NASA Universal Registration and Data Management System

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NASA Universal Registration and Data Management System

SECTION I. LEARNER EXPERIENCE (e.g. STUDENT / EDUCATOR)NAVIGATING THE COMMUNITY AS A LEARNER (I.E. STUDENT OR EDUCATOR)

NASA Universal Registration and Data Management System

1. ## Public Home Page View
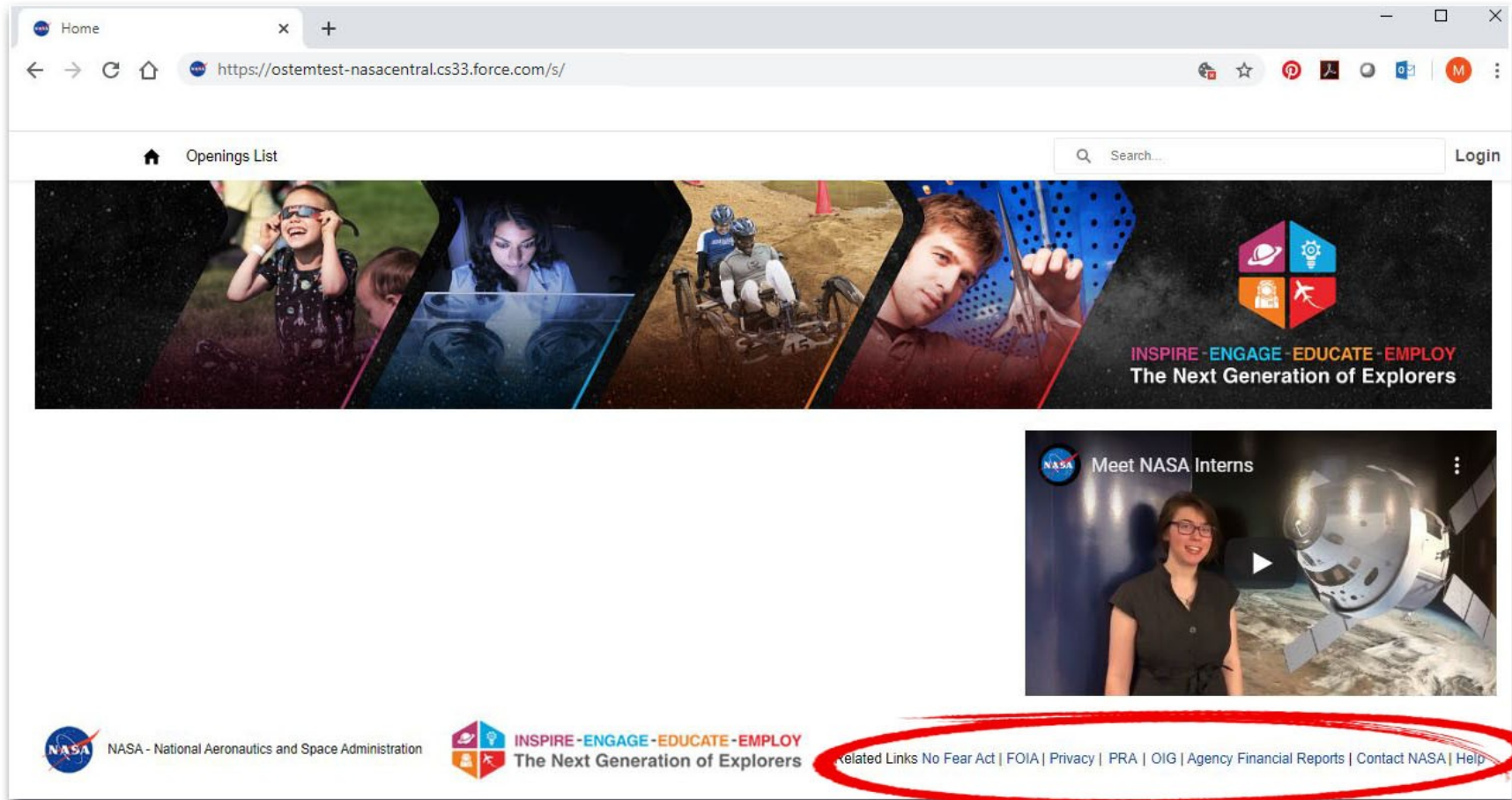
2. ## NASA Privacy Statement

NASA Universal Registration and Data Management System

NASA Privacy Statement

This notice provides NASA's policy regarding the nature, purpose, use and sharing of any information collected via this form. The information you provide on this NASA-issued form will be used only for its intended purpose. NASA will protect your information consistent with all applicable Federal laws, statutes, Government-wide and NASA Policies and Procedural Requirements. Submitting information is strictly voluntary and, by doing so, you are giving NASA your permission to use the information for the specific purpose of planning, coordinating, and conducting the event. Additionally, the data collected is entered into NASA's Office of STEM Engagement Data Management system, and is used by Headquarters' staff to respond to reporting requests from NASA management and others. Data is/may be used in reporting to education leads in sponsoring NASA mission directorates. If you do not want to give NASA permission to use your information, simply do not provide it. However, not providing the requested information may result in NASA's inability to provide you with the information or services you desire. For additional details regarding NASA Privacy Policy and Procedures, and other related information including published NASA Privacy Impact Assessments (PIAs), please visit the NASA Privacy Policy and Important Notices Web site at http://www.nasa.gov/about/highlights/HP_Privacy.html.

