their recommendation, or they can log into the application site using the provided email address. Their recommendation will be included in the completed application when reviewed by the selection committee. Recommendations are due no later than one week (7 days) after the application has been submitted.
- f. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.) For ~~team~~-group proposals, please submit a one-page resume/CV for each team member (must be combined as one upload).
- g. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. For –group proposals, please submit a transcript for each team member (must be combined as one upload). Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

**Evaluation Rubric**

<b>Criteria</b>	<b>Evaluation</b>	<b>Max Score</b>
<b>Abstract</b>	Abstract is clear, concise and gives reader an excellent sense of the scope of travel.	5
<b>Purpose of travel and invitation</b>	Clear and detailed description of and rationale for travel, including invitation to participate and/or other supporting material.	20
<b>Relevance to NASA’s Mission Directorates</b>	Purpose of travel is very relevant to one or more of NASA’s Mission Directorates. Priority is given to travel related to CTSGC research or NASA projects.	15
<b>Goals and objectives</b>	Goals and objectives of travel are clearly stated with compelling reasons offered to pursue travel.	20
<b>Recommendation</b>	Recommendation received/supports applicant and travel.	10
<b>Timetable</b>	Includes a clear and detailed timeline of travel, which is aligned with goals and objectives.	10
<b>Budget narrative and worksheet</b>	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.	15
<b>Recent award</b>	Maximum points will be given to students who have never received a NASA CTSGC award.	5
		100

## Summer Internships

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### About this award

NASA CTSGC collaborates with Connecticut-based industries and organizations, in an effort to aid in securing full-time summer internship opportunities for student applicants. Internships may be in STEM-related industries, and informal education organizations. NASA CTSGC will solicit meaningful internship opportunities/projects from these professional partners. Eligible students may apply directly to specific projects of interest through the online application system. Applicants will be reviewed on a rolling application deadline basis.

The NASA CTSGC Internship program follows the model and structure of the highly competitive NASA Center Internships – specifically, project sponsors will identify projects ahead of time, and advertise for summer interns for those specified projects. By having projects identified ahead of time, more students, especially community college students, will be likely to apply for the opportunity. Internships will be dispensed dependent upon the funding available, the applicant pool and industry's ability to accommodate the internships. Refer to the NASA CTSGC website for the internship opportunities available

**Award** – Industrial and Education Internship – Undergraduate (4-year institution)/Graduate students enrolled at affiliated institutions are eligible to apply. Undergraduate/Graduate student applicants must be full-time students at one of the Consortium Member Institutions with a strong academic record. NASA CTSGC funds are only available to US Citizens.

Technical Internship (all students eligible) – Priority given to community college students enrolled in an Associate's degree or Certificate program at an affiliated institution are eligible to apply. If space is available, internships may be offered to 4-year institution or graduate students. Undergraduate student applicants must be full-time students at one of the Consortium Member Institutions with a strong academic record. NASA CTSGC funds are only available to US Citizens.

Internships will be dispensed dependent upon the funding available, the applicant pool and industry's ability to accommodate the internships. ***Refer to the NASA CTSGC website for the internship opportunities available.***

**Eligibility** - Full-time students at Consortium Member Institutions are eligible. All applicants must be US Citizens. First-semester students are not eligible to apply as a transcript showing at least one completed semester is required with your application. Applicants are required to provide proof of U.S. Citizenship to their respective Campus Director for accurate and timely completion of the Grant Verification approval. Student applicants should have a strong academic record.

**Distribution** – Funds will be distributed in three equal payments directly to the industry partner, as follows: first payment at the beginning of the internship, a second upon receipt of a mid-point report from the supervisor of satisfactory performance, with the final balance paid upon submission and approval of all required post-award documentation. Student interns will be paid in accordance with the sponsoring organizations' practices.

## **Post award responsibilities**

**Reporting** – A project report will be required promptly upon completion of the internship. The required reporting link will be sent via email before the completion of the internship period of performance. NASA CTSGC considers a successful project to be an investment in the future of the researcher, their department and the institution, and therefore requires the tracking of these outcomes for CTSGC reporting to NASA.

**NASA STEM Gateway** – NASA requires tracking of all awardees for Space Grant awards. To aid in tracking applicants, a **NASA STEM Gateway** profile must be created for each higher education student who has either been directly funded or has significantly participated in CTSGC-funded project. If you are awarded (primary investigator) a CTSGC grant, or participated in a research grant or project (direct participant) funded by CTSGC, *your NASA STEM Gateway profile is required*. All profiles are created directly through the [NASA STEM Gateway website](#) **and are in addition** to any CTSGC reporting required at the completion of a grant. Directions on how to create your profile can be found by [clicking here](#). It is the responsibility of the awardee to ensure that they have created a STEM Gateway profile in order to comply with the terms of the awarded grant.

