

Supporting Statement of Work for the ESMD SG Faculty Project Application

A. Justification

1. This is an online application for the Exploration Systems Mission Directorate-Space Grant Consortia Faculty Project. This is a 10 week Faculty Fellowship that is a NASA Agency-wide Higher Education Project. All ten NASA Centers participate in the project. The Project must select candidates via a competitive process, and in order to do so must collect personal information in an application. Only general contact information is required from each applicant (name, address, email, etc.) along with supporting documents that verify their qualifications (resume, reference letters, and other supporting documentation).
2. The information is collected on a NASA secure Process Based Mission Assurance (PBMA) website <http://pbma.nasa.gov/>. Applicants must apply for membership to the secure website in order to submit their application. <https://secureworkgroups.grc.nasa.gov/esmd-space-grant>. The Project is advertised to approximately 900 universities that are in the National Space Grant Consortia network. Advertisement for the Project is accomplished by sending a flyer to each of the 52 Space Grant Directors. The Space Grants distribute this information to the affiliated universities. The information that is collected on the application is needed to competitively select faculty to participate in the 10 week Fellowship.
3. This is a verified secure online system to collect applications.
4. No such similar data exists. Applicants must apply for this specific opportunity. Each applicant is asked to submit a cover letter that directly addresses their qualifications for specific NASA Center Fellowship.
5. NA: The collection of this data does not impact small businesses of other small entities.
6. If this information is not allowed to be collected, then the Project will not exist. Candidates must apply for the Project, and to do so they must enter data. Applying for this opportunity is voluntary.
7. None of the special circumstances that are listed in #7 would occur for Faculty Project.
8. NA
9. No gifts will be given to applicants. Those that are selected will receive a stipend for their labor.

10. All collected data is confidential. Only reviewers are allowed access to names and information submitted by applicants. All the applicants must be a current fulltime faculty at a university in the US or Puerto Rico. Although the information that is collected is treated as confidential, each applicant has a university webpage that contains identical data (e.g., contact information, Curricula Vitae, publications).
11. NA. The only information that may be considered “sensitive” on the application is gender and place of birth; however, both are optional. Place of birth will be mandatory if selected for the Project. This information is needed for an official badge to have access to NASA Centers. The application must ask if candidates are US citizens. Only US citizens are allowed to participate in this Government-funded opportunity.
12. Applicants can complete the application is approximately 30 minutes. Applicants only need to apply one time, and the number of respondents will depend on the number of applicants. The maximum number will be 156. Each Space Grant Consortium (total of 52) will be allowed to have up to three candidates apply. This burden was estimated by having three people complete the application as a pilot-test.
13. The average US salary for full-time faculty is \$68,505 (American Association of University Professors). This equals \$35.67/ hour. To complete the online application process requires approximately thirty minutes; totaling an indirect cost of \$17.83. If the maximum amount of applicants apply (156) the total cost indirectly incurred for their time = 156 applicants x \$35.67 = \$5564.52. It

Start-up costs incurred

The cost incurred to create the application totaled 2 hours, and was completed by a GS 13 Step 1 at KSC. The cost incurred for this labor is approximately \$76.00.

Operation and Maintenance Costs

The PBMA website is operated by Ares Corporation which is a NASA contractor. The ESMD Space Grant Educational Projects working group is one of hundreds. The site is of no cost to the KSC Educational Office, however there is a cost associated with this service contract (Ares). At this time the KSC Educational Office is not privy to that information.

A Point of Contact in each NASA Center Educational Office will be asked to review and select the faculty candidate for their Center. The amount of time and effort committed to this task will vary depending on the number of applicants. It is estimated that no more than three hours will be needed for this task. The majority of the University Affairs Officers (UAOs) at NASA Centers are G14. The labor rate for GS 14s range from \$79,115-\$102,848, with the median being \$90,981.50. If each of the ten UAOs allot 3 hours the

total for reviewing applications = 10 UAOs x 3 hours each x 47.38 = \$1421.40.

O&M will be maintained by a GS 13 Step 1 at KSC. It is estimated that 40 hours/ year will be allotted to maintenance of the website. 40 hours = \$1520.00

14. Annualized Costs to the Federal Government (see #13 for cost estimates)

Start-up Costs:	\$ 76.00
Review Costs:	\$1421.00
O&M:	<u>\$1520.00</u>
Total:	\$3017.00

15. NA

16. The data collected from the applications will not be published.

17. NA

18. There are no exceptions to the certification statement identified in Item 19. This online application is compliant with 5 CFR 1320.9 and all information required by 5 CFR 1320.8(b)(3) has been identified and explained in previous items in this statement.