Privacy link in the footer will direct external users to the NASA Privacy Statement for OSTEM

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Related Links No Fear Act | FOIA | Privacy | PRA | OIG | Agency Financial Reports | Contact NASA | Help

3. Paperwork Reduction Act Statement

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Paperwork Reduction Act 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 2700-0159 and expires 04/20/2018. We estimate that it will take 20 minutes to read the instructions and answer the questions. If you have a question specific to the Paperwork Reduction Act for NASA STEM Gateway, you may send inquiries to: ████████████

NASA - National Aeronautics and Space Administration   INSPIRE-ENGAGE-EDUCATE-EMPLOY The Next Generation of Explorers   Related Links No Fear Act | FOIA | Privacy | PRA | OIG | Agency Financial Reports | Contact NASA | Help

PRA link in the footer will direct external users to the NASA PRA Statement for OSTEM

**Control Number and Expiration Date will be updated upon Approval
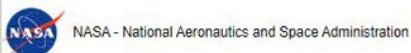
1.2 CREATE PROFILE

1. Age Verification

1. Before external users can proceed with creating a profile within the system, they are required to provide basic information to verify whether or not they are old enough to proceed

Required fields are designated with an asterisk (*)

Tell us a little bit about yourself.

* First Name

* Last Name

* Email

* I am...

A Student

* Age

15 or under

Next

2. If external users click the information button on the 'I am' field, a hover text guide is displayed to help explain the Educator picklist option

An 'Educator' can refer to Formal Educator, Museum, Science Center, Planetarium, Youth Serving Organization.

A Student

* I am...

A Student
An Educator
A Student
Age

3. From the 'I am' field, external users can select their Learner Type

* Age

15 or under
15 or under
16 or 17
18 or over
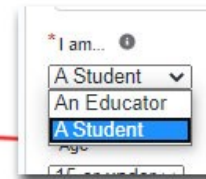
4. From the 'Age' field, those users who identify themselves as a 'Student' in the 'I am' field above must also select their age range so that the system can verify their age without collecting PII data

NOTE: If 'An Educator' is selected from the 'I am' field above, the 'Age' field will disappear all together. Educators will bypass the age verification process and will move directly to the create profile process

2. Minors 15 Years or Under

Contact: Self Registration

You do not meet the age requirements for this activity. Although you can't participate in this event, we recommend that you check out these activities:

https://www.nasa.gov/education/materials

Finish

If the user selects '15 or under' during from the age verification field, they will receive the above message which notifies them that they are too young to participate. At that point, the user is prevented from continuing within the system and no data is stored.

If the external user clicks the hyperlink included in the message, it will automaticaly route them to the public STEM Resources and Opportunities page on nasa.gov
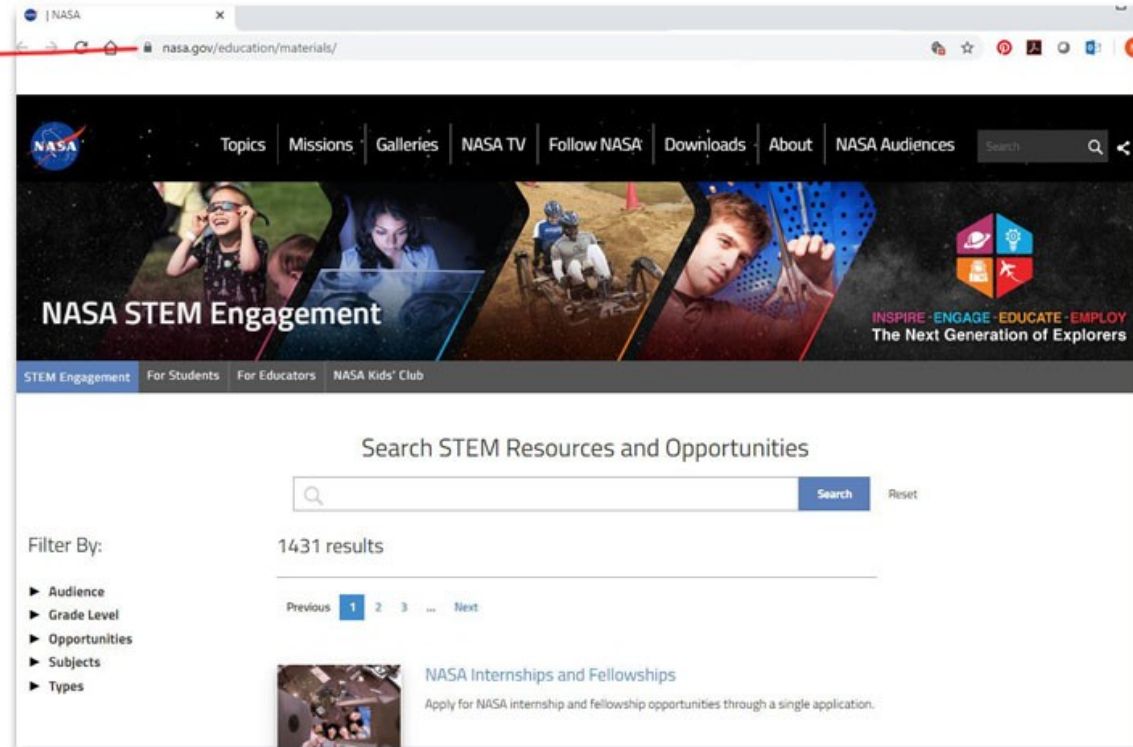
3. Minors 16 - 17 Years | Enter Parent / Legal Guardian Contact Info

1. If the user selects '16 or 17' from the age verification field, they will receive this message which notifies them that they must obtain consent from their Parent/Legal Guardian before they can continue with creating their profile

Required fields are designated with an asterisk (*)

We'll need to get consent from your Parent or Guardian before proceeding.

