

## ARISS Proposal Instruction page

Things to keep in mind as you complete the Amateur Radio on the International Space Station (ARISS) Radio Contact proposal.

1. You must complete your proposal in one session. You will not be able to save information and complete the form at a later time.
2. Print blank proposal form so you can prepare all of your entries before beginning the process ([blank proposal](#)).
3. Prior to completing this proposal form, it is recommended that you read “ARISS Proposal Guide”.
4. If you have any questions, email [JSC-TFS-ARISS@mail.nasa.gov](mailto:JSC-TFS-ARISS@mail.nasa.gov) .

[Click Here to Begin](#)

## **Amateur Radio on the International Space Station (ARISS) Proposal**

### **Privacy Policy**

This notice provides NASA's policy regarding the nature, purpose, use and sharing of any information collected via this form. The information you provide will be used only for its intended purpose. We will protect your information consistent with the principles of the Privacy Act, the e-Government Act of 2002, the Federal Records Act and, as applicable, the Freedom of Information Act.

Submitting information is strictly voluntary. By doing so, you are giving NASA your permission to use the information for the intended purpose. If you do not want to give NASA permission to use your information, simply do not provide it. However, not providing certain information may result in NASA's inability to provide you with the information or services you desire.

[http://www.nasa.gov/about/highlights/HP\\_Privacy.html](http://www.nasa.gov/about/highlights/HP_Privacy.html)

### **Burden Statement**

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0153 and expires on 06/30/2014. We estimate that it will take 90 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate to:** [hq-oeidadmin1@mail.nasa.gov](mailto:hq-oeidadmin1@mail.nasa.gov)

Submit the completed form via the link on the proposal form. You can find additional information on this program at <http://www.nasa.gov/audience/foreducators/teachingfromspace/students/ariss.html> .

I affirm that I have read and understand the Privacy Policy and Burden statements.

Please note the time you begin. Upon completion, we will ask you to let us how much time it took you to complete this form.

<b>GENERAL INFORMATION</b>	
<b>Organization</b>	Name: Address: Web Site:
<b>Main Point of Contact</b> Note: Main POC must be authorized to represent the organization	Name: Work Address: Work Telephone: Work Fax: Work Email:
<b>Technical Point of Contact</b> Technical POC will coordinate technology requirements of the event	Name: Work Address: Work Telephone: Work Fax: Work Email:
<b>If selected, are there any dates during the proposed cycle that your organization cannot support?</b> If yes, please provide further information. Also include weekends if necessary.	
<b>Please provide the preferred time for the contact to be held (please specify appropriate time zone).</b>	
<b>Provide target audience information. Check all that apply.</b>  <b>Please provide an estimate of the audience that will be at the event location (on-site) and those that will view the event from a remote location (off-site).</b>	<input type="checkbox"/> K-4 students <input type="checkbox"/> University level students <input type="checkbox"/> 5-8 students <input type="checkbox"/> Pre-service educators <input type="checkbox"/> 9-12 students <input type="checkbox"/> Other (please describe)  Total On-site audience: ____                      Total Off-site audience: ____ Total student audience numbers for ARISS radio contact:
<b>Is this event tied to a specific crewmember or event? If yes, please provide information.</b>	

***For the following items, please provide as much detail and information as appropriate.***

1. Provide information on your organization, its purpose, educational objectives and the population it serves. Include demographics of your targeted audience.

*Response: Character limit 5200*

2. Explain why your organization wants an ARISS radio contact. Include information on how an ARISS radio contact will enhance the educational objectives of your organization.

*Response: character limit 2700*

3. Describe how your organization will use the ARISS radio contact to support local STEM (Science, Technology, Engineering, and Math) goals and objectives. Describe the pre- and post-ARISS radio contact activities for students and educators. Also, include how you plan to incorporate NASA and amateur radio content and education resources into these activities.

*Response: character limit 9500*

4. Provide an overview of your proposed ARISS radio contact, including the location, transportation details (if needed), and how you will have the required technology in place.

*Response: character limit 2000*

5. Provide information on your organization's plan to secure your target audience in case there is a shift in dates and/or times (i.e. "Plan B").

*Response: character limit 1300*

6. Describe your organization's plans to evaluate the impact of the ARISS radio contact on students through pre- and/or post-activities (i.e. how will you know the event has influenced student learning and/or attitudes toward learning?). Also, include your plans to ensure that students and educators will complete NASA evaluation forms.

*Response: character limit 2500*

7. Describe your media/promotion plan. Be specific where possible.

*Response: character limit 1600*

8. Describe involvement with other NASA programs. List all NASA partnerships that will be part of the ARISS radio contact and surrounding activities. Share how you will use the ARISS radio contact to encourage student participation in other NASA programs.

*Response: character limit 2500*

9. List your community partnerships that will be part of the ARISS radio contact and surrounding activities. Specifically, list any plans to involve local amateur radio organizations in your contact. Explain how your partnerships will be established or improved because of the ARISS radio contact.

*Response: character limit 1000*

**ARISS Radio Contact Proposal Form**  
*Day of ARISS radio contact Timeline*

Create a sample internal-use schedule that outlines the day of the ARISS radio contact for staff members. This sample schedule would be used for internal coordination and planning (transportation of students, technology setup, activities, etc.). This document **would not be used** as a program for the ARISS radio contact audience. For this sample document, assume your ARISS radio contact is scheduled from 11:15am – 11:25am.

**Day of ARISS Radio Contact Schedule**

*Character limit 3400*

Please let us know how long it took you to complete this form. : \_\_\_\_\_min \_\_\_\_hours

Our goal is to provide a form that is easy to understand. On a scale of 1 – 5 with 5 being the highest, please indicate how easy this form was to understand and complete: 1 2 3 4 5

Do you have any suggestions to make this form easier to understand/complete?: If yes, please let us know:

*Response: character limit 1000*