

MSGC Reporting Requirements – NASA Internship
Send all correspondence to MSGC at mispacegrant@umich.edu

INFORMATION FOR MSGC WEBSITE AND NASA REPORTING

To accept the internship, email the following within 5 business days of award announcement.

- A statement of acceptance of the MSGC-funded internship
- The completed Excel spreadsheet, supplying demographics information required by NASA.
- An image of a document verifying US citizenship (eg. a passport or birth certificate), with personal information redacted.
- A headshot for use on the MSGC website.
- A brief (~100 word) description of the anticipated project.

NARRATIVE REPORT

- Deadline: One month after completion of internship
- Express the following in **5 pages or less**, 1” margins, Arial 11-point font.
 - The big-picture goal of the internship project/research (How would you help the average-Joe understand the significance of your project?)
 - The effort/research completed and conclusions reached.
 - Activities, beyond research, that took place during the period of performance (eg. travel experiences)
 - Self-evaluation of the impact of the experience on intended career path
- 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 with a recognizable face must have signed a photo-release form.

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.”