# NASA CONNECTICUT SPACE GRANT CONSORTIUM (CTSGC)

## Request For Proposals (RFP)

**STUDENT FUNDING PROGRAMS**

Academic Year 2026-2027

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# 1. PROGRAM OVERVIEW

## About the NASA Connecticut Space Grant Consortium (CTSGC)

The NASA Connecticut Space Grant Consortium (CTSGC) is one of 52 university-led Space Grant Consortia funded through NASA's Office of STEM Engagement (OSTEM). Established in 1991, CTSGC is a statewide partnership of colleges, universities, industry, government agencies, research organizations, and educational institutions working together to strengthen Connecticut's aerospace, science, engineering, technology, and STEM education workforce.

The Consortium supports NASA's mission by investing in research, education, workforce development, public engagement, and collaborative initiatives that inspire and prepare the next generation of scientists, engineers, educators, researchers, and technical professionals.

CTSGC operates at the intersection of NASA priorities and Connecticut's academic, research, and workforce development needs by supporting programs that foster innovation, expand participation in STEM, strengthen research capacity, and promote the development of a highly skilled STEM workforce.

## Program Purpose

The purpose of the NASA Connecticut Space Grant Consortium is to:

- Support research and educational activities that contribute to NASA's mission.
- Develop and retain a highly skilled STEM workforce.
- Encourage student participation in aerospace, engineering, science, technology, and mathematics disciplines.
- Strengthen research and educational infrastructure within Connecticut.
- Facilitate collaboration among higher education institutions, industry, government, and community partners.
- Expand opportunities for experiential learning, research, internships, outreach, and professional development.
- Increase awareness of NASA's contributions to science, technology, exploration, and innovation.

# NASA Mission Directorate Alignment

All proposals submitted to CTSGC must clearly demonstrate alignment with one or more NASA Mission Directorates. Applicants must explicitly identify the applicable directorate(s) and explain how the proposed activity, project, research effort, educational initiative, travel opportunity, or workforce development activity supports NASA's mission.

Current NASA Mission Directorates include:

### Human Spaceflight Mission Directorate (HSMD)

Leads NASA's human spaceflight and space-enabling activities, providing unified leadership for the systems, operations, and architectures that support missions in low Earth orbit, the Moon, and beyond. **NOTE**: *This Mission Directorate combines NASA's former exploration development (ESDMD) and space operations (SOMD) activities into a single organization responsible for human spaceflight across low Earth orbit, the Moon, and beyond.*

### Mission Support Directorate (MSD)

Provides the workforce, infrastructure, business systems, and institutional capabilities necessary to support NASA's programs, missions, and operations.

### Research and Technology Mission Directorate (RTMD)

Develops and delivers innovative technologies in aeronautics, space systems, nuclear power and propulsion, and mission-critical communications and navigation capabilities to advance NASA's missions and maintain U.S. leadership in aerospace. **NOTE**: *This Mission Directorate merges NASA's former aeronautics (ARMD) and space technology (STMD) activities and includes communications and navigation capabilities to accelerate technology development and mission-enabling innovation.*

### Science Mission Directorate (SMD)

Advances scientific understanding of Earth, the solar system, the universe, and the search for life beyond Earth.

# CTSGC Funding Priorities

CTSGC seeks to support activities that advance one or more of the following priorities:

### Research and Innovation

Projects that contribute to scientific discovery, engineering advancement, technological innovation, or the development of new knowledge related to NASA's mission.

### Workforce Development

Programs that prepare students and emerging professionals for careers in aerospace, engineering, science, technology, research, education, and related STEM fields.

### Student Success

Activities that increase student engagement, persistence, academic achievement, research participation, and career readiness.

### STEM Education and Outreach

Programs that improve STEM teaching, learning, awareness, participation, and public engagement across formal and informal educational settings.

### Institutional Capacity Building

Projects that strengthen research infrastructure, educational programming, collaborative partnerships, and institutional competitiveness for future external funding opportunities.

### Collaboration and Partnership Development

Proposals involving partnerships among Connecticut institutions, industry, government agencies, NASA centers, community organizations, museums, and other educational partners are strongly encouraged.

# Federal Compliance Statement

CTSGC awards are supported through federal funding provided by NASA and administered through the University of Hartford as the Consortium's lead institution.

All funded activities must comply with:

- Applicable federal laws and regulations.
- NASA grant and cooperative agreement requirements.
- Uniform Guidance (2 CFR 200 and NASA supplements).
- Executive Orders and federal directives in effect at the time of award.
- NASA policies related to grants management, research security, intellectual property, and participant reporting.

Recipients are responsible for ensuring that all proposed activities, expenditures, reporting requirements, and program outcomes remain compliant with current federal and NASA requirements throughout the award period.

*NASA and CTSGC reserve the right to modify program requirements, funding conditions, reporting obligations, or award activities in response to changes in federal law, regulation, policy, or agency guidance.*

# Who Should Apply?

## Student Programs

Student funding opportunities are intended for eligible undergraduate, graduate, and community college students seeking to engage in research, scholarship, project development, professional travel, NASA-related workforce experiences, and STEM career preparation.

## Commitment to Student Engagement

CTSGC strongly encourages meaningful student participation across all funding programs. Competitive proposals demonstrate clear plans for mentoring, experiential learning, workforce development, research training, professional growth, and pathways into NASA-related careers.

Projects that provide substantial opportunities for undergraduate students, graduate students, community college students, and emerging STEM professionals are particularly encouraged.

# 2. AVAILABLE STUDENT FUNDING OPPORTUNITIES

The following funding opportunities are available to faculty annually.

| Program | Target Audience | Purpose | See Section for Details | Proposals Accepted |
|---|---|---|---|---|
| Graduate Research Fellowship | Graduate Students | Supports graduate-level research directly aligned with NASA missions and workforce development priorities. | 7 | Spring Only |
| Undergraduate Research Grant | Undergraduate Students | Supports student-led research under faculty mentorship. | 8 | Fall / Spring |
| Student Project Grant | Individual Students or Student Teams | Supports design projects, senior capstone projects, engineering builds, research prototypes, and student innovation activities. | 9 | Fall / Spring |
| Undergraduate Scholarship | Undergraduate Students | Supports students enrolled at four-year institutions. | 10 | Fall / Spring |
| Community College Scholarship | Community College Students | Supports students enrolled at CT State Community College campuses. | 10 | Fall / Spring |
| Community College Transfer Scholarship | Transfer Students | Supports transfer students who began their education at a community college. | 10 | Fall / Spring |
| Travel Grants (including group) | Undergraduate & Graduate Students | Supports travel to advance scholarship, research, or NASA workforce goals | 11 | Fall / Spring |
| Summer Internship Program | Undergraduate & Graduate Students | Supports students with professional experiences that complement their academic preparation and workforce development goals. | 12 | Winter through Spring |

# 3. BEFORE YOU APPLY

## Eligibility Requirements

All applicants must:

- ✓ Be enrolled at a CTSGC Consortium Member Institution
- ✓ Be a U.S. Citizen
- ✓ Be enrolled full-time at the time of application
- ✓ Maintain good academic standing
- ✓ Conduct funded activities within the United States
- ✓ Demonstrate alignment with NASA's mission

## Citizenship Requirement

Students receiving direct NASA-funded support must be U.S. citizens. Recipient institutions' Campus Directors must provide proof of citizenship for all students receiving direct funds. Acceptable forms of proof include:

- U.S. Passport (valid or expired)
- Naturalization Certificate
- U.S. Birth Certificate
- Military ID Card

Students who are non-citizens may participate in programs, but are ineligible to funding through this grant. Where eligible, they may be supported through their institutions' matching funds.