Please provide contact information for your Parent / Guardian below. We'll send them an email and will notify you once they've provided a response!

* First Name

* Last Name

* Email

* Phone

Parent / Guardian permission is required before you can apply/register for any NASA OSTEM Engagement openings. Once you have completed the information below and your parent/guardian has provided their consent, you will be able to log back in to your account and continue with the registration process.

Next

Thanks!

We've sent a message to your parent or legal guardian, and we'll be in touch as soon as they finish submitting their consent.

2. Once users click the Next button, they will receive the above message to notify them that their parent/legal guardian will be contacted

A temporary profile is created with the user's name and email adress. At this point, they are prevented from proceeding any further in the workflow until a response is received from the parent / legal guardian

4. Parent / Legal Guardian Consent Response = No

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From the digital consent form, the Parent / Legal Guardian can provide their acknowledgement for:

- **Overall Activity Participation**
- **Receiving Text Messages**
- **NASA Media Release**
- **Survey Participation**

By selecting No from any of the acknowledgement statements within the form, no additional information is added to the form

Once all fields are complete, the Parent / Guardian can select the Next button

Required fields are designated with an asterisk (*)

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Authorization for Application / Activity Participation

My child ▮▮▮▮▮ has my permission to submit a registration/application to be considered for openings/opportunities with NASA STEM Engagement.

Please select your acknowledgement response below:
- ○ YES
- ● NO

Authorization to Receive Text Messages

My child ▮▮▮▮▮ has approval to receive text message updates about their NASA STEM Engagement application and course progress if they are accepted into the online portion.

Please select your acknowledgement response below:
- ○ YES
- ● NO

Authorization for NASA Media Release

YES, I acknowledge that NASA has no obligation to use ▮▮▮▮▮'s words, image, or voice in connection with NASA. I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement. I have read the foregoing agreement and am familiar with all of the terms and conditions thereof and I consent to its execution by ▮▮▮▮▮

Please select your acknowledgement response below:
- ○ YES
- ● NO

Authorization for Survey Participation

I authorize NASA to collect and report performance and/or evaluation data about ▮▮▮▮▮'s participation in the NASA STEM Engagement opportunity for continuous improvement purposes into its data management system.

Please select your acknowledgement response below:
- ○ YES
- ● NO

For information about NASA STEM Engagement, you may visit https://www.nasa.gov/stem

Next

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5. Parent / Legal Guardian Consent Response = Yes

If the parent / legal guardian selects 'Yes' in the authorization to receive text messages section, an additional disclaimer message will be added to the form to notify the user that the minor may incur charges with this selection and to confirm that this selection will not affect the minor's chances of selection

Selecting 'Yes' in the authorization for application / activity participation section will allow the minor to proceed with creating their profile

Required fields are designated with an asterisk (*)

Authorization for Application / Activity Participation

My child [REDACTED] has my permission to submit a registration/application to be considered for openings/opportunities with NASA STEM Engagement.

* Please select your acknowledgement response below:
- ● YES
- ○ NO

Authorization to Receive Text Messages

My child [REDACTED] has approval to receive text message updates about their NASA STEM Engagement application and course progress if they are accepted into the online portion.

* Please select your acknowledgement response below:
- ● YES
- ○ NO

By selecting YES, I agree to allow my child to receive text message updates from NASA STEM Engagement at their cell phone number. *Message and data rates may apply.* Texts may be sent using an automated system. I understand opting out of text messages will NOT adversely affect my child's performance or experience with NASA STEM Engagement.

Authorization for NASA Media Release

YES, I acknowledge that NASA has no obligation to use [REDACTED]'s words, image, or voice in connection with NASA. I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement. I have read the foregoing agreement and am familiar with all of the terms and conditions thereof and I consent to its execution by [REDACTED].

* Please select your acknowledgement response below:
- ● YES
- ○ NO

Authorization for Survey Participation

I authorize NASA to collect and report performance and/or evaluation data about [REDACTED]'s participation in the NASA STEM Engagement opportunity for continuous improvement purposes into its data management system.

* Please select your acknowledgement response below:
- ● YES
- ○ NO

For information about NASA STEM Engagement, you may visit https://www.nasa.gov/stem

[Next]

6. Create Profile – NASA Media Release

When creating their profile, if the user intiating the create process is a minor (16-17 years old) who has just received authorization from their parent/legal guardian and accessed the system from their email, that minor will bypass this media release form all together because their parent/legal guardian already provided their acknowledgement decision on behalf of the minor from within the parent/legal guadian consent form and that decision cannot be changed within the system without involvement from the internal system adminsitrator designated by OSTEM

However, those individuals who identified themselves as either 'Student - 18 years or older' or 'Educator' during the initial age verification screen will be routed to this media release form as part of the profile creation process

Authorization for NASA Media Release

I hereby give my permission to be interviewed, photographed, and/or videotaped by NASA or its representatives in connection with a NASA production.

