

# New Mexico Space Grant Consortium

## Student Travel Grant Application Guidelines

### About the Student Travel Grant

The Student Travel Grant is competitively awarded and it enables students to attend a professional meeting/academic conference to present their aerospace-related research or research of interest to NASA within the U.S. and U.S. territories. Undergraduate and graduate students must disclose if they are receiving travel funding from other sources (e.g., university, industry, etc.) for the same conference at which they will be presenting. Each award will cover up to \$750. **Please note that this award is a reimbursement, not a travel advance.** Awardees will need to submit documentation as proof of travel such as conference agendas, transportation and meal receipts in order to get reimbursed. As is true with all NMSGC programs, the participation of underrepresented minorities, women, and persons with disabilities is strongly encouraged. This opportunity is open year-round; however, it is contingent upon grant funding availability and period of performance.

### Application Submission

Submit application and all required elements in one combined PDF to [nmsgc@nmsu.edu](mailto:nmsgc@nmsu.edu)

### Note

Applications are accepted at any time and are contingent upon funding. Please note that if awarded, the award process can take up to six weeks to be completed. If you have any questions, contact NMSGC at [nmsgc@nmsu.edu](mailto:nmsgc@nmsu.edu)

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## Objectives

The overall goal of this grant is to support student involvement in academic activities such as presenting their aerospace or Earth-related research or research of interest to NASA in professional or academic conferences.

## Eligibility

Students at universities, colleges, and community colleges who are members of the New Mexico Space Grant Consortium are eligible to apply. **All students who receive funding must be U.S. citizens.** The following list comprises current NMSGC higher education member institutions:

- Central New Mexico Community College
- Doña Ana Community College
- Eastern New Mexico University
- Navajo Technical University
- New Mexico Highlands University
- New Mexico Institute of Mining and Technology
- New Mexico State University
- Northern New Mexico University
- San Juan College
- Santa Fe Community College
- Southwestern Indian Polytechnic Institute
- University of New Mexico
- Western New Mexico University

The following are also required:

1. U.S. citizenship
2. Minimum GPA of 3.0
3. Full-time enrollment at a NM university or community college
4. Present an aerospace-related research or project of interest to NASA
5. Proof of acceptance of the recipient's conference abstract, first author in presentation/poster will be given priority

Awardees will also be expected to acknowledge the grant in their presentations at the conference and submit their presentation materials to NMSGC

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### Period of Performance and Award Amount

Awards will be made for up to \$750. There is no period of performance required, however, applicants need to provide information on dates of travel and event dates. Awardees will be reimbursed after submission of travel receipts.

### Assessment of Applications

Each application submitted under this program will be evaluated by the New Mexico Space Grant Consortium director, Dr. Paulo Oemig. Sufficient information must be provided to allow the director to make an informed decision. If any sections in the submitted application are left incomplete or more details are needed, NMSGC will return your application for revisions as many times as necessary. Failure to submit a completed application or meet requirements may result in non-award. Applications will be evaluated using the following criteria:

Review Criteria	Possible Points
Degree to which proposed presentation is relevant to a NASA Mission Directorate or work at a Field Center	50
Budget is reasonable and realistic, and, if applicable, it shows other travel funding sources	25
All application components are complete	25
<b>Total</b>	<b>100</b>

### Budget

#### Allowable Expenses

If a portion of the project's budget is being used for the following, include the recommended items in the budget justification:

- a) Domestic Travel: Must include name of persons who are traveling, purpose for travel, destination, dates of travel, per diem rate, and how the travel supports your research goal. Include all other costs in the budget justification: lodging, meals, transportation, etc. State and Federal government travel regulations apply to all travel. All travel supported by the project must be in the continental U.S.

### Specific Application Requirements and Format

1. Cover Page

Please complete all items on cover page form.

2. Proposed Presentation

This section provides a description of your presentation topic. It describes how the topic

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is of interest to NASA, how you became interested in the topic, and presentation delivery (e.g., poster, roundtable, length of presentation). Limit this section to two (2) single-spaced pages.

### 3. Proof of Acceptance

Provide a copy of your abstract acceptance.

### 4. Budget and Budget Justification

All NMSGC grant applications require a budget and budget justification. The budget table should only include the requested funds and a breakdown of how the funds will be used. The budget justification should be succinct but provide sufficient information to judge the need for and importance of the funding requested. The budget justification should include a breakdown of all travel costs.

## Award Expectations

### 1. Award Letter

If awarded, applicants will receive an email notification from NMSGC staff and award letter one to two weeks after the application was submitted.

### 2. Reimbursement Process

After awardees are sent the award letter, a request to complete the necessary travel reimbursement forms will be sent by the NMSGC office. Students will be required to complete the NMSU Candidate Recruitment or Non-Employee Travel Worksheet and the Payment Request form. Reimbursements will be processed by NMSGC staff, NMSU Aggie Service Center, and Accounts Payable. Reimbursements can take up to four weeks to be completed. Awardees can expect to receive a check in the mail.

### 3. Data Reporting and Surveys

Awardees will be expected to complete report(s) at the time that NASA requests it. NASA may request multiple reports throughout the award period. The data provided in these reports is related to the financial aspects of the project (award amount), contact information and demographics of the participant(s) **Each student participant will be required to comply with reporting requirements.**

## Post-Award Requirements

1. A final report will be required from the awardee no later than one month after the presentation. This final report must include the following, a template will be provided:

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- a) Name and contact information
- b) Demographic information (race, ethnicity, gender, etc.)
- c) Presentation Summary
  - a. Can you provide an overview of your research topic and the key findings you presented at the conference?
  - b. What was the format of your presentation (e.g., oral presentation, poster presentation)?
  - c. How did you feel about your presentation experience? Were there any challenges you encountered?
  - d. Did you receive any feedback or questions from the audience during or after your presentation?
  - e. Were there any other presentations or sessions at the conference that particularly interested you? If yes, what were they about?
  - f. Did attending the conference provide any new insights or perspectives that may influence your future research or academic interests?
  - g. How do you think presenting at this conference has impacted your academic or professional development?
  - h. Do you have any plans to submit your research for publication in a journal or other academic outlet?
  - i. Overall, what was the most rewarding aspect of presenting your work at the conference?
- d) Provide a digital copy of your presentation materials.
- e) Provide a picture of the event, preferably of you presenting. This may be posted in our website or social media, so please complete the [NASA Media Release Form](#).