**Poster Session** – Students will be required to furnish a research poster ([template available online](#)) for an annual expo following the completion of their research. The poster will be submitted with the grant report, and the awardee will bring a physical copy to the expo for display. Details about the annual expo will be communicated closer to the date.

**Longitudinal Tracking** – NASA CTSGC 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.

## **Apply for this award**

Submit the application via the online application system at [ctspacegrant.org](http://ctspacegrant.org). The following information will be needed when you apply.

➤ **Applicant Contact/Demographic Information**

*\* This information is utilized for NASA reporting only.*

➤ **Proposal Information**

- a. **Narrative** – 3-page maximum (*Please provide detailed information about yourself that is not specific to one internship opportunity, but could be applicable to any you wish to be considered for*)
  - i. Why are you interested in an internship?
  - ii. Why should you be selected for this opportunity?
  - iii. Describe how your interest/experience will be enhanced by this internship.
  - iv. How will this internship enhance or contribute to your long-term academic and career goals?
  - v. Please list all technical courses you have taken that may be helpful to hiring managers in considering your qualifications.
  - vi. Please explain your interest in your top 3 project choices. How does each project fit with your current interests and/or proposed career goals?

- vii. 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.)
- b. **Opportunity Statement:** (optional) Please provide detailed statement related to specific opportunity if desired
- c. **One Recommendation** (*internal or external*) – Applicants will be asked to provide to email address(es) of recommender(s) in their application. The recommender(s) will be emailed a unique link to provide their recommendation to be included in the application using that link, or by logging into the application site using the provided email address. Recommendations are due one week (7 days) after receipt of the email to ensure timely submission of the internship application.
- d. **Resume/Curriculum Vitae** – One-page (maximum) resume/CV is required. (Submissions over page maximum will be rejected.)
- e. **Student Transcript** – Official is preferred; however, unofficial is acceptable if availability at the time of submission is a problem. Transcript must show current course enrollments. Degree audits are not acceptable in lieu of transcript. Please do not upload encrypted files.

# National Space Grant Program Goal and Objectives



## About:

NASA initiated the National Space Grant College and Fellowship Project, also known as Space Grant, in 1989. Space Grant is a national network of colleges and universities. These institutions are working to expand opportunities for Americans to understand and participate in NASA's aeronautics and space projects by supporting and enhancing science and engineering education and research.

The Space Grant national network includes over 850 affiliates from universities, colleges, industry, museums, science centers, and state and local agencies. These affiliates belong to one of 52 consortia in all 50 states, the District of Columbia, and the Commonwealth of Puerto Rico.

## Purpose:

Increase the understanding, assessment, development, and utilization of space resources by promoting a strong educational base, responsive research and training activities, and broad and prompt dissemination of knowledge and techniques;

Utilize the abilities and talents of the universities of the Nation to support and contribute to the exploration and development of the resources and opportunities afforded by the space environment;

Encourage and support, within the university community of the Nation, the existence of interdisciplinary and multidisciplinary programs of space research that—

- engage in integrated activities of training, research, and public service;
- have cooperative programs with industry; and
- are coordinated with the overall program of the Administration;

Encourage and support the existence of consortia, made up of university and industry members, in order to advance the exploration and development of space resources in cases in which national objectives can be better fulfilled through such consortia than through the programs of single universities;

Encourage and support Federal funding for graduate fellowships in fields related to space; and

Support activities in colleges and universities generally for the purpose of creating and operating a network of institutional programs that will enhance achievements resulting from efforts, as authorized by Congress.

## Important Resources

[NASA Office of STEM Engagement \(OSTEM\)](#)

[NASA Center Internships](#)

Information on NASA's Mission Directorates

- [Aeronautics Research \(ARMD\)](#)
- [Exploration Systems Development \(ESDMD\)](#)
- [Science \(SMD\)](#)
- [Space Operations \(SOMD\)](#)
- [Space Technology \(STMD\)](#)

[NASA Space Grant Program Office \(Links to Office of STEM Engagement\)](#)

[NASA: Explore Moon to Mars](#)

[NASA Leadership, Center Offices, Programs and More](#)

[NASA New Technology Report](#)

FEDERAL UNIFORM GUIDANCE: All federal requirements pass through from the CT Space Grant Consortium's lead institution, University of Hartford, to all awarded faculty grants.

**When preparing budget proposals, it may be helpful to reference the [Office of Management and Budget Uniform Guidance](#).**