

APPLICATION SUBMISSION GUIDELINES

All new and renewal applicants must follow the on-line application process. This process requires applicants to complete the on-line GSRP application form and to upload other required documents. Some documents cannot be submitted electronically and must be mailed. These include official transcripts, Faculty Research Adviser's letter of recommendation, and the University Signature Form. Applicants must submit these accompanying materials for each research topic on or before 5:00 PM EST February 1, 2008.

The complete submission process is outlined in the following steps.

Step 1: Electronic Submission of GSRP Application

To access, complete, and submit the on-line application, go to <http://fellowships.hq.nasa.gov/gsrc/>. Select the "APPLY ONLINE" option and follow the instructions. **New applicants** must upload the following documents: the research proposal, a biographical sketch of the student and a biographical sketch of the Faculty Research Adviser. **Renewal applicants** only need to upload their progress report. The final step in the electronic portion of the application process is to print out the University Signature Form. Applicants must collect original signatures on this form from the university's sponsored research office, and submit it by mail (see step 2).

Step 2: Mail In Required Documentation

The following documents must be received **on or before 5:00 PM EST, February 1, 2008**. We strongly recommend that you request these materials early, to ensure that a complete application is on file for you by the deadline. Materials received after the deadline will be considered as late submissions.

1. **GSRP Signature Form:** This form must be completed in full and bear the original signatures of the applicant, Faculty Adviser, and the university's authorizing official.
2. **Faculty Research Adviser Letter of Recommendation:** A letter of recommendation must be provided from your graduate university research adviser who will serve as the Principal Investigator for your proposed research. This letter must be signed by the Research Adviser. It may be submitted with other mail-in documents, or under separate cover.
3. **Official Transcript:** An official transcript that lists all university coursework (undergraduate and graduate) is required from **new applicants**. **Renewal applicants** must provide an official transcript that lists all courses taken since the previous GSRP award. **Students should request their transcripts and recommendations well in advance of the deadline to ensure arrival** on or before 5:00 PM EST on February 1, 2008.

Checklist: New Applicant (Includes Recent College Graduates and Graduating Seniors)

1. Electronic Submission of Application (including contact information, abstract, budget figures, and description of anticipated use of Center or university research facilities).
2. Electronic Upload of five-page Proposal/Project Description.
3. Electronic Upload of Biographical Sketches of Faculty Adviser and Student.
4. Official University Transcripts from all undergraduate institutions attended.
5. Letter of Recommendation from the Faculty Research Adviser.
6. University Signature Form.

Checklist: Renewal Applicant

1. Electronic Submission of Application (including contact information, abstract, budget figures, and description of changes from previous year of anticipated use of Center or university research facilities).
2. Electronic Upload of Progress Report.
3. Official University Transcript since last submission from the Student's Institution.
4. Letter of Recommendation from the Faculty Adviser.
5. University Signature Form.

To ensure the preparation of a competitive proposal, students must collaborate with a Faculty Research Advisor and with a potential NASA Technical Adviser to identify a project from the list of research topics on the current GSRP website. NASA Center and Mission Directorate researchers define topics on the basis of immediate and long term mission requirements. In some instances, the NASA Technical Advisers may update research topics within the course of a year, to reflect changes in NASA's research focus. These updates will be made on the GSRP website. **It is extremely important** that applicants for the GSRP Fellowship coordinate their proposed research topics with the Center or Mission Directorate Technical Advisers to ensure the current relevancy of research interests to mission research and development requirements. NASA Technical Advisers are listed at the end of each research opportunity. Students are advised to solicit guidance, review, and commentary on the proposal from their Faculty Adviser and the NASA Technical Adviser prior to submission. The "student" must write the GSRP proposal. For a complete explanation of required materials for both new and renewal applicants, see the section below on "Proposal Preparation."

Proposal Preparation

Applicants may respond to no more than two GSRP research opportunities. Each proposal must address a single research topic and must be submitted to the appropriate Center and/or Mission Directorate. Proposals should be coordinated with a NASA Technical Adviser to determine appropriateness for NASA research and development. Applicants should clearly indicate the Mission Directorate and/or Centers by checking the appropriate selection on the application. Applicants interested in two Mission Directorates and/or Centers must submit two **different** proposals to each location to which they are applying. GSRP Coordinators at NASA Centers and Mission Directorates will have electronic access and capability for on-line review of proposals.

Formatting Guidelines

- A 5-page proposal in response to the Research Opportunities listed on the GSRP website.
- Submitted (uploaded) reports (Anticipated Use of Research Facilities Report, Proposal/Project Description or Research Progress Reports, and Biographical Sketches) should not exceed the page limits (including associated tables, forms, charts, graphics, and appendices or references).
- Documents uploaded should be formatted with one-inch margins (top, bottom, left and right), and 12-point font. Single spacing is recommended.

Evaluation Criteria

NASA Mission Directorates, Centers, and the Jet Propulsion Laboratory will review applications and make selections for participation in this program. Selections are based on the successful submission of a complete application package. Refer to the checklist under Step 1 of this announcement.

1. A five page research proposal which follows the sequence below, and contains the following technical elements:
 - Statement of the Problem
 - Hypothesis
 - Approach
 - Predicted Outcomes
 - Proposed Timeline
 - Conclusion
 - References
 - Adviser's Endorsement
2. Transcripts. New applicants must provide transcripts showing undergraduate and graduate coursework. Renewals must provide a transcript showing all courses taken since the previous GSRP award
3. The proposed utilization of Center or university research facilities
4. The recommendation of the Faculty Adviser.

INSTRUCTIONS FOR SUBMITTING MAIL-IN DOCUMENTS

- If applying for fellowship by the Mission Directorates or the Jet Propulsion Laboratory (JPL), submit all mail-in documents to:

NASA Research and Education Support Services (NRESS)
2008 Graduate Student Researchers Program (GSRP)
500 E Street, SW, Suite 200
Washington, DC 20024 – 2760

Note: Confer with the Center GSRP Coordinator at the appropriate NASA Center or with the National GSRP Manager, should you have questions, or need guidance on any aspect of the

submission process. *Mission Directorate and JPL GSRP Coordinators are listed below in Chart 'A' below.*

- If applying to one of the 9 NASA Centers, submit all mail-in documents to the appropriate Center GSRP Coordinator for your research area. The GSRP Center Coordinators are listed in chart 'B' below.
- If applying to one NASA Center and one Mission Directorate, submit a package containing all mail-in materials to the appropriate Center GSRP Coordinator, and one package containing all mail-in materials to:

NASA Research and Education Support Services (NRESS)
2008 Graduate Student Researchers Program (GSRP)
500 E Street, SW, Suite 200
Washington, DC 20024-2760