

## **2017 Undergraduate Research Opportunity Program (UROP)**

**Application Submission Period: February 10, 2017 – March 10, 2017**

The California Space Grant Consortium (CaSGC – <http://casgc.ucsd.edu>) will award \$1,000 undergraduate research scholarships to students pursuing careers in science, technology, engineering, and mathematics (STEM). Students must be attending CaSGC affiliate member institutions (listed at [http://casgc.ucsd.edu/?page\\_id=27](http://casgc.ucsd.edu/?page_id=27)). This competitively awarded program engages the future STEM workforce in basic and/or applied STEM-related research projects and facilitates the development of mentor relationships between students, faculty, and the NASA community.

Applications are evaluated based upon the student's academic achievement, quality of proposed research project, letter of recommendation from research mentor, and exhibited leadership qualities.

Research project should be carried out at the student's university with project initiation in the second semester or quarter of the 2016-2017 academic year and project completion before December 31, 2017. All research projects must be conducted under the general supervision of the applicant's research mentor.

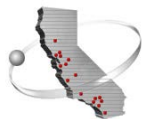
At the end of the award period, students must submit a [research summary](#) to the CaSGC.

### **Eligibility Requirements**

The applicant must be:

- Pursuing a bachelor's degree in a science, technology, engineering, or mathematics discipline of interest to NASA or the aerospace industry.
- Classified as a junior or senior at a CaSGC affiliate member university/college during the 2016-2017 academic year.
- Conducting or proposing to conduct a research project related to NASA's Aeronautics, Human Exploration & Operations, Science, or Space Technology Mission Directorates, under the supervision of a research mentor.
- In good academic standing with a GPA of 3.0 or above (out of 4.0).
- A United States citizen (Permanent Residents are not eligible).

Applicants are eligible to receive a total of two UROP scholarships during their academic studies.



## **Application**

Before filling out the application, please review the application questions at:

<http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Student-Application.pdf>.

The application must be completed at the following link:

<https://www.surveymonkey.com/r/2017-UROP-Application>

For questions requiring longer answers, it is best to prepare answers in a word processing document beforehand.

In addition, the following are required:

- Unofficial transcripts from all universities and/or colleges the applicant has attended, submitted as PDF files. Official transcripts will be required only if a student is selected to receive an award. Unofficial transcripts should be emailed to [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). Applicants must use the following naming convention for their unofficial transcripts:

“Last Name, First Name--UROP 2017 Transcript--Institution Name”

- Recommendation from the student’s current or proposed research mentor. Once the student application has been submitted, the mentor will be contacted via email with instructions on how to complete the on-line letter of recommendation. The earlier the application is submitted, the earlier the mentor will be contacted with these instructions. Students are encouraged to communicate this process with their mentor and make sure they treat the following email address as an approved address (to avoid the email going to the spam/junk folder): [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). An application is not considered complete until all components have been submitted.

Mentor questions can be found at: <http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Mentor-Form.pdf>.

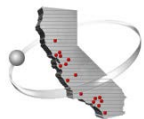
## **Due Dates (11:59 PM on the Dates Listed)**

- On-line application form – **Due: March 10, 2017**
- Unofficial transcripts – **Due: March 10, 2017**
- On-line Letter of Recommendation – **Due: March 17, 2017**

## **Questions?**

Please review the next two pages “Answers to Frequently Asked Questions”. If you don’t find the answer to your question, please contact:

Becky Howard, Program Coordinator, (858) 822-1597, [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu).

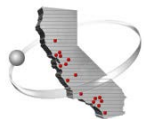


---

## **ANSWERS TO FREQUENTLY ASKED QUESTIONS**

### **Application**

1. *Do I have to be a US citizen to apply?*  
Yes. Federal law requires that we give Space Grant fellowships and scholarships to United States citizens. Permanent Residents are not eligible for this award.
2. *Am I eligible to apply if I currently hold or plan to hold another federally funded award?*  
Federal law prohibits a person from receiving fellowship and/or scholarships through multiple federally funded programs. California Space Grant awards are funded by the federal government (NASA). If you receive an award offer from multiple federally funded sources you must choose which one award you will accept. If you receive another federally funded scholarship and/or fellowship and choose not to accept California Space Grant's offer you will be allowed to keep the California Space Grant scholarship designation but not the funding.
3. *Is my university a member of the California Space Grant Consortium?*  
You can check our affiliate membership list by visiting [http://casgc.ucsd.edu/?page\\_id=27](http://casgc.ucsd.edu/?page_id=27).
4. *What type of supporting documentation is required?*  
The California Space Grant requires that a letter of recommendation and unofficial transcripts from the institutions that the applicant has attended (10 or more credits earned) be submitted. Transcripts must include course name, credit hours, and grades for all work completed or attempted through the fall semester of the current academic year.
5. *Where do I email my supporting documentation?*  
Student transcripts should be emailed to [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). The letter of recommendation is to be completed by the mentor online using our application system.
6. *How many letters of recommendation do I need?*  
One. Only one letter of recommendation is allowed per application. If more than one letter is submitted using our on-line application program, the one that was received last will be used in your application packet. This letter of recommendation should come from the person you have designated as being your research mentor for this project.
7. *May I make changes to an application I have already completed?*  
Yes, you may modify your application from the same computer used to complete your application. Access will be allowed until 11:59 PM on March 10, 2017. However, we advise students to complete the application in one session because individual pages within the application will not be saved if incomplete.  
It is recommended to:  
a.) Review the sample application beforehand,  
b.) Prepare longer answers in a word processing document, and



c.) Enter all information in one session.

If you are using a public computer, it is advised to delete cookies and browsing history after completing your application to prevent others from accessing/modifying your application.

8. *What are all the documents and links associated with my application?*

Sample Student Form (view this before filling out the online form):	<a href="http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Student-Application.pdf">http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Student-Application.pdf</a>
Online Student Form:	<a href="https://www.surveymonkey.com/r/2017-UROP-Application">https://www.surveymonkey.com/r/2017-UROP-Application</a>
Sample Mentor Form (share this with your mentor):	<a href="http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Mentor-Form.pdf">http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Sample-Mentor-Form.pdf</a>
Online Mentor Form:	Link will be sent directly to your mentor upon completion of your application.
Final Report Guidelines:	<a href="http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Final-Report-Guidelines.pdf">http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Final-Report-Guidelines.pdf</a>

**Award**

1. *When will the awards be announced?*  
Awards will be announced in the April 2017 timeframe. All applicants who have submitted complete applications will be emailed a notification whether or not they have been selected for an award. If you do not receive a notification by the end of May, please contact [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu).
2. *If I am selected for an award, when will I receive the check?*  
Funds are administered as stipends directly to the student. You will be asked to fill out an awardee form and a W-9 form upon awardee selection. After receiving these items, the California Space Grant processes the awards. Half of the award (\$500) will be distributed upon award selection, and the remainder (\$500) will be distributed at the end of the program upon receipt of your final report.

**Program**

1. *By when do I need to complete my research project?*  
The project should be completed before December 31, 2017. Extensions may be granted with prior notification.
2. *What is required for the final report?*  
Please refer to the Final Report Guidelines: <http://casgc.ucsd.edu/blog/wp-content/uploads/2017-UROP-Final-Report-Guidelines.pdf>.