

MSGC – Reporting requirements
Hands-On Experiences for College Student Groups
Send all correspondence to MSGC at mispacegrant@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 work over 160 hours on the program must be willing to provide this information.
- By January 31, 2021, the team will be asked to upload, to the cloud, a completed spreadsheet that includes information about team members who will have worked (or anticipate working) >160 hours. The number of hours effort should be reported, to the best of one's ability. Students putting in >160 hours of effort will be asked to respond to one short email per year, long-term, for the purpose of NASA program evaluation. An update to this form should be provided by March 31, 2021.

OEPM FORM - First draft of completed form due March 31, 2021. Final updated version due May 31, 2021.

MSGC NARRATIVE REPORT

- Deadlines:
 - January 31, 2021 Short Progress Report due. Length: ~1-2 pages, no appendices
 - May 31, 2021 Final version due.
- Describe the following. Use 1" margins, 11-point font. 5 pages or less for final version.
 - Activities during the period of performance.
 - 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.
 - Evaluation of the impact of the experience on intended career paths
- Appendices: In addition, provide the following (*pages are in addition* to report components noted above):
 - A. Papers, presentations, announcements, news articles, press releases and follow-on funding 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 photos of students and project work, with captions, to highlight accomplishments. Each individual identifiable in photographs must have signed a photo-release form.

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."