

New Mexico Space Grant Consortium

Student Travel Reimbursement Application Guidelines

About the Student Travel Reimbursement

The Student Travel Reimbursement is granted through a competitive process and supports students in attending professional meetings or academic conferences to present their aerospace-related research or research relevant to NASA within the U.S. and its territories. Undergraduate and graduate students must disclose if they are receiving travel funding from other sources (e.g., universities, industry) for the same conference at which they will be presenting. The student Travel Reimbursement is a first-come, first-served opportunity. As long as funding is available, only one travel reimbursement per calendar year per student can be considered. In addition, a student may receive travel reimbursement no more than three times total during their participation in their degree program. The same student cannot apply more than once in a given calendar year.

Please note that this funding opportunity is a reimbursement, not a travel advance. Applications must be submitted no later than two weeks (fourteen days) after the conference date. Applications submitted before or after the 14-day period may not be considered. Each reimbursement will cover up to \$750. Students 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, we support a balanced portfolio of education, research, public service, and include opportunities for all New Mexico faculty, students and New Mexicans. 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

Note

Applications are accepted at any time and are contingent upon funding. **Only one travel reimbursement per year per student can be considered.** Please note that if selected, the process may take up to six weeks to be completed. If you have any questions, contact NMSGC at nmsgc@nmsu.edu

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Objectives

The overall goal of this reimbursement 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

Students will also be expected to acknowledge the reimbursement in their presentations at the

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conference and submit their presentation materials to NMSGC.

Period of Performance and Reimbursement Amount

Reimbursements 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. Students 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-selection. 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. If not applicable, it states so.	25
All application components are complete	20
The application was submitted within the fourteen-day period after the conference end date.	5
Total	100

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

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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 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.

Student Travel Reimbursement Expectations

1. **Notification Letter**

If selected, applicants will receive an email notification from NMSGC staff along with a confirmation letter one to two weeks after the application is submitted.

2. **Reimbursement Process**

After students are sent the confirmation 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. Students can expect to receive a check in the mail.

3. **Data Reporting and Surveys**

Students will be expected to complete report(s) at the time that NASA requests it. NASA

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may request multiple reports throughout the funding period. The data provided in these reports is related to the financial aspects of the project (funding amount), contact information and demographics of the participant(s) **Each student participant will be required to comply with reporting requirements.**

Post-Funding Requirements

1. A final report will be required from the student no later than one month after the presentation. This final report must include the following, a template will be provided:
 - 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](#).