

MSGC Reporting Requirements
Teacher Training, PreCollege, Public Outreach Programs

Send all correspondence to MSGC Program Manager Brenda Vyletel; bvyletel@umich.edu

STUDENT DATA

- Upon proposal acceptance, an Excel spreadsheet will be sent to the applicant. This is for gathering demographics information for **college/university students** involved in the program. Students who are direct funded or work over 160 hours on the program must be willing to provide this information.
- By January 15, 2021, send the completed spreadsheet for any **college/university** students who will have worked (or will likely work) >160 hours between September 2020 and August 2021 or receive any direct funding (either MSGC or matching funds). The number of hours effort and amount of MSGC funding provided to them will need to be reported. These students will also be asked to respond to one short email per year, long-term, for the purpose of NASA program evaluation. Changes/updates due May 31, 2021.

NASA OEPM Reporting form – Due May 31, 2021.

NARRATIVE REPORT

- Deadlines:
 - Jan. 31, 2021 Short progress report due – Touch on all points below
 - May 31, 2021 Final Report due
- Describe the following in **5 pages or less**, 1” margins, Arial 11-point font.
 - Activities during the period of performance. These will vary by program but would include hands-on activities, courses developed, workshops held, seminars held, etc...
 - How the MSGC funding was used and verification of cost-shared amount (including break-down by cash and in-kind)
 - Whether/how the program targeted women, URMs, and/or persons with disabilities
 - As appropriate, details on collaborations between universities, university departments, industry, faculty, students, etc.; specify disciplines.
- Appendices: In addition, provide the following (**pages are in addition** to report components noted above):
 - A. Papers, presentations, proposals, announcements, news articles, press releases resulting from MSGC funding
 - B. Timetable, including any milestones such as start/stop dates of research, events (eg. travel), and products (eg. presentations).
 - C. 1-5 photographs relevant to the program, preferably involving people, with captions. Each person in pictures must have signed a photo-release form.
 - D. Assessment data or results of evaluation methods employed

REGARDING PRESENTATIONS AND PUBLICATIONS

- Researchers submitting NASA-funded articles in peer-reviewed journals or papers from conferences now shall make their work accessible to the public through NASA's PubSpace at <https://www.nasa.gov/open/researchaccess/pubspace>. PubSpace provides free access to NASA funded and archived scientific publications. Research papers will be available within one year of publication to download and read.
- Papers and presentations should acknowledge funding using, “This work funded (partially funded) by Michigan Space Grant Consortium, NASA grant #NNX15AJ20H.”