I understand and agree that the text, photographs, and/or videotapes thereof containing my name, likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that NASA deems appropriate and that such materials may be distributed to the public and displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that I will not receive any compensation for granting this permission.

I understand that NASA has no obligation to use my name, likeness, or voice in the materials it produces, but if NASA so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.

I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement.

* Please select your acknowledgement response below:

○ YES, by making this selection, I represent that I am of legal age, have full legal capacity, and agree that I will not revoke or deny this agreement at any time. I have read the foregoing and fully understand its contents.

○ NO, NASA does not have my consent to be interviewed, photographed, and/or videotaped by NASA or its representatives.

For information about NASA STEM Engagement, you may visit https://www.nasa.gov/stem

Previous   Next

7. Create Profile – Personal Information

1. All external users who have been authorized will be required to complete the Personal Information form during ther profile creation process

We'll need the following Personal Information to complete your Profile:

Birthday

Address
Country
--None--

Address
Address

City — State/Province
City — --None--

Zip/Postal Code
Zip/Postal Code

Phone

*Is this a Mobile Phone?
-- None --

Alternate Phone (Optional)

Previous | Next

2. Users are required to confirm whether the phone number entered is a mobile number

*Is this a Mobile Phone?
-- None --
-- None --
Yes
No
(Optional)

*Is this a Mobile Phone?
Yes

*Is it okay to text you at the cell phone number above about your application?
-- None --
-- None --
Yes
No
(Optional)

*Is it okay to text you at the cell phone number above about your application?
Yes

By selecting YES, I agree to receive text message updates from NASA STEM Engagement at this cell phone number. Message and data rates may apply. Texts may be sent using an automated system. I understand opting out of text messages will NOT adversely affect my performance or experience with NASA STEM Engagement. Please be aware that mobile message or data charges may be incurred.

3. If they answer Yes, an additional field is added to confirm whether it is ok to send texts to the individual regarding their application. If they select Yes, then a disclaimer message is displayed making them aware that they may incur charges with this selection and to confirm that their choice will not affect their chances of selection. Minors (16-17 years old) who have received parent/legal guardian consent will be restricted from answering this aditional question because their parent/legal guardian already provided their acknowledgement decision on behalf of the minor from within the parent/legal guadian consent form and that decision cannot be changed within the system without involvement from the internal system adminsitrator designated by OSTEM

8. Create Profile – Demographic Information

1. Disclaimer message at the top confirms for users that even though all fields on this form are required, they have the ability to opt out of providing their demographic information by selecting the 'Do not wish to provide' in all applicable fields

This allows OSTEM to collect and report data on data accurately while stil providing users with a choice on what data that they want to provide

Demographic Info

Completion of your Demographic Information is voluntary. No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.

* Gender
-- None --

* Ethnicity ⓘ
-- None --

* Race (select one or more): ⓘ
-- None --
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander

* Are you a Veteran?
-- None --

* Do you have a disability? ⓘ
-- None --

Identifying any qualifying disability is protected under the Americans with Disabilities Act Citizenship or the Rehabilitation Act of 1973.

Next

* Gender
-- None --
-- None --
Female
Male
Do not wish to provide

* Ethnicity ⓘ
-- None --
-- None --
Hispanic or Latino
Not Hispanic or Latino
Do not wish to provide
American Indian or Alaska N

* Race (select one or more): ⓘ
-- None --
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Do not wish to provide

* Are you a Veteran?
-- None --
-- None --
Yes
No
Do not wish to provide

* Do you have a disability? ⓘ
-- None --
-- None --
Yes
No
Do not wish to provide

9. Create Profile - Demographic Information Help Text

Field gudiance is provided for Ethnicity

*Ethnicity
-- None --

Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Field gudiance is provided for Race

*Gender
-- None --

American Indian or Alaskan Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
Black or African American - a person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Demographic Info

Completion of your Demographic Information is voluntary. No selection decisions are made based on the information. It will not adversely affect your application if you choose to not provide this information. Select the 'Do not wish to provide' option for each item that you choose not to report on.

*Gender
-- None --

*Ethnicity
-- None --

*Race (select one or more)
-- None --
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander

*Are you a Veteran?
-- None --

*Do you have a disability?
-- None --

Identifying any qualifying disability is protected under the Americans with Disabilities Act Citizenship or the Rehabilitation Act of 1973.

Next

Self-Identification of Disability
Each agency in the Executive branch of Federal government has established programs to facilitate the selection, placement, and advancement of individuals with disabilities. Self-identification of disability status is essential in these efforts. Self-identification is voluntary but your cooperation is critical in these efforts.

