NSTGRO24 Application Procedure

Important Dates

	Date	Comments
Initial Proposal Due	Nov 1, 2023 (4pm MT)	Submitted by OCG through Nspires
Letters of Recommendation Due	Nov 6, 2023 (4pm MT)	Submitted directly by the 3 Letter Writers via Google Forms
Selection Notification	Apr 9, 2024 (target)	via Nspires
Intent to Accept Due	Apr 30, 2024 (target)	Emailed by student
Post-Selection Proposal Update (w/ budget) Due	May 14, 2024 (target)	Submitted by OCG through Nspires
Continuation package Due	Annually	Progress report, assessment by advisor, academic progress, budget/justification
Fellowship Start	Aug 15, 2024 (standard)	Only permissible start dates: 8/01, 8/15, 8/29

[NSTGRO24 announcement & other documents on Nspires website](#)

PI & Student Actions

- Student and faculty advisor must be registered in Nspires. Faculty advisor must be affiliated with the Regents of the University of Colorado, **UEI# SPVKK1RC2MZ3**. (*Note: Student Nspires affiliation with CU Boulder is optional; he/she might not be an active CU student at proposal submission.*)
- Faculty advisor (Principal Investigator/PI) creates proposal in Nspires; adds student as team member – assigns role of Graduate/Undergraduate Student with edit privileges.
- Student clicks Nspires-emailed link, edits cover pages (coordinates with PI on response to Program Specific Data Question #5, C&P support), and uploads proposal in PDF format.
- Student arranges for 3 letters of recommendation to be submitted separately. Guidelines are provided in NSTGRO24 LOR Guidelines.
- PI coordinates with Proposal Analyst (AOR) to ensure the proposal is submitted to NASA prior to the submission deadline.
- No budget information is provided at this phase.
- **NO OCG Proposal Submission Request (PSR) is required at this stage. We consider this a step-1.**

Required Elements of the NSTGRO24 Proposal

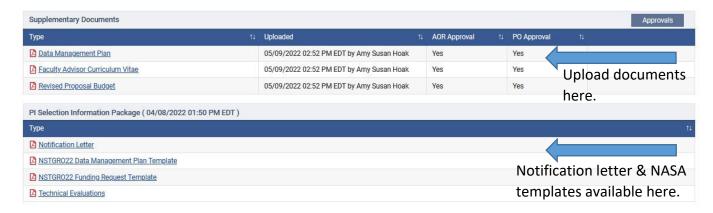| Submitted via NSPIRES	PI	Student
NSPIRES Proposal Cover Pages (*Title must be reflective of Project Narrative*)		
- Proposal Summary (recommended 100 – 300 words)		✓
- Business Data (PI)	✓	
- Team Member: U.S. Government Agency & International Participation questions	✓	✓
- Program Specific Data Questions (#1 through 32)		✓
Note: Question #5: Please briefly provide Project Narrative-relevant current and pending support of the faculty advisor (proposal PI).	✓	✓

Submitted via NSPIRES, cont.	PI	Student
Proposal Document Attachment - *One PDF, sections labeled and in this order:* - **Personal Statement** (2 pages) - 12-point font, 1" margins, clearly labeled "Personal Statement". - **Project Narrative** (5 pages; additional reference pages allowed) - 12 point font, 1" margins. Figure captions may use 8- or 10-point font. Must be titled "Project Narrative: <Proposal Title>". - **NSTGRO Schedule** (1 page) - year-by-year schedule stating the proposed start and completion dates and anticipated academic degree program and research milestones. Must be titled "NSTGRO Schedule". - **Curriculum Vitae** (2 pages; 3rd page allowed for publications & presentations). For student only. - **Transcripts** (entire college career; official or unofficial; **remove or redact date of birth, SSN, and GRE scores**).		✓
Submitted to Google forms	**3 Letter Writers**	
Letters of Recommendation – 2 pages per letter. See NSTGRO24 LOR Guidelines.	✓	

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Award Acceptance (Notification letters posted in Nspires ~ 4/9/2024):

1. Selected student confirms intent to accept offer no later than April 30, 2024 (target date). Send email to hq-nstgro-call@mail.nasa.gov and program officer.

2. PI completes and sends a **Proposal Submission Request (PSR)** to Proposal Analyst (PA).

3. PI/DRA and PA work out the **1-year budget and justification** per NASA funding request template instructions. The OCG NSTGRO budget template is helpful for determining costs.

4. In the **Submitted** Nspires record under Supplementary Documents, PI or PA uploads Faculty Advisor CV, Proposal Budget (NASA funding request form), and Data Management Plan (DMP).

5. PA (AOR) approves the Nspires uploads no later than May 14, 2024 (target) and sends an email to the NSTGRO Program Office. (The NASA Program Officer (PO) will approve at a later time.)

Budget information – For Post-Selection Proposal Update

- Grant covers stipend, conference attendance, laboratory supplies, tuition and fees, visiting technologist experience allowance, faculty advisor allowance, health insurance.

Category	Maximum value (annual)
Student Stipend	$40,000
Faculty Advisor Allowance	$11,000
Visiting Technologist Experience Allowance	$10,000
Health Insurance Allowance	$2,500
Tuition and Fees Allowance	$20,500
TOTAL	**$84,000**

- Visiting Technologist Experience at NASA centers: target 10 weeks per year.
- Maximum amount of grant is $84,000 per year
- No indirect costs permitted by sponsor. IDC Addendum not required for NASA fellowships.
- Equipment, including computers, may NOT be purchased with NSTGRO funds.
- The transfer of funds between budget categories is not permitted, except in limited instances.