

California Space Grant Consortium

UCSD Society of Women Engineers (SWE) Scholarship 2012-2013

Proposal Submission Period: October 4, 2012 through November 9, 2012

The California Space Grant Consortium (CaSGC – <http://casgc.ucsd.edu>) will award up to 5 \$1,500 undergraduate research scholarships to SWE students pursuing careers in science, technology, engineering, and mathematics (STEM). This competitively awarded scholarship engages the future STEM workforce in basic and/or applied engineering-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 their research mentor, and exhibited leadership qualities.

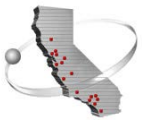
Applicants should carry out their research project at UCSD during the 2012 – 2013 academic year, with project initiation in the second quarter and project completion before June 30, 2013. All research projects must be conducted under the general supervision of the applicant's research mentor.

At the end of the award period, selected students are required to submit a research summary to California Space Grant.

Eligibility Requirements

The applicant must be:

- A member of SWE at UCSD pursuing a bachelor's degree in engineering.
- Classified as a sophomore, junior or senior at UCSD during the 2012-2013 academic year.
- Conducting or proposing to conduct an engineering-related research project under the direct 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).



Application

Before filling out the application, please review the application questions at:
<http://casgc.ucsd.edu/blog/wp-content/uploads/Sample-student-form.pdf>.

The application may be completed at the following link:
<https://www.surveymonkey.com/s/swestudentform>.

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, uploaded as PDF files¹. Official transcripts will be required only if a student is selected to receive an award. Unofficial transcripts should be emailed to tlazzouni@ucsd.edu. Applicants must use the following naming convention for their unofficial transcripts:

“Last Name, First Name--2012-2013 SWE Scholarship Transcript

- Letter of 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. 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): tlazzouni@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/Sample-mentor-form.pdf>

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

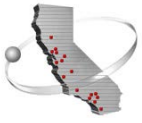
- On-line application form – **Due November 9, 2012**
- Unofficial transcripts – **Due November 9, 2012**
- On-line Letter of Recommendation – **Due: November 16, 2012**

Questions?

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

Tehseen Usman Lazzouni, Assistant Director, (858) 534-2472, tlazzouni@ucsd.edu.

¹ Note about PDFs: MS Word 2007 has a PDF plug-in, which can be accessed at the MS Office Menu: Select “Save As”, then select “Adobe PDF”. If you do not have access to a PDF conversion tool you can use one of these free on-line PDF converters: PDF Online (<http://www.pdfonline.com/convert-pdf>) or Neevia Technology (<http://convert.neevia.com/pdfconvert>).

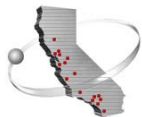


ANSWERS TO FREQUENTLY ASKED QUESTIONS

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. *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 quarter of the current academic year.
4. *Where do I email my supporting documentation?*
The letter of recommendation is to be completed by the mentor online using our application system. Student transcripts should be emailed to tlazzouni@ucsd.edu.
5. *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.
6. *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 November 9, 2012. 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.

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

Sample Student Form (view this before filling out the online form):	http://casgc.ucsd.edu/blog/wp-content/uploads/Sample-student-form.pdf
Online Student Form:	https://www.surveymonkey.com/s/swestudentform
Sample Mentor Form (share this with your mentor):	http://casgc.ucsd.edu/blog/wp-content/uploads/Sample-mentor-form.pdf
Online Mentor Form:	Link will be sent directly to your mentor upon completion of your application.
Final Report Guidelines:	http://casgc.ucsd.edu/blog/wp-content/uploads/SWE-Final-Report-Guidelines-2012-2013.pdf

Award

1. *When will the awards be announced?*
Awards will be announced in January/February 2013. 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 February please contact tlazzouni@ucsd.edu.
2. *If I am selected for an award, when will I receive the check?*
Funds are administered as scholarships through the UCSD Scholarship office. You will be asked to fill out an awardee form. If you are currently receiving financial aid or need-based scholarships, these may be affected by your California Space Grant Scholarship. You will also be asked to send in an official transcript from non-UCSD institutions you may have attended. After receiving these items, the California Space Grant processes the awards.

Program

1. *By when do I need to complete my research project?*
The project should be completed before June 30, 2013.
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/SWE-Final-Report-Guidelines-2012-2013.pdf>.