Examples of some disabilities or other serious health conditions are listed below:

- Speech impairment
- Spinal abnormalities, for example, spina bifida or scoliosis
- Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body
- HIV Positive/AIDS
- Morbid obesity
- Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis
- Cardiovascular or heart disease
- Depression, anxiety disorder, or other psychiatric disorder
- Blood diseases, for example, sickle cell anemia, hemophilia
- Diabetes
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Kidney dysfunction
- Cancer (present or past history)
- Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis
- Liver disease, for example, hepatitis or chirrhosis
- History of alcoholism or history of drug addiction (but not currently using illegal drugs)
- Endocrine disorder, for example, thyroid dysfunction
- Developmental Disability (i.e. autism spectrum disorder)
- Traumatic Brain Injury
- Deaf or serious difficulty hearing, benefiting from ASL, CART, hearing aids, a cochlear implant and/or other supports
- Blind or serious difficulty seeing even when wearing glasses
- Missing extremities (arm, leg, hand and/or foot)
- Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg braces(s) and/or other supports
- Partial or complete paralysis (any cause)
- Epilepsy or other seizure disorders
- Intellectual disability
- Significant Psychiatric Disorder (bipolar disorder, schizophrenia, PTSD, or major depression)
- Dwarfism
- Significant disfigurement, for example disfigurements caused by burns, wounds, accidents, or congenital disorders

Field guidance is provided for Disability

10. Create Profile – Citizenship

1. Next, users must identify their Citizenship status

Citizenship

*Citizenship
-- None --

Previous   Next

*Citizenship
-- None --
-- None --
U.S. Citizen
Non-United States Citizen
Previous   Ne

Citizenship

*Citizenship
Non-United States Citizen

*Country of Citizenship
-- None --

Previous   Next

*Country of Citizenship
-- None --
-- None --
Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua and Barbuda
Argentina
Armenia
Aruba
Australia
Austria
Azerbaijan
Bahamas (the)
Bahrain
Bangladesh

2. If Non-United States Citizen is selected, an aditional

Country of Citizenship field is added where users may pick

their citizenship from all available international countries

11. Create Profile – Education or Affiliate Organization for Student

1. The fields/picklist values will differ on this final section of the profile form, depending on whether the user identified themself as a Student or Educator when they initiated the create profile process. As a Student, the user will be presented with the options to select the type of student they are and can identify their current grade level

2. Students are required to identify their current educational institution that they attend. They can enter several letters into the search field and the system will return all educational account results that match the search criteria that they enter.

3. If no results are returned, they can click the 'New Account' option and write in their institution rather than select it from a pre-existing list. An internal data steward will validate the information upon submission and will create the account within the system once approved so that future students and educators can search for and select the institution that was entered

12. Create Profile – Education or Affiliate Organization for Educator

1. The fields/picklist values will differ on this final section of the profile form, depending on whether the user identified themselves as a Student or Educator when they initiated the create profile process. As an Educator, the user will be presented with the options to select the type of educator they are

2. If Informal Educator is selected from the Applicant Type field, a new field will be displayed within the form, where they can identify their Informal Educator Type
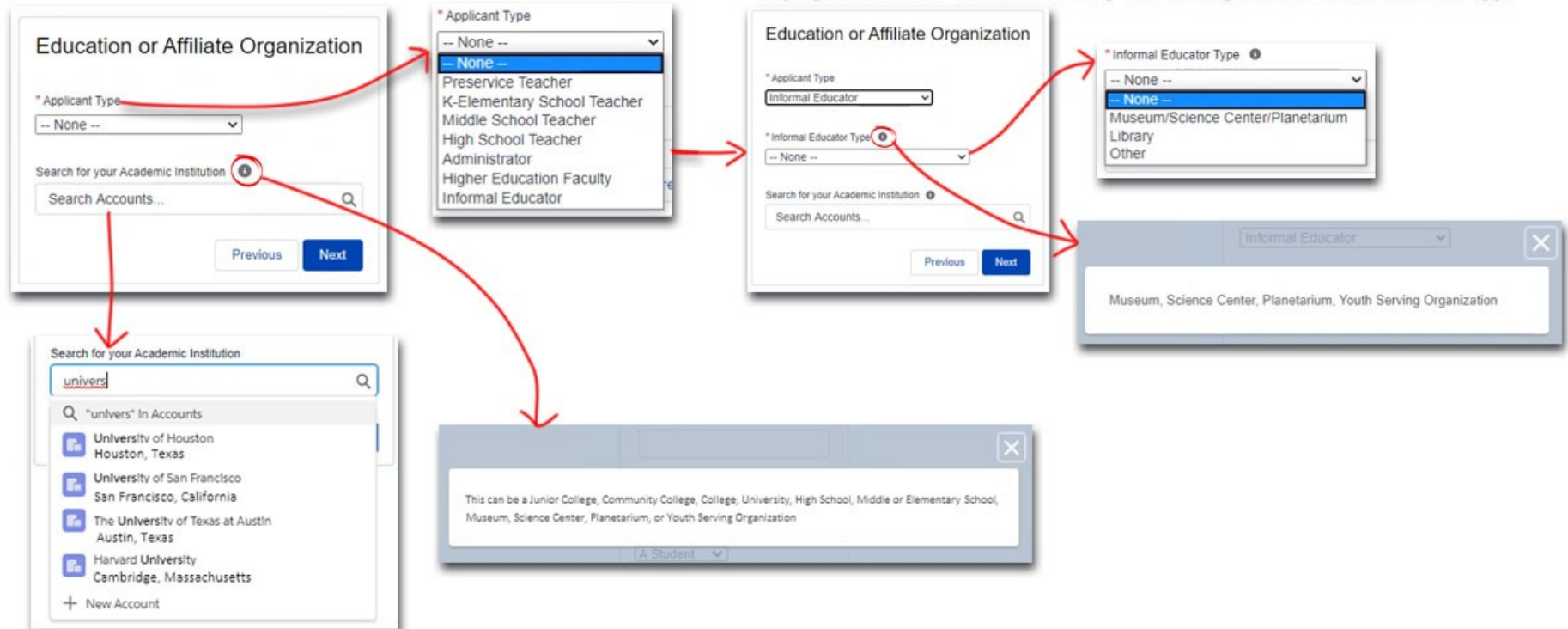
3. Just like with the Student version of this form, the Educator can search for their Academic Institution from an existing list of accounts within the system. If they are unable to locate their institution within the existing list, they can create a new account, which will be reviewed and added to the available acount options for future users of the system by a data steward internal to OSTEM