## Additional Requirements

Graduate Fellowship Applicants:

- ✓ Must be enrolled in a graduate degree program.
- ✓ Period of performance must end at least 1 month before your graduation.

Undergraduate Research or Student Project Applicants:

- ✓ Must have completed at least one semester.
- ✓ Period of performance must end at least 1 month before your graduation.

Scholarship Applicants:

- ✓ Must have completed at least one semester.
- ✓ Must not be in their final academic semester.

Travel Applicants:

- ✓ Must have completed at least one semester.
- ✓ Must travel for a direct NASA-related academic, professional, or research purpose.
- ✓ Period of performance must end at least 1 month before your graduation.

# Research Security Training Requirement

Consistent with federal research security requirements, all Principal Investigators (PIs), Co-Principal Investigators (Co-PIs), and other Investigators who commit 10% or more effort to a proposed project must complete an approved Research Security Training (RST) program. Training must be completed within 12 months prior to proposal submission or prior to participation in an active award.

Applicants may fulfill this requirement through one of the following approved options:

- **NSF Research Security Training Modules**: Completion of the four online modules available through the National Science Foundation (NSF), covering cybersecurity, foreign influence and interference, international collaboration, and disclosure requirements.
- **SECURE Center Research Security Training**: Completion of the NSF-funded SECURE Center condensed training program, which incorporates the same core content in an abbreviated format.
- **Institutional Equivalent Training**: Completion of a research security training program approved by the applicant's institution that satisfies federal research security requirements (e.g., designated CITI Program courses or institutionally developed training modules).

The SECURE Center training requires approximately one hour to complete and is recognized as meeting federal research security training requirements.

### Investigator Certification

As part of the proposal submission process, the Principal Investigator must certify that:

1. The PI has completed an approved Research Security Training program.
2. All Co-PIs have completed an approved Research Security Training program.
3. Any Investigator committing 10% or more effort to the project has completed, or will complete prior to award activation, an approved Research Security Training program.

Applicants are responsible for maintaining documentation of training completion and may be asked to provide certificates as part of the proposal review process or upon request by the institution's Office of Sponsored Programs (OSP) or equivalent research administration office.

# Proposal Development Timeline

Before beginning an application, applicants should:

**Step 1:** Consult their CTSGC Campus Director.

**Step 1a:** Meet with their Office of Sponsored Programs (OSP) or Grants Office if recommended or required by your institution.

**Step 2:** Identify NASA Mission Directorate alignment.

**Step 3:** Gathered supporting documentation required for proposal.

# 4. FUNDING INFORMATION, LIMITATIONS AND RESTRICTIONS

The following restrictions apply to ALL student awards unless specifically stated otherwise.

## Fund Distribution

Awarded funds will be made available upon completion and execution of a subaward agreement between the awardee's institution and the University of Hartford. Award funds will be distributed to the recipient institution, which shall administer the award in accordance with its internal policies governing grants and sponsored programs.

All requests for payment must be accompanied by a detailed, itemized invoice. CTSGC reserves the right to withhold final payment until all required reports, deliverables, and post-award documentation have been submitted and approved.

## Funding Limitations

### Equipment and Capital Purchases

NASA CTSGC funds may not be used to purchase equipment. For CTSGC purposes:

Equipment is defined as tangible property with a useful life greater than one year and an acquisition cost of $10,000 or greater per unit.

Examples include:

- Research instrumentation
- Laboratory systems
- Specialized measurement systems

Such costs are unallowable unless specifically approved by NASA and CTSGC.

### Computers, Tablets, and Mobile Devices

CTSGC funds may not be used to purchase:

- Desktop computers
- Laptop computers
- Tablets
- Smartphones
- General-purpose computing devices

Applicants should utilize existing institutional resources whenever possible.

## Software, Computing, and Artificial Intelligence Resources

Software licenses, cloud services, high-performance computing, AI platforms, specialized software, and other computing-related expenses are strongly discouraged and require substantial justification.

Requests for:

- Software licenses
- Cloud computing services
- Specialized computational resources
- Machine learning platforms
- Artificial intelligence services
- Data storage systems
- 3D printing
- Other similar computing or data resources

will be reviewed on an exception basis.

Applicants must demonstrate:

- Existing institutional resources are insufficient
- Necessity of requested resources
- Relationship to project success

Applicants should utilize existing institutional resources whenever possible.

## Travel

Travel is only allowable under designated travel programs unless specifically authorized.

When permitted, travel must:

- Support project objectives.
- Be directly related to NASA activities.
- Follow institutional travel policies.
- Comply with federal travel regulations.

Travel budgets must include:

- Registration (when applicable)
- Transportation
- Lodging*
- Meals and incidentals *
- Justification

* *Travel budgets should reflect reasonable and customary expenses. Actual allowable costs are based on applicable U.S. General Services Administration (GSA) per diem and travel guidelines. Please consult https://www.gsa.gov/travel/plan-book/per-diem-rates for reasonable and customary rates. Please use the Daily Lodging Rates (as best as possible) and Meals and incidental expenses (M&IE) as a guideline when planning travel budgets. CTSGC will not provide additional funding to cover cost overruns, upgrades, premium travel options, excessive meal expenses, or other expenses that exceed approved or allowable limits.*

### International Activities

CTSGC funds may not support:

- International travel
- Foreign vendors
- Foreign organizations
- Foreign participants
- International project activities
- International shipping

All funded activities must occur within the United States unless specifically approved in writing.

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# Unallowable Costs

CTSGC funds may not be used for:

### Personal Expenses

- Personal travel
- Personal memberships
- Personal subscriptions
- Personal electronics
- Personal care items

### Entertainment

- Social events
- Recreational activities
- Banquets
- Receptions
- Hospitality expenses

### Alcohol

Alcohol is never allowable under CTSGC awards.

### Promotional Items

Examples include:

- T-shirts and other apparel
- Water bottles
- Giveaways
- Branded merchandise

Limited NASA-approved outreach materials may be allowable only with prior approval.

# Budget Narrative Requirements

Every proposal requiring a budget must include a budget narrative.

The narrative should explain:

### What Is Being Purchased
Describe each budget line item.

### Why It Is Needed
Explain how the item supports project goals.

### How Costs Were Calculated
Provide calculations whenever possible.

*Example:*
Undergraduate Research Assistant: 200 hours × $18/hour = $3,600

### Cost Share Explanation
Identify:

- Source of match
- Amount of match
- Type of contribution
- Institutional commitment

### Budget Checklist

As part of proposal submission, applicants should verify that:

☐ All requested costs are necessary and reasonable.
☐ No prohibited expenses are included.
☐ Cost-share commitments have been verified.
☐ Budget calculations are accurate.
☐ All costs comply with CTSGC and institutional requirements.
☐ Budget and matching funds can be documented upon request.

# Period of Performance

The Period of Performance (PoP) is the approved timeframe during which an award recipient may conduct grant activities, incur allowable expenses, and utilize awarded NASA Connecticut Space Grant Consortium (CTSGC) funds.

The PoP begins on the official start date approved by CTSGC and ends on the approved end date specified within the award agreement. Proposed Periods of Performance cannot begin before the Award Activation Date (see section 5).

CTSGC does not wish to fund research or project grants that are 6 weeks or less in duration.

