

MSGC – Reporting Requirements
Hands-On Experiences for College Student Groups
Send all inquiries to MSGC at mispacegrant@umich.edu

MSGC Progress Report

- **Due January 31, 2022** – Will be emailed to you at the beginning of the year in the form of a short survey to be completed upon receipt.

MSGC Final Report Documents

- **Due May 31, 2022** or within 1 month of project completion

1. NARRATIVE Report describing:

- Project accomplishments & activities completed
- Whether/how the program targeted women, URMs, and/or persons with disabilities
- Activities, beyond research, that took place during the period of performance (eg. MSGC-supported travel experiences)
- As appropriate, details on collaborations between universities, university departments, industry, faculty, students, etc.; specify disciplines
- Self-evaluation of the impact of the experience on intended career path
- How the funding was used and verification of cost-shared amount (including break-down by cash and in-kind)
- List of any papers, presentations, announcements, news articles, press releases)
- List of any applications for extramural funding resulting from research supported by MSGC; including status. (pending, awarded or declined)
- 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](#).

2. [OEPM Form](#) – REQUIRED - Information requested in this form is required by NASA for programs awarded by the Michigan Space Grant Consortium. Please complete and submit with your final Narrative.

3. [STUDENT DATA Spreadsheet](#) – REQUIRED (for projects containing significant college/university student participation) the student data sheet is used for gathering demographics information on college/university students with 'Significant' participation. Please complete the student spreadsheet for any student who has received **\$3,000** or more and/OR contributed **160 hours** or more towards the project. Students reported in this form will be asked to respond to one short email per year, long-term, for the purpose of NASA program evaluation.

Note: Student Information collected in this form is considered **Personally Identifiable Information**. Federal regulations prohibit MSGC from collecting this data via email. Please use the sheet save to your [mbox](#) folder to store information contained in the completed document. **Please, DO NOT send your completed Student Data sheet to the email address referenced in the header of this document.**

ACKNOWLEDGEMENT and PUBLICATION REQUIREMENTS

- Researchers submitting NASA-funded articles in peer-reviewed journals or papers from conferences are required to make their work accessible to the public through NASA's, [PubSpace](#) at <https://www.nasa.gov/open/researchaccess/pubspace>. Research papers will be available within one year of publication to download and read.
- Please help us continue our mission to foster awareness of, education in, and research on space-related science and technology by acknowledging our grant number **80NSSC20M0124** in publications and presentations resulting from research funded by the Michigan Space Grant Consortium.

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