1.3 APPLY TO OPENINGS
1. Internships & Pathways Applications – Personal Information

1. The Internships & Pathways Application form, (which both collect the same information), is the most extensive of all the engagement types managed within the system, but out-of-the-box Salesforce objects provide an easy way for Learners to populate their information. If any other applications that the Leaner chooses to submit request the same information, (regardless if it is another Internship or Pathways application or a different engagement type), the system will automatically re-use the relevant information that was already entered so that the Learner doesn't have to make duplicate entries of the same data. The system will archive the information that was entered for each application to allow for accurate reporting, while still providing the Learners with an easy way of keeping their data current.

2. The Personal Information section asks the Learner to provide basic information on how they heard about the NASA STEM Gateway program and to find out why the Learner is interested in becoming a participant

2. Internships & Pathways Applications – Education or Affiliate Organization

In addition to the current Academic Institution / Affiliate Organization that the Learner identified in their initial profile set up, they are required to identify their academic history for all institutions that they have been involved in. Here they can associate their Major, GPA (if applicable), and dates of attendance

Learners are able to write-in a new institution, which will be validated by a data steward, just like other forms within the system that contain the lookup to existing institution acounts

3. Internships & Pathways Applications – Employment

2. If the Learner has been employed, they can click the 'New' button to add each employment entry.

Employment

Employment History (0)   New

☐ I do not have employment history at this time

1. If the Learner has no employment history at the time that the application is submitted, they simply need to select the 'do not have' checkbox to bypass this section.

New Employment

Information

Employment Name

*From

Employer Name

To

Position / Title

☐ Present

Responsibilities

System Information

Application

APP-0247

Cancel   Save & New   Save

Employment History (1)   New

Employment Name	Employer Name	Position / Title	Responsibilities
EMP-0010		Parts Designer	Design and manufact...

View All

3. The Learner will enter basic details about their Employer, assigned position and length of employment

4. Internships & Pathways Applications – Other Experience

2. If the Learner has been additional experience to report, they can click the 'New' button to add each experience entry.

Check this box to indicate that you do not have any "Other Experience" at this time in lieu of entering experience information

No "Other" Experience

Other Experiences (0)   New

No "Other" Experience

1. If the Learner has no other experience at the time that the application is submitted, they simply need to select the 'No Other Experience' checkbox to bypass this section.

New Other Experience

Information

Experience Type   *From
--None--

Describe Your Experience   To

                                   Present

The date this Experience began.
*From

The Date This Experience ended (or will end).
To

255 Character Limit
Experience

Experience Type
--None--

✓ --None--
Volunteer
Leadership
Membership
Extracurricular Activity

System Informatio

Other Experience Name

*Application
APP-0247

3. The Learner will enter basic details about each experience

Cancel   Save & New   Save

5. Internships & Pathways Applications – Documents
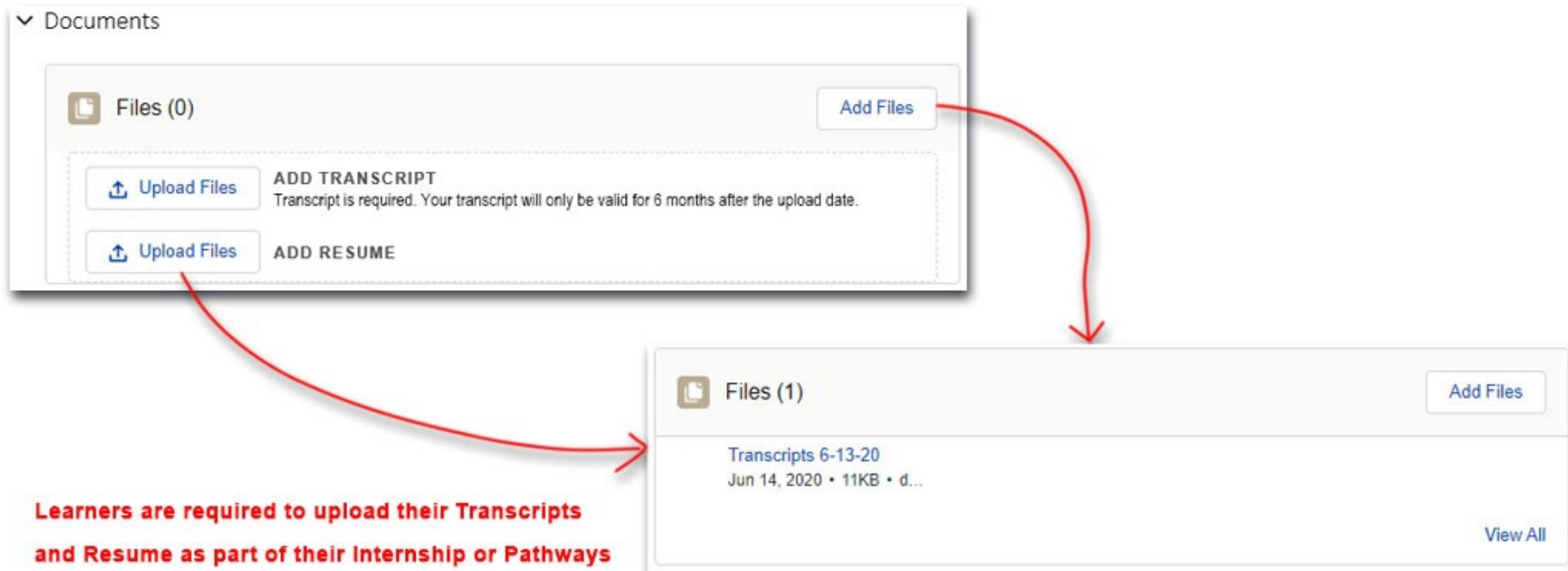
Learners are required to upload their Transcripts and Resume as part of their Internship or Pathways application. Any additional documentation that they wish to enter is at their discretion