### Spring Proposal Cycles

- The PoP must begin **no earlier than June 10** of the award year and end **no later than June 9** of the following year.
- Example: **June 10, 20XX to June 9, 20XX+1**

### Fall Proposal Cycles

- The PoP must end **no later than June 9** of the following year.
- Example: **December 15, 20XX to June 9, 20XX+1**

### Completion of Award Activities

All project activities, expenditures, deliverables, reporting requirements, and project objectives must be completed within the approved PoP unless CTSGC has approved a formal **No-Cost Extension (NCE)**.

Recipients may incur allowable costs up to **90 days before the approved PoP start date at their own risk**. Reimbursement of such costs is not guaranteed and is contingent upon award issuance and compliance with all applicable grant requirements. **No costs may be incurred after the PoP end date unless an NCE has been approved.**

All supplies, materials, and project-related purchases must:

1. Be ordered during the PoP.
2. Be received during the PoP.
3. Be utilized in support of the approved project during the PoP.

Purchases made near the end of the project solely to expend remaining funds are strongly discouraged and may be disallowed if sufficient project justification is not provided.

Awardees should ensure procurement activities occur early enough to allow delivery, implementation, and use before the PoP ends.

Failure to comply with PoP requirements may result in disallowed costs, delayed reimbursement, forfeiture of remaining award funds, or future funding ineligibility.

# Graduation and Reporting Requirements:

For awards supporting graduate research, undergraduate research, student projects, or student travel, if the approved period of performance extends into a student's final academic semester, the period of performance must end no later than four (4) weeks prior to the student's graduation date. The required final report must be submitted within fifteen (15) calendar days following the end of the period of performance. Failure to submit required reports by the specified deadline may, at the institution's discretion, affect the student's eligibility for graduation clearance, reimbursement, future funding opportunities, or other administrative actions associated with the award.

# No-Cost Extensions (NCE)

## Definition

A No-Cost Extension allows additional time to complete approved project activities without providing additional funding.

No-Cost Extensions are intended for situations where:

- Significant progress has been made.
- Legitimate delays occurred.
- Additional time is needed to complete approved objectives.

Extensions may not be used to:

- Increase funding.
- Support new project activities.
- Correct poor project management.
- Spend unused balances without justification.

Extension requests must be submitted via email to the CTSGC Office at least 30 calendar days before the PoP end date.

## Extension Eligibility

Award recipients may request:

- One No-Cost Extension per award.

Extensions are subject to CTSGC approval.

Approval is not guaranteed.

# Financial Management and Award Administration

Award recipients are responsible for:

- Maintaining financial documentation.
- Retaining receipts and invoices.
- Tracking expenditures.
- Providing supporting documentation upon request.
- Complying with institutional financial procedures.

All CTSGC awards are subject to review, monitoring, and desk audit.

Failure to provide adequate financial documentation may result in:

- Withholding of reimbursement.
- Reduction of funding.
- Termination of award.

- Forfeiture of unpaid balances.
- Ineligibility for future CTSGC funding opportunities.

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# 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.**

# Project Closeout

The PoP ends when:

- Project activities have concluded.
- Deliverables have been completed.
- Final expenditures have occurred.
- Reporting requirements have been submitted to CTSGC Office.

Closeout activities generally include:

## Technical Closeout (with CTSGC office)

- Final report submitted to CTSGC Office.
- Grant/Award poster included with submitted report.
- Student participant (Direct Participant) data.
- STEM Gateway compliance.

## Financial Closeout (with Affiliate institution)

- Final invoices.
- Expense documentation.
- Budget reconciliation.

## Program Closeout (with CTSGC office)

- Expo participation requirements.
- Poster submission.
- Publication reporting.
- New Technology Reporting (if applicable).

# Late Completion and Unexpended Funds

Funds not properly expended during the approved PoP may be deobligated by CTSGC.

Projects that fail to complete required work or reporting may:

- Forfeit remaining award balances.
- Become ineligible for future CTSGC funding.
- Have costs disallowed during financial review.

- Be subject to additional oversight requirements.

Award recipients are strongly encouraged to maintain regular communication with CTSGC regarding project status throughout the Period of Performance.

# 5. APPLICATION TIMELINE

All competitive proposals for the 2026-2027 academic year are planned for the following timeline:

| Activity | Fall Cycle | Spring Cycle |
|---|---|---|
| Applications Open (RFP released online) | September 1 | January 25 |
| Applications Close | October 13 | March 24 |
| Institutional Approvals (*including all references*) Due | October 21 | April 2 |
| Award Announcement | November 19 | May 7 |
| Award Activation | December 15 | June 10 |

Dates may be subject to change. Check our website for most current information.

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# 6. APPLICATION COMPONENTS

Unless otherwise stated, proposals must include:

## Required Documents

- Application Information Form
- Proposal Abstract *(when applicable)*
- Proposal Narrative
- Budget Worksheet *(when applicable)*
- Budget Narrative *(when applicable)*
- Resume/CV
- Transcript
- Facilities, Equipment, and Other Resources (if applicable)
- Recommendation Letter(s)

### Proposal Abstract

For all non-scholarship awards.

Maximum: 100 words

Must describe:

- Project purpose
- NASA relevance
- Expected outcomes

Abstracts from awarded proposals will be published on our website.

# Proposal Narrative Format

## Research-Based Awards

This must be provided in Word or PDF format with your application.
Maximum: 5 Pages

Applicants must include, as indicated by proposal type:

### Project Purpose
Describe the problem or opportunity.

### NASA Alignment
Demonstrate direct relevance to NASA.

### Methodology
Explain:

- Research methods
- Experimental plans
- Technical approach

### Timeline
Provide milestones and deliverables.

### Expected Outcomes
Identify:

- Deliverables
- Products
- Publications
- Presentations

### Career Development Impact
Explain how participation supports your STEM career goals.

# Facilities, Equipment, and Other Resources

Where applicable, students must provide a description of the facilities, equipment, instrumentation, software, laboratory space, field sites, computing resources, supplies, and other institutional resources that will be available to support the proposed project. This section must be completed or endorsed by the student's faculty advisor, who shall certify that the identified resources are available and sufficient to support successful completion of the proposed work within the project period.

# 7. GRADUATE RESEARCH FELLOWSHIP

### Purpose

The Graduate Research Fellowship Program supports outstanding graduate students conducting research that directly advances NASA mission directorates, research priorities, and future workforce needs. The fellowship is designed to foster the development of highly skilled researchers and professionals who will contribute to aerospace, engineering, science, technology, and other NASA-related fields.

Graduate fellows are expected to conduct independent, faculty-mentored research that demonstrates scientific rigor, technical merit, and relevance to NASA's strategic objectives. Projects should contribute new knowledge, innovative methodologies, or technological advancements while providing meaningful educational and professional development opportunities for the student investigator.

## Eligibility

Applicants must:

- Be enrolled full-time in a master's or doctoral degree program at a CTSGC Consortium Member Institution during the award period.
- Be pursuing a degree in a STEM discipline or related field aligned with NASA mission areas.
- Be a U.S. Citizen, as required by NASA funding guidelines.
- Be in good academic standing at their institution.
- Have a faculty research advisor who will provide mentorship and oversight throughout the project period.
- Propose a research project that demonstrates clear alignment with one or more NASA Mission Directorates, programs, or workforce development priorities.

## Eligible Costs

- Graduate stipend
- Tuition
- Research materials
- Research-related travel
- Supplies

## Application Requirements

Applicants must submit:

- Applicant contact and demographic information.
- 100-word project abstract.
- Five-page project narrative including:
    - Project purpose.
    - NASA mission relevance.
    - Methodology.
    - Feasibility and timeline.
    - Expected outcomes and assessment plan.
    - Career potential.
- Budget worksheet.

