

California Space Grant Consortium

Undergraduate Research Opportunity Program 2011-2012

Proposal Submission Period: December 5, 2011 through February 6, 2012

The California Space Grant Consortium (CaSGC – <http://casgc.ucsd.edu>) will award up to 20 \$1,500 undergraduate research scholarships to students pursuing careers in science, technology, engineering, and mathematics (STEM)¹. Students must be attending CaSGC affiliate member institutions (listed at http://casgc.ucsd.edu/?page_id=27). This competitively awarded program engages the future STEM workforce in basic and/or applied aerospace-related research projects and facilitates the development of mentor relationships between students, faculty, and the NASA community.

Applications are evaluated based upon the student's academic achievement, quality of proposed research project, letter of recommendation from their research mentor, and exhibited leadership qualities.

Applicants should carry out their research project at their home institution during the 2011 – 2012 academic year, with project initiation in the second semester or quarter and project completion before August 15, 2012. All research projects must be conducted under the general supervision of the applicant's research mentor.

At the end of the award period, selected students are required to submit a research summary to California Space Grant.

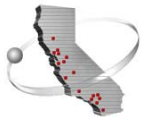
Eligibility Requirements

The applicant must be:

- Pursuing a bachelor's degree in a science, technology, engineering, or mathematics discipline of interest to NASA or the aerospace industry.
- Classified as a junior or senior at a CaSGC affiliate member university/college during the 2011-2012 academic year.
- Conducting or proposing to conduct an aerospace related research project under the direct supervision of a research mentor.
- In good academic standing with a GPA of 3.0 or above (out of 4.0).
- A United States citizen (Permanent Residents are not eligible).

Applicants are eligible to receive a total of two Undergraduate Research Experience Scholarships during their academic studies.

¹ These awards are contingent upon receipt of 2011-2012 NASA funding for this program, which is expected to be in place January 2012.



Application

Before filling out the application, please review the application questions at:

<http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-2011-2012-Sample-Student-Form.pdf>.

The application may be completed at the following link:

https://www.surveymonkey.com/s/UROP_Application_2011-2012.

For questions requiring longer answers, it is best to prepare answers in a word processing document beforehand.

In addition, the following are required:

- Unofficial transcripts from all universities and/or colleges the applicant has attended, uploaded as PDF files². Official transcripts will be required only if a student is selected to receive an award. Unofficial transcripts should be emailed to casgc-asst@ucsd.edu. Applicants must use the following naming convention for their unofficial transcripts:

“Last Name, First Name--UROP 2011-12 Transcript—Institution”

- Letter of recommendation from the student’s current or proposed research mentor. Once the student application has been submitted, the mentor will be contacted, via email, with instructions on how to complete the on-line letter of recommendation. Students are encouraged to communicate this process with their mentor and make sure they treat the following email address as an approved address (to avoid the email going to the spam/junk folder): casgc-asst@ucsd.edu. An application is not considered complete until all components have been submitted!

Mentor questions can be found at: <http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-2011-2012-Sample-Mentor-Form.pdf>.

Due Dates (11:59 PM on the Dates Listed)

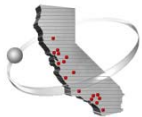
- On-line application form – **Due: February 6, 2012**
- Unofficial transcripts – **Due: February 6, 2012**
- On-line Letter of Recommendation – **Due: February 13, 2012**

Questions?

Please review the next two pages “Answers to Frequently Asked Questions”. If you don’t find the answer to your question, please contact:

Tehseen Usman Lazzouni, Program Coordinator, (858) 822-1597, tlazzouni@ucsd.edu.

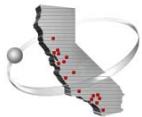
² Note about PDFs: MS Word 2007 has a PDF plug-in, which can be accessed at the MS Office Menu: Select “Save As”, then select “Adobe PDF”. If you do not have access to a PDF conversion tool you can use one of these free on-line PDF converters: PDF Online (<http://www.pdfonline.com/convert-pdf>) or Neevia Technology (<http://convert.neevia.com/pdfconvert>).



ANSWERS TO FREQUENTLY ASKED QUESTIONS

Application

1. *Do I have to be a US citizen to apply?*
Yes. Federal law requires that we give Space Grant fellowships and scholarships to United States citizens. Permanent Residents are not eligible for this award.
2. *Am I eligible to apply if I currently hold or plan to hold another federally funded award?*
Federal law prohibits a person from receiving fellowship and/or scholarships through multiple federally funded programs. California Space Grant awards are funded by the federal government (NASA). If you receive an award offer from multiple federally funded sources you must choose which one award you will accept. If you receive another federally funded scholarship and/or fellowship and choose not to accept California Space Grant's offer you will be allowed to keep the California Space Grant scholarship designation but not the funding.
3. *Is my university a member of the California Space Grant?*
You can check our affiliate membership list by visiting http://casgc.ucsd.edu/?page_id=27 to see if your university is a member of our organization.
4. *What type of supporting documentation is required?*
The California Space Grant requires that a letter of recommendation and unofficial transcripts from the institutions that the applicant has attended (10 or more credits earned) be submitted. Transcripts must include course name, credit hours, and grades for all work completed or attempted through the fall semester of the current academic year.
5. *Where do I email my supporting documentation?*
The letter of recommendation is to be completed by the mentor online using our application system. Student transcripts should be emailed to casgc-asst@ucsd.edu.
6. *How many letters of recommendation do I need?*
One. Only one letter of recommendation is allowed per application. If more than one letter is submitted using our on-line application program, the one that was received last will be used in your application packet. This letter of recommendation should come from the person you have designated as being your research mentor for this project.
7. *May I make changes to an application I have already completed?*
Yes, you may modify your application from the same computer used to complete your application. Access will be allowed until 11:59 PM on February 6, 2012. However, we advise students to complete the application in one session because individual pages within the application will not be saved if incomplete.
It is recommended to:
a.) Review the sample application beforehand,
b.) Prepare longer answers in a word processing document, and



c.) Enter all information in one session.

If you are using a public computer, it is advised to delete cookies and browsing history after completing your application to prevent others from accessing/modifying your application.

8. *What are all the documents and links associated with my application?*

Sample Student Form (view this before filling out the online form):	http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-2011-2012-Sample-Student-Form.pdf
Online Student Form:	https://www.surveymonkey.com/s/UROP_Application_2011-2012
Sample Mentor Form (share this with your mentor):	http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-2011-2012-Sample-Mentor-Form.pdf
Online Mentor Form:	Link will be sent directly to your mentor upon completion of your application.
Final Report Guidelines:	http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-Final-Report-Guidelines1.pdf

Award

- When will the awards be announced?*
Awards will be announced in February/March, 2012³. All applicants who have submitted complete applications will be emailed a notification whether or not they have been selected for an award. If you do not receive a notification by mid-March please contact tlazzouni@ucsd.edu.
- If I am selected for an award, when will I receive the check?*
Funds are administered as stipends directly to the student. You will be asked to fill out an awardee form and a W-9 form. You will also be asked to send in an official transcript from your institution’s registrar. After receiving these items, the California Space Grant processes the awards.

Program

- By when do I need to complete my research project?*
The project should be completed before August 15, 2012.
Extensions may be granted with prior notification.
- What is required for the final report?*
Please refer to the Final Report Guidelines: <http://casgc.ucsd.edu/blog/wp-content/uploads/UROP-Final-Report-Guidelines1.pdf>

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