NOTE: Learners must update their transcripts within their profile every 6 months if they want to be considered for additional activities at a later date beyond the activity they are applying for
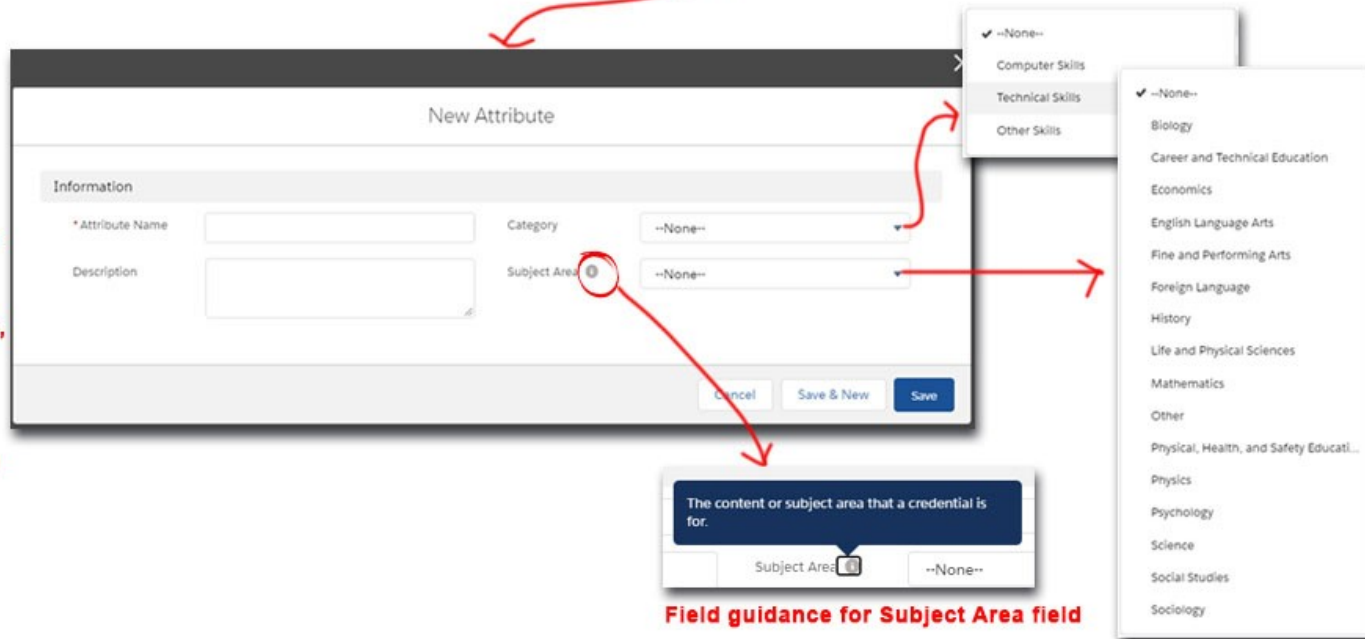
6. Internships & Pathways Applications – Skills

1. Learners can search for and select existing skills that have already been identified within the system. They can add as many skills as necessary to their profile.

Skills (2)

Skill-0000003
Skill / Attribute: DOS
Description: Program DOS Skills
Subject Area: Science

Skill-0000013
Skill / Attribute: Photoshop
Description: Image editing, retouching, creating image compositio...
Subject Area: Other

View All

New

New Skills

Information

Student Skills Name   Student / Learner   Dianne LaCroix

Skill

Skill / Attribute   Illustra

"Illustra" in Attributes
+ New Attribute

Cancel   Save & New   Save

2. If Learners are not able to find one of their Skills within the existing list, they have they can select New Attribute and walk through the process of filling out a New Attribute form. Once saved, the new skill will be added to the Learner's profile immediately, but a temporary record will be added to the system, where it will be verified by an internal data steward. If approved, the skill will be added as a permanent record to the list where it can be searched for and selected by future users of the system.