- Budget narrative.
    - Including facilities, equipment, and other resources, if relevant.
- One-page resume.
- Recommendation(s)

## Award Expectations

Recipients must:

- Complete research project
- Conduct community outreach activity
- Submit final report to CTSGC Office promptly at end of Period of Performance
- Present printed poster at CTSGC Expo
- Complete NASA STEM Gateway profile

## Graduate Fellowship Evaluation Rubric

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Recent Award** | 5 Pts = No prev. award | 4 Pts = 5 or more years | 3 Pts = 4 years; | 2 Pts = 3 years | 1 Pts = 2 years; 0 Pts = 1 year or less |
| **Abstract** | The abstract clearly and concisely presents a specific, testable research question or objective, the significance of the work, the proposed approach, and expected outcomes. | The abstract clearly presents the research objective and proposed work with only minor omissions or areas needing clarification. | The abstract provides an understandable description of the proposed research but lacks detail regarding objectives, significance, methods, or expected outcomes. | The abstract includes a general description of the proposed research but the objectives, significance, or approach are unclear. | The abstract is missing, incomplete, or does not identify a clear research objective. |
| **NASA Relevance** | The proposed research directly supports one or more NASA Mission Directorates, research priorities, or future workforce needs. The connection to NASA is clear, compelling, and integral to the project. | The proposed research has a strong and well-defined connection to NASA-related science, engineering, aerospace, technology, or STEM priorities. | The proposed research demonstrates a reasonable connection to NASA-related disciplines, though the alignment could be more clearly articulated. | The proposal identifies a limited or indirect connection to NASA priorities. Relevance is not well integrated into the project. | NASA relevance is weak, unclear, or not demonstrated. |
| **Methodology** | The proposal presents a rigorous, innovative, and well-developed research design. Methods, procedures, and analysis plans are clearly described, strongly aligned with project objectives, and demonstrate significant potential to advance NASA-related knowledge or technology. | The proposal includes a detailed and well-organized research plan. Methods are appropriate, clearly described, and aligned with project objectives. | The proposal provides an adequate research plan. Methods are generally appropriate and support the stated objectives, though additional detail or justification would strengthen the proposal. | The proposal includes a research plan, but important methodological details are limited or unclear. The connection between methods and objectives is weak. | The proposal does not include a clear research methodology, or the methodology section is insufficiently developed to evaluate. Methods are poorly described or not aligned with project objectives. |
| **Feasibility** | The project is highly feasible within the proposed timeframe. Facilities, resources, faculty mentorship, and expertise are clearly available, and the timeline includes realistic milestones. | The project appears feasible and well supported. Resources, mentorship, and timeline are appropriate for successful completion. | The project is generally feasible, though some aspects of the timeline, resources, or research support could be better developed. | Questions remain regarding the availability of resources, mentorship, project scope, or timeline. Feasibility is uncertain. | The project lacks a realistic timeline, adequate resources, appropriate mentorship, or a feasible plan for completion. |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Budget** | Budget is detailed, cost-effective, and fully justified. A complete budget schedule is provided, expenditures are clearly aligned with project objectives, and costs are appropriate for the proposed research and period of performance. | Budget is reasonable, detailed, and well justified. Costs directly support the proposed research with only minor omissions or concerns. | Budget is generally appropriate and allowable. Most expenditures are justified, though additional detail or clarification would strengthen the proposal. | Budget includes questionable expenses, limited justification, or an incomplete budget schedule. Some costs may not align well with project activities. | Budget is missing, lacks sufficient detail or justification, or contains excessive, unrealistic, or potentially unallowable costs. |
| **Expected Outcomes** | Expected outcomes are clearly defined, innovative, measurable, and have significant potential to advance NASA-related research, knowledge, technology, or workforce development. A strong assessment plan is included. | Expected outcomes are well defined and achievable. Deliverables and assessment methods are clearly described and aligned with project goals. | Outcomes are identified and generally measurable, though additional detail regarding deliverables, assessment, or broader impact would strengthen the proposal. | Expected outcomes are poorly defined, difficult to measure, or weakly connected to the proposed research. Assessment methods are limited. | Expected outcomes are unclear or missing, and no meaningful assessment plan is provided. |
| **Future Career Potential** | The proposal demonstrates a strong connection between the applicant's prior experience, proposed research, and future career goals in NASA-related science, engineering, aerospace, technology, or STEM fields. | The proposal clearly explains how the research supports the applicant's academic and professional development and future career plans. | A connection between the proposed research and future career goals is evident, though additional detail would strengthen the narrative. | Future career goals are discussed but are weakly connected to the proposed research. | The relationship between the proposed research, prior experience, and future career plans is unclear, poorly documented, or missing. |
| **Recommendation** | The recommendation provides a strong endorsement and includes specific evidence of the applicant's research ability, academic preparation, and potential for success in NASA-related fields. | The recommendation strongly supports the applicant and provides clear evidence of qualifications and potential. | The recommendation supports the applicant but provides limited detail regarding qualifications or potential. | The recommendation provides only limited support or lacks meaningful detail. | The recommendation is missing, unsupportive, or provides insufficient evidence of the applicant's readiness for the proposed research. |

# 8. UNDERGRADUATE RESEARCH GRANT

## Purpose

The Undergraduate Research Grant Program supports student-led research projects conducted under the guidance of a faculty mentor. The program encourages undergraduate participation in authentic research experiences that strengthen technical skills, promote innovation, and prepare students for advanced study and careers in NASA-related STEM fields.

Projects should provide meaningful hands-on learning opportunities while advancing knowledge or addressing challenges relevant to science, engineering, technology, mathematics, or other disciplines that support NASA's mission.

## Eligibility

Applicants must:

- Be enrolled as a full-time undergraduate student at a CTSGC Consortium Member Institution during the award period.

- Be a U.S. Citizen.
- Be in good academic standing.
- Have a faculty mentor who agrees to supervise the project.
- Propose a project with identifiable NASA relevance or applicability to aerospace, STEM research, workforce development, or related areas.
- Demonstrate sufficient preparation and capability to successfully complete the proposed research project.

## Application Requirements

Applicants must submit:

- Applicant contact and demographic information.
- 100-word project abstract.
- Five-page project narrative including:
  - Project purpose.
  - NASA mission relevance.
  - Methodology.
  - Feasibility and timeline.
  - Expected outcomes and assessment plan.
  - Career potential.
- Budget worksheet.
- Budget narrative.
- One-page resume.
- Facilities, equipment, and other resources (if applicable)
- Recommendation(s)

## Eligible Costs

Allowable expenses may include:

- Student stipend (up to $4,000). Full stipend *may* be considered if justified.
- Research supplies and materials
- Laboratory consumables
- Research-related travel approved by CTSGC
- Other project expenses justified in the proposal budget

## Award Expectations

Recipients must:

- Complete research project
- Conduct community outreach activity
- Submit final report to CTSGC Office promptly at end of Period of Performance
- Present printed poster at CTSGC Expo
- Complete NASA STEM Gateway profile

