

MSGC Reporting Requirements
Teacher Training, PreCollege, Public Outreach Programs
Send all inquiries to MSGC at mispacegrant@umich.edu

MSGC Progress Report

- **Due January 31, 2022** – Will be emailed 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:

- Activities during the period of performance. These will vary by program but would include hands-on activities, courses developed, workshops held, seminars held, etc...
- Assessment data or results of evaluation methods employed
- 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.
- How the MSGC 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, etc.
- 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. If awarded under more than 1 program area, a separate Form is REQUIRED for EACH.

3. [STUDENT DATA Spreadsheet](#) – REQUIRED (for programs 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 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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