## Undergraduate Research Evaluation Rubric

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Recent Award** | 5 Pts = No prev. award | 4 Pts = 5 or more years | 3 Pts = 4 years; | 2 Pts = 3 years | 1 Pts = 2 years; 0 Pts = 1 year or less |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Abstract** | The abstract clearly and concisely presents a specific, testable research question or objective, the significance of the work, the proposed approach, and expected outcomes. | The abstract clearly presents the research objective and proposed work with only minor omissions or areas needing clarification. | The abstract provides an understandable description of the proposed research but lacks detail regarding objectives, significance, methods, or expected outcomes. | The abstract includes a general description of the proposed research but the objectives, significance, or approach are unclear. | The abstract is missing, incomplete, or does not identify a clear research objective. |
| **NASA Relevance** | The proposed research directly supports one or more NASA Mission Directorates, research priorities, or future workforce needs. The connection to NASA is clear, compelling, and integral to the project. | The proposed research has a strong and well-defined connection to NASA-related science, engineering, aerospace, technology, or STEM priorities. | The proposed research demonstrates a reasonable connection to NASA-related disciplines, though the alignment could be more clearly articulated. | The proposal identifies a limited or indirect connection to NASA priorities. Relevance is not well integrated into the project. | NASA relevance is weak, unclear, or not demonstrated. |
| **Methodology** | The proposal presents a well-developed and rigorous research plan with clearly defined objectives, methods, and expected outcomes. The project provides a meaningful hands-on research experience that will strengthen the student's technical skills, research capabilities, and understanding of NASA-related STEM disciplines. | The proposal includes a detailed and well-organized research plan. Methods are appropriate, clearly described, and aligned with project objectives. The project provides significant opportunities for student learning and research experience. | The proposal provides an adequate research plan. Methods are generally appropriate and support the stated objectives, though additional detail, justification, or technical rigor would strengthen the proposal. | The proposal includes a research plan, but important methodological details are limited or unclear. The connection between methods and project objectives is weak, and the educational value of the research experience is not fully developed. | The proposal does not include a clear research methodology, or the methodology section is insufficiently developed to evaluate. Methods are poorly described, not aligned with project objectives, or do not provide a meaningful research experience. |
| **Feasibility** | The project is highly feasible within the proposed timeframe. Facilities, resources, faculty mentorship, and expertise are clearly available, and the timeline includes realistic milestones. | The project appears feasible and well supported. Resources, mentorship, and timeline are appropriate for successful completion. | The project is generally feasible, though some aspects of the timeline, resources, or research support could be better developed. | Questions remain regarding the availability of resources, mentorship, project scope, or timeline. Feasibility is uncertain. | The project lacks a realistic timeline, adequate resources, appropriate mentorship, or a feasible plan for completion. |
| **Budget** | Budget is detailed, cost-effective, and fully justified. A complete budget schedule is provided, expenditures are clearly aligned with project objectives, and costs are appropriate for the proposed research and period of performance. | Budget is reasonable, detailed, and well justified. Costs directly support the proposed research with only minor omissions or concerns. | Budget is generally appropriate and allowable. Most expenditures are justified, though additional detail or clarification would strengthen the proposal. | Budget includes questionable expenses, limited justification, or an incomplete budget schedule. Some costs may not align well with project activities. | Budget is missing, lacks sufficient detail or justification, or contains excessive, unrealistic, or potentially unallowable costs. |
| **Expected Outcomes** | Expected outcomes are clearly defined, innovative, and measurable. The project has significant potential to advance NASA-related knowledge while providing substantial educational, technical, and professional development benefits for the student researcher. A strong assessment plan is included. | Expected outcomes are well defined and achievable. Deliverables and assessment methods are clearly described, and the project is likely to produce meaningful research and educational benefits. | Outcomes are identified and generally measurable. The project is likely to provide research experience and learning opportunities, though additional detail regarding deliverables, assessment, or broader impact would strengthen the proposal. | Expected outcomes are poorly defined, difficult to measure, or weakly connected to the proposed research. The assessment plan is limited, and the projected educational or research impact is uncertain. | Expected outcomes are unclear or missing, and no meaningful assessment plan is provided. The proposal does not clearly demonstrate how the project will contribute to research objectives or student development. |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Future Career Potential** | The proposal demonstrates a clear connection between the research experience and the student's academic and career goals. The project provides meaningful opportunities for skill development and professional growth. | The proposal demonstrates a clear connection between the research experience and the student's academic and career goals. The project provides meaningful opportunities for skill development and professional growth. | The proposal identifies reasonable academic or career goals and explains how the research experience will support those goals, though additional detail or reflection would strengthen the connection. | The proposal provides limited discussion of future academic or career goals, and the connection between the proposed research and future development is weak or unclear. | The proposal does not adequately describe future academic or career goals, or the connection between the proposed research and the student's development is minimal or absent. |
| **Recommendation** | The recommendation provides a strong endorsement and includes specific evidence of the applicant's research ability, academic preparation, and potential for success in NASA-related fields. | The recommendation strongly supports the applicant and provides clear evidence of qualifications and potential. | The recommendation supports the applicant but provides limited detail regarding qualifications or potential. | The recommendation provides only limited support or lacks meaningful detail. | The recommendation is missing, unsupportive, or provides insufficient evidence of the applicant's readiness for the proposed research. |

# 9. STUDENT PROJECT GRANT

## Purpose

The Student Project Grant Program supports hands-on design, development, and implementation of activities conducted by student teams or individual students. The program is intended to encourage innovation, creativity, applied learning, and practical problem-solving through projects that align with NASA missions and workforce needs.

Examples include senior capstone projects, engineering design projects, research prototypes, robotics initiatives, aerospace system development, technology demonstrations, and other student-led innovation activities.

Projects should result in a tangible product, prototype, demonstration, or technical outcome that provides students with practical experience and professional skill development.

## Eligibility

Applicants must:

- Be enrolled as full-time students at a CTSGC Consortium Member Institution.
- Be U.S. Citizens.
- Be in good academic standing.
- Have a faculty advisor or project mentor when applicable.
- Propose a project demonstrating relevance to NASA missions, aerospace applications, STEM workforce development, or technological innovation.
- Demonstrate adequate technical preparation and project readiness to complete the proposed work during the award period.

## Eligible Expenses

- Materials
- Components
- Supplies

- Fabrication costs

## Funding May Not Support

- Travel
- Stipends
- Salaries
- Equipment purchases

## Application Requirements

Applicants must submit:

- Applicant contact and demographic information.
- 100-word project abstract.
- Five-page project narrative including:
  - Project purpose.
  - NASA mission relevance.
  - Methodology.
  - Feasibility and timeline.
  - Expected outcomes and assessment plan.
  - Career potential.
- Budget worksheet.
- Budget narrative.
- One-page resume.
- Facilities, equipment, and other resources (if applicable)
- Recommendation(s)

## Award Expectations

Recipients must:

- Complete research project
- Submit final report to CTSGC Office promptly at end of Period of Performance
- Present printed poster at CTSGC Expo
- Complete NASA STEM Gateway profile

## Student Project Grant Rubric

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Recent Award** | 5 Pts = No prev. award | 4 Pts = 4 or more years | 3 Pts = 3 years | 2 Pts = 2 years; | 1 Pts = 1 years; 0 Pts = <1 year |
| **Abstract** | The abstract clearly and concisely describes the project objective, significance, proposed approach, and expected deliverables or outcomes. | The abstract clearly and concisely describes the project objective, significance, proposed approach, and expected deliverables or outcomes. | The abstract provides an understandable overview of the project but lacks detail regarding objectives, approach, or expected outcomes. | The abstract provides a limited or unclear description of the project. Important elements such as objectives, significance, or deliverables are not well defined. | The abstract is missing, incomplete, or does not identify a clear project objective. |
| **NASA Relevance** | The project directly supports one or more NASA Mission Directorates, priorities, technologies, or workforce needs. NASA relevance is clear, compelling, and integral to the project. | The project demonstrates a strong and well-defined connection to NASA-related science, engineering, aerospace, technology, or STEM objectives. | The project demonstrates a reasonable connection to NASA-related disciplines, although the alignment could be more clearly described. | The project has a limited or indirect connection to NASA priorities. Relevance is not well integrated into the project. | NASA relevance is weak, unclear, or not demonstrated. |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Methodology** | The proposal presents a clear, innovative, and well-developed project plan. Design methods, development processes, technical approaches, and deliverables are clearly described and strongly aligned with project objectives. The project provides meaningful hands-on learning and technical skill development. | The proposal includes a detailed and organized project plan. Methods, processes, and deliverables are clearly described and likely to achieve the intended objectives. | The proposal provides an adequate project plan. Methods and activities are generally appropriate and support the stated objectives, though additional detail or justification would strengthen the proposal. | The proposal includes a project plan, but important details regarding design, implementation, testing, development, or deliverables are limited or unclear. The connection between activities and objectives is weak. | The proposal does not include a clear project plan, or the methodology section is missing. Activities, design processes, or technical approaches are poorly described and unlikely to achieve the stated objectives. |
| **Feasibility** | The project is highly feasible within the proposed timeframe. Facilities, resources, mentorship, and project milestones are clearly identified and support successful completion. | The project appears feasible and well supported. Resources, mentorship, and timeline are appropriate for successful completion. | The project is generally feasible, though some aspects of the timeline, resources, or implementation plan could be better developed. | Questions remain regarding project scope, available resources, mentorship, or timeline. Feasibility is uncertain. | The project lacks a realistic timeline, adequate resources, appropriate mentorship, or a feasible plan for completion. |
| **Budget** | Budget is detailed, cost-effective, and fully justified. A complete budget schedule is provided, expenditures are clearly aligned with project objectives, and costs are appropriate for the proposed work and period of performance. | Budget is reasonable, detailed, and well justified. Costs directly support the proposed project with only minor omissions or concerns. | Budget is generally appropriate and allowable. Most expenditures are justified, though additional detail or clarification would strengthen the proposal. | Budget includes questionable expenses, limited justification, or an incomplete budget schedule. | Budget is missing, lacks sufficient detail or justification, or contains excessive, unrealistic, or potentially unallowable costs. |
| **Expected Outcomes** | Deliverables are clearly defined, innovative, measurable, and achievable. The project is likely to produce a meaningful product, prototype, demonstration, technical solution, or other tangible outcome while providing substantial educational and professional development benefits. | Deliverables are well defined, achievable, and clearly aligned with project objectives. The project is likely to produce meaningful technical and educational outcomes. | Deliverables are identified and generally appropriate. Expected outcomes are reasonable, though additional detail or performance measures would strengthen the proposal. | Deliverables are poorly defined, difficult to evaluate, or only loosely connected to project objectives. | Expected deliverables are unclear, unrealistic, incomplete, or missing. |
| **Recommendation** | The recommendation provides a strong endorsement and includes specific evidence of the applicant's technical ability, project readiness, leadership, and potential for success. | The recommendation strongly supports the applicant and provides clear evidence of qualifications and potential. | The recommendation supports the applicant but provides limited detail regarding qualifications or project readiness. | The recommendation provides only limited support or lacks meaningful detail. | The recommendation is missing, unsupportive, or provides insufficient evidence of the applicant's ability to successfully complete the project. |

# 10. SCHOLARSHIP PROGRAMS

## Purpose

The CTSGC Scholarship Programs support high-performing students pursuing academic programs that contribute to NASA's future workforce and research priorities. Scholarships recognize academic excellence, leadership, community engagement, research involvement, and commitment to STEM careers.

The scholarship program is intended to reduce financial barriers while encouraging students to continue their educational and professional development in fields relevant to NASA and the nation's STEM enterprise.

# Undergraduate Scholarship

Supports students enrolled at four-year CTSGC-affiliate institutions pursuing undergraduate degrees in STEM-related disciplines.

# Community College Scholarship

Supports students enrolled at Connecticut State Community College campuses pursuing STEM-related associate degree or certificate programs.

# Community College Transfer Scholarship

Supports students who began their education at a community college and have transferred to a four-year CTSGC-affiliate institution in pursuit of a STEM degree.

## Eligibility

Applicants must:

- Be enrolled full-time at a CTSGC Consortium Member Institution.
- Be a U.S. Citizen.
- Be pursuing a degree or educational pathway aligned with NASA-related STEM disciplines.
- Demonstrate academic achievement and potential for future success in STEM careers.
- Be in good academic standing.
- Submit all required application materials, including recommendations and academic records.

Additional requirements may apply based upon individual scholarship categories.

## Award Limitation

Each of the following awards may be received only once per student: the Undergraduate Scholarship, Community College Scholarship, and Community College Transfer Scholarship. Students who have previously been awarded a specific scholarship are ineligible for future funding under that same scholarship program, regardless of academic year or institution. Students who have been awarded a Community College Scholarship may only be awarded one Community College Transfer *or* Undergraduate Scholarship.

## Application Requirements

Applicants must submit:

- Applicant contact and demographic information.
- Three-page project narrative including:
    - Academic and career goals.
    - Interest in STEM and NASA-relevant fields.
    - Academic achievement and experiences.
    - Community service, leadership, and engagement.
    - Scholarship impact and need.
- One-page resume.
- Recommendation(s)

## Award Expectations

Recipients must:

- Conduct community outreach activity
- Submit final report to CTSGC Office promptly at end of Period of Performance

Complete NASA STEM Gateway profile

## Scholarship Rubric

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Career Goals** | Academic and career goals are clearly defined, strongly aligned with NASA-related STEM fields, and demonstrate a well-developed vision for future education and career development. | Academic and career goals are clearly stated and aligned with STEM disciplines relevant to NASA's mission and workforce needs. | Academic and career goals are identified and generally related to STEM fields, though the connection to future plans could be better developed. | Academic or career goals are discussed but lack clarity, specificity, or alignment with STEM fields. | Academic and career goals are unclear, poorly defined, or not related to STEM disciplines. |
| **NASA Alignment** | Academic, career, research, or professional interests are strongly aligned with NASA mission areas, aerospace, engineering, space science, Earth science, technology development, or other NASA-related workforce needs. | Demonstrates a clear connection between educational and career goals and NASA-related disciplines or workforce priorities. | Demonstrates some connection to NASA-related fields, though alignment is not fully developed or articulated. | References NASA-related fields or activities only briefly or indirectly. | Little or no connection to NASA-related disciplines, research priorities, or workforce needs is demonstrated. |
| **STEM Interest** | Demonstrates a sustained and compelling commitment to STEM through coursework, research, projects, employment, organizations, competitions, outreach, or other experiences. | Demonstrates a clear and consistent interest in STEM through multiple academic or extracurricular activities. | Demonstrates an interest in STEM and provides examples supporting that interest. | Expresses an interest in STEM but provides limited evidence of engagement. | Little evidence is provided demonstrating sustained interest or involvement in STEM. |
| **Academics** | The student demonstrates outstanding academic achievement and provides strong evidence of accomplishments, research, projects, awards, or experiences that support future success in a STEM field. | The student demonstrates strong academic performance and meaningful experiences that support STEM interests and career goals. | The student demonstrates satisfactory academic achievement and relevant experiences related to STEM. | Limited academic accomplishments or relevant experiences are described. | Academic achievement and relevant experiences are poorly documented or insufficiently demonstrated. |
| **Leadership** | The student demonstrates significant leadership, community service, extracurricular involvement, employment experience, or other activities that reflect initiative, responsibility, and commitment. | The student demonstrates meaningful involvement in service, leadership, extracurricular, work, or academic activities. | The student participates in extracurricular, service, or work-related activities that support their application. | Limited involvement outside the classroom is demonstrated. | Little or no evidence of community, leadership, extracurricular, or work engagement is provided. |
| **Scholarship Impact** | The student clearly articulates how the scholarship will support academic success, persistence in STEM, and future educational or career goals. The benefit of the award is compelling and well justified. | The student clearly explains how the scholarship will support academic and professional development. | The student provides a reasonable explanation of how the scholarship would be beneficial. | The benefits of the scholarship are discussed but lack detail or specificity. | The student provides little explanation of how the scholarship would support educational or career goals. |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Recommendation** | The recommendation provides a strong endorsement and specific evidence of the student's academic ability, character, leadership, and potential for success in STEM fields. | The recommendation strongly supports the student and provides clear evidence of qualifications and potential. | The recommendation supports the student but provides limited supporting detail. | The recommendation provides limited support or lacks meaningful detail. | The recommendation is missing, unsupportive, or provides insufficient evidence of the student's potential. |

# 11. TRAVEL GRANTS

## Purpose

The Travel Grant Program provides support for professional travel experiences that increase the impact, visibility, and competitiveness of CTSGC and NASA-related research, education, and workforce development activities.

Funding is intended to support opportunities that:

- Promote dissemination of CTSGC-supported research and educational innovations.
- Advance NASA-relevant scholarship and professional development.
- Foster collaborations with NASA, industry, government, and academic partners.
- Enhance student participation in NASA-related activities.
- Strengthen institutional capacity in NASA-aligned STEM disciplines.

Supported activities may include:

- NASA Center visits
- Research presentations
- Professional conferences
- STEM competitions

Travel must clearly advance scholarship, research, professional development, or NASA workforce objectives.

## Eligibility

Applicants must:

- Be enrolled full-time at a CTSGC Consortium Member Institution.
- Be a U.S. Citizen.
- Be pursuing a degree or educational pathway aligned with NASA-related STEM disciplines.
- Demonstrate academic achievement and potential for future success in STEM careers.
- Be in good academic standing.
- Submit all required application materials, including recommendations and academic records.
- Demonstrate a clear connection between the proposed travel activity and NASA-related research, education, or workforce development goals.
- Provide a detailed justification describing anticipated outcomes and benefits.
- Obtain any required institutional travel approvals.

## Allowable Travel Expenses

Eligible expenses may include:

- Transportation
- Registration fees
- Lodging
- Meals and incidentals consistent with institutional policies
- Other approved travel-related expenses

## Travel Must Be

- Domestic
- Mission-related
- Educationally justified

## Travel Cannot Be

- Tourism
- Networking-only attendance
- International travel

## Application Requirements

Applicants must submit:

- Applicant contact and demographic information.
- 100-word project abstract.
- Two-page project narrative including:
    - Purpose of travel.
    - NASA mission relevance.
    - Feasibility and timeline.
    - Expected outcomes.
    - Career potential.
- Budget worksheet.
- Budget narrative.
- One-page resume.
- Recommendation(s)
- Invitation/other supporting materials.

## Award Expectations

Recipients must:

- Complete travel activity
- Submit final report to CTSGC Office promptly at end of Period of Performance
- Present printed travel activity poster at CTSGC Expo
- Complete NASA STEM Gateway profile

## Alternative Funding Plan

- Applicants must describe how the proposed travel activity will be supported if the full amount of requested CTSGC funding is not awarded. The narrative should identify any additional funding sources, institutional support, personal contributions, departmental funding, or other resources that will be used to cover remaining expenses and ensure successful completion of the travel activity.

- *Example*: If the total travel cost is $1,500 and the applicant requests $1,000 from CTSGC, the applicant should explain how the remaining $500 will be funded.

## Group Travel Proposals:

Proposals requesting support for student-led group travel must include a narrative that identifies all proposed travelers and their respective roles. The narrative should describe each individual's contribution to the project or activity, explain the relationship between those contributions and the proposed travel, and justify the necessity of each traveler's participation. Applicants must clearly designate each traveler as either *essential* or *optional* (funding permitting) for the completion of the proposed activity.

## Travel Grant Evaluation Rubric

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Recent Award** | 5 Pts = No prev. award | 4 Pts = 4 or more years | 3 Pts = 4 years; | 2 Pts = 3 years | 1 Pts = 1 years;<br>0 Pts = <1 year |
| **Abstract** | The abstract clearly and concisely summarizes the purpose of the travel, planned activities, expected outcomes, and relevance to the student's academic or professional development. | The abstract clearly describes the travel purpose and anticipated outcomes with only minor omissions or areas needing clarification. | The abstract provides an understandable summary of the proposed travel but lacks detail regarding activities, objectives, or expected outcomes. | The abstract provides a limited or unclear description of the travel opportunity and its purpose. | The abstract is missing, incomplete, or does not clearly describe the purpose of the travel. |
| **Purpose of Travel** | The purpose of travel is exceptionally well justified and strongly aligned with research, education, professional development, or NASA workforce objectives. Invitations, acceptances, agendas, or other supporting materials clearly demonstrate the value and significance of the opportunity. | The purpose of travel is clearly described and well justified. Supporting documentation is provided and demonstrates meaningful professional, educational, or research value. | The purpose of travel is adequately described and generally aligned with the student's academic, research, or professional goals. Supporting documentation is provided or reasonably described. | The purpose of travel is described, but the rationale, anticipated benefits, or supporting documentation are limited or unclear. | The purpose of travel is poorly justified, or supporting documentation is missing. Expected benefits and relevance are unclear. |
| **NASA Relevance** | The travel opportunity directly supports one or more NASA Mission Directorates, priorities, workforce needs, or NASA-related research and educational activities. NASA relevance is clear and integral to the proposed travel. | The travel opportunity has a strong and well-defined connection to NASA-related science, engineering, aerospace, technology, or STEM activities. | The travel opportunity demonstrates a reasonable connection to NASA-related disciplines, though the alignment could be more clearly articulated. | The travel opportunity has a limited or indirect connection to NASA priorities. Relevance is not well integrated into the proposal. | NASA relevance is weak, unclear, or not demonstrated. |
| **Goals and Objectives** | Goals and objectives are exceptionally clear, specific, measurable, and strongly aligned with the proposed travel. The anticipated benefits are compelling and well defined. | Goals and objectives are clearly stated and well aligned with the travel opportunity. Expected benefits are meaningful and achievable. | Goals and objectives are identified and generally appropriate, though additional detail would strengthen the proposal. | Goals and objectives are vague, limited, or only loosely connected to the proposed travel activities. | Goals and objectives are unclear, unrealistic, or missing. |
| **Feasibility** | The travel plan is detailed, realistic, and well organized. Activities, dates, logistics, and expected outcomes are clearly aligned and achievable. | The travel timeline is realistic and supports achievement of the stated objectives. Key activities and milestones are clearly identified. | The travel timeline is generally appropriate and feasible, though additional scheduling detail or planning would strengthen the proposal. | The travel timeline lacks important details or raises concerns regarding feasibility and alignment with project goals. | The timeline is unrealistic, incomplete, or missing. Feasibility of the proposed travel is questionable. |

| | EXCELLENT | VERY GOOD | GOOD | FAIR | POOR |
|---|---|---|---|---|---|
| **Budget** | Budget is detailed, cost-effective, and fully justified. A complete budget schedule is provided, expenditures are clearly aligned with travel objectives, and costs represent an efficient use of CTSGC funds. | Budget is reasonable, detailed, and well justified. Travel costs are appropriate for the proposed activities with only minor omissions or concerns. | Budget is generally appropriate and allowable. Most expenditures are justified, though additional detail or clarification would strengthen the proposal. | Budget includes questionable expenses, limited justification, or an incomplete budget schedule. | Budget is missing, lacks sufficient detail or justification, or contains excessive, unrealistic, or potentially unallowable costs. |
| **Recommendation** | The recommendation provides a strong endorsement and specific evidence that the student will benefit from the travel opportunity and successfully represent CTSGC and their institution. | The recommendation strongly supports the student and provides clear evidence of qualifications and potential. | The recommendation supports the student but provides limited detail regarding preparedness or anticipated benefit. | The recommendation provides limited support or lacks meaningful detail. | The recommendation is missing, unsupportive, or provides insufficient evidence of the student's readiness for the proposed travel opportunity. |

# 12. STUDENT INTERNSHIP PROGRAM

## Purpose

The CTSGC Student Internship Program provides students with meaningful experiential learning opportunities through placement with Connecticut-based industries, businesses, nonprofit organizations, research organizations, and informal education partners. The program is designed to strengthen the STEM workforce pipeline by connecting students with professional experiences that complement their academic preparation and support NASA workforce development goals.

Internships are developed in collaboration with professional partners who identify specific projects and learning opportunities prior to the application cycle. Following the model of NASA Center Internships, students apply directly to advertised projects that match their interests, qualifications, and career goals.

The program seeks to:

- Provide hands-on professional experience in STEM and STEM-related fields.
- Strengthen connections between students and Connecticut industry partners.
- Increase student awareness of NASA-related career pathways.
- Develop technical, professional, and workplace skills.
- Encourage community college, undergraduate, and graduate student participation in experiential learning.

Internship opportunities are dependent upon available funding, sponsor participation, and the availability of suitable projects.

# Internship Categories

## Industrial and Education Internships

Available to undergraduate students enrolled at four-year institutions and graduate students attending CTSGC-affiliated institutions.

## Technical Internships

Open to all eligible students, with priority given to community college students pursuing associate degree or certificate programs. Additional placements may be offered to undergraduate and graduate students if opportunities remain available.

## Eligibility

Applicants must:

- Be enrolled full-time at a CTSGC Consortium Member Institution.
- Be a U.S. Citizen.
- Have completed at least one semester of coursework prior to application submission.
- Provide a transcript showing at least one completed semester.
- Be in good academic standing and demonstrate a strong academic record.
- Provide proof of U.S. citizenship to their Campus Director.
- Meet any additional qualifications identified by the sponsoring organization for a specific internship opportunity.

# Funding Distribution

CTSGC internship funds will be distributed directly to the sponsoring organization in three equal installments:

1. Initial payment at the beginning of the internship.
2. Second payment upon receipt of a satisfactory midpoint evaluation completed by the sponsoring organization.
3. Final payment following successful internship completion and submission of required documentation from student intern and sponsoring organization.

Student interns will be compensated according to the sponsoring organization's employment practices and policies.

# Application Requirements

## Narrative Statement (Maximum Three Pages)

**Applicants must address:**

- Why they are interested in an internship opportunity.
- Why they should be selected.

- How the internship will enhance their interests and experiences.
- How the internship supports long-term academic and career goals.
- Technical coursework completed that supports their qualifications.
- Previous interaction with Connecticut industry partners and relevant professional contacts.

### Optional Opportunity Statement
Applicants may submit a supplemental statement addressing a specific internship project.

### Recommendation
One recommendation (internal or external) is required.

### Resume/Curriculum Vitae
A one-page maximum resume or CV.

### Transcript
Official transcripts are preferred; unofficial transcripts are acceptable. Transcripts must include current enrollment information.

### Award Expectations

Recipients must:

- Successfully complete the internship assignment.
- Adhere to sponsor workplace requirements and expectations.
- Submit any required progress and final reports.
- Provide narrative of outcomes, experiences, and professional development accomplishments in your reporting.
- Participate in CTSGC program evaluation activities.
- Complete NASA STEM Gateway registration, if required.
- Present printed poster at CTSGC Expo.

# 13. POST-AWARD RESPONSIBILITIES

All award recipients must:

### Project Reporting
Submit final project report, including project poster (scholarship recipients do not require poster) and outreach summary (where applicable).

### Financial Reporting
Submit required financial documentation to affiliate grant/OSP office (where applicable).

### NASA STEM Gateway
Create and maintain NASA STEM Gateway profiles.

### Participant Tracking
Aid and/or cooperate in collection of CTSGC participant (Direct Participant) information (where applicable).

### Publications
Acknowledge CTSGC and NASA support in publications, presentations, and related products (where applicable). 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.)"

### CTSGC Expo
Participate in the annual CTSGC Expo, including printing/display of poster.

### New Technology Reporting
Comply with NASA New Technology Reporting requirements (where applicable).

### Longitudinal Tracking
As part of NASA's program evaluation and workforce development reporting requirements, award recipients agree to participate in longitudinal tracking activities conducted by CTSGC. Recipients may be contacted periodically by their Campus Director or CTSGC staff to provide information regarding their educational progress, employment status, career trajectory, and other professional accomplishments. ***Participation in these follow-up activities is a condition of accepting a CTSGC award.***

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# 14. COMPLIANCE CHECKLIST

### Applicant Certification

Before submitting, confirm:

### Eligibility

- ☐ I meet all eligibility requirements for this funding opportunity.
- ☐ I am a U.S. citizen.
- ☐ I am enrolled full-time with a CTSGC member institution.

### Proposal Compliance

- ☐ My project aligns with at least one NASA Mission Directorate.
- ☐ I understand CTSGC funding limitations.
- ☐ My proposal complies with page limitations.
- ☐ All required documents are included.

### Budget Compliance

- ☐ My budget contains only allowable expenses.

☐ All costs are necessary and reasonable.
☐ No prohibited purchases are included.

### Post-Award Compliance

☐ I understand reporting requirements.
☐ I understand NASA STEM Gateway requirements.
☐ I will comply with participant tracking requirements.
☐ I will acknowledge CTSGC support in publications and presentations.

# 15. CONTACT INFORMATION

Applicants are strongly encouraged to contact their Campus Director and institutional grants office before preparing a proposal. Questions regarding eligibility, compliance, budgeting, or proposal preparation should be directed to the NASA Connecticut Space Grant Consortium Office.

**NASA Connecticut Space Grant Consortium**
University of Hartford (Lead Institution)
West Hartford, Connecticut
www.ctspacegrant.org
csgcinfo@hartford.edu

## Leadership Team

**Dr. Hisham Alnajjar, Interim Director**
alnajjar@hartford.edu
860.768.4681

**Dr. Brian Wells, Associate Director**
brwells@hartford.edu
860.768.4318

**April Michaud, Program Manager**
csgcinfo@hartford.edu
860.768.4890

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.

# Four-Year Intuition Consortium Members

**Central Connecticut State University**
Dr. David Broderick
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