New Attribute

Information

* Attribute Name   Category   --None--

Description   Subject Area   --None--

Cancel   Save & New   Save

--None--
Computer Skills
Technical Skills
Other Skills

--None--
Biology
Career and Technical Education
Economics
English Language Arts
Fine and Performing Arts
Foreign Language
History
Life and Physical Sciences
Mathematics
Other
Physical, Health, and Safety Educati...
Physics
Psychology
Science
Social Studies
Sociology

The content or subject area that a credential is for.

Subject Area   --None--

Field guidance for Subject Area field

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7. Internships & Pathways Applications – Languages
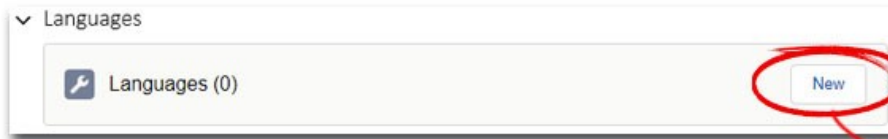
The Learner has the ability to identify any Languages that they speak. With each entry, they can identify what language, their level of fluency, and indicate whether or not it is their primary language. Just like with Institutional accounts, the Learner has the opportunity to write-in a new language account if it is not already listed.

An internal data steward will have to validate and approve what is entered before it will be made available for future users of the system.

8. Internships & Pathways Applications – Letter of Recommendation Invitation
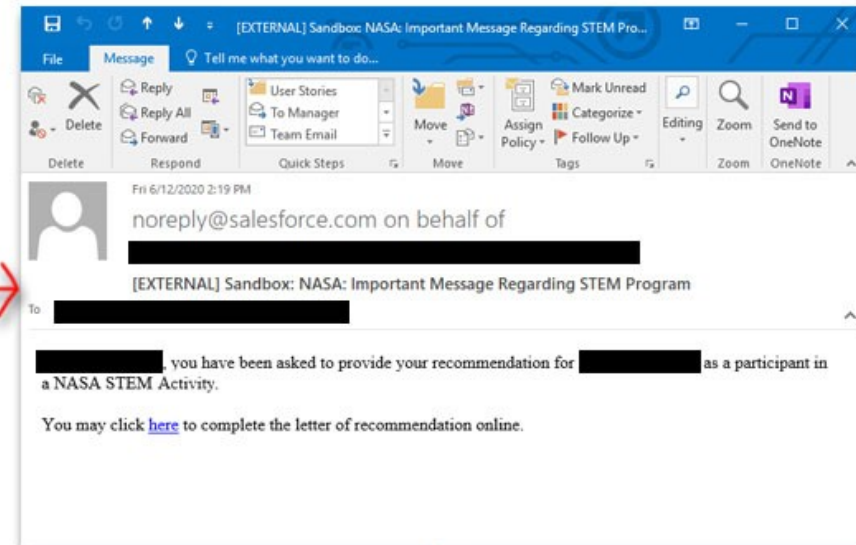
The Learner will be required to request a Letter of Recommendation as part of their Intership / Pathways application. They will identify the name and email address of the recommender and once they click the Submit Request button, the system will automatically send an email notification to the user that they recommended.

The recommender simply needs to click the link provided in the email and they will be routed to the online recommendation form.

9. Internships & Pathways Applications – Submit Letter of Recommendation

Once the Recommender is routed to the Letter of Recommendation form, they will first be required to answer several questions that help the OSTEM staff determine their relationship to the applicant

10. Internships & Pathways Applications – Submit Letter of Recommendation Continued

Next, the Recommender will complete a series of scaled questions that will help the internal OSTEM team easily report results from respondents. And finally, they will provide a brief Letter of Recommendation for the applicant. Once submitted, the applicant will not have access to the response from the Recommender. This information will be reviewed and retained internally.

★ Based on your experience with the individual, please rate the degree to which you agree or disagree that the individual possesses the following skills:

10. Intellectual Ability

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 11. Creativity

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 12. Communication Skills

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 13. Teamwork Skills

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 14. Motivation

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 15. Efficient in completing projects

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 16. Rate this statement: "I would recommend this individual for participation in a NASA STEM Engagement"

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ 17. Please insert your letter of recommendation in the space provided below

(500 Words)

Enter answer...

Previous   Finish

11.　　Internships & Pathways Applications – Availability

The Learner will identify all Sessions / Terms that they are available to participate in for an Internship / Pathways activity. Their selection will help internal OSTEM staff search for other potential engagements that the Learner may be qualified for.

∨ Availability

Which sessions are you available to participate in? (select all that apply)

-- None --
Spring
Summer
Fall

12.   Challenges Application – Institutions

The Learner will identify the Lead Institution responsible for the Team participation and can identify up to 3 institutions who collaborate with them in support of the activities

The Learner will have the ability to write-in any institutions that do not already exist in the list of lokup accounts. An internal data steward will validate the infromation, and if approved, will add the institution account to the default list for future users of the system to be able to search for

13. Challenges Application – Team Information

1. The Learner will enter the Team information, which includes the Team Name Faculty Advisor, Team Lead, and all Team Members

2. The Learner will enter the First Name, Last Name, and Email Address for each Team Member that is added to the application and can view the list directly within the record. The system will automatically send an email invitation to each named user, which contains a link to the system. If they already have a registered account, the Team member simply needs to review their account for any needed updates. The system will generate a temporary account if the users do not already exist in the system. Once the Team Member completes their registration, no further action is needed from them in the system.

14. Challenges Application – Documents

Files (0)   Add Files

⬆ Upload Files   ADD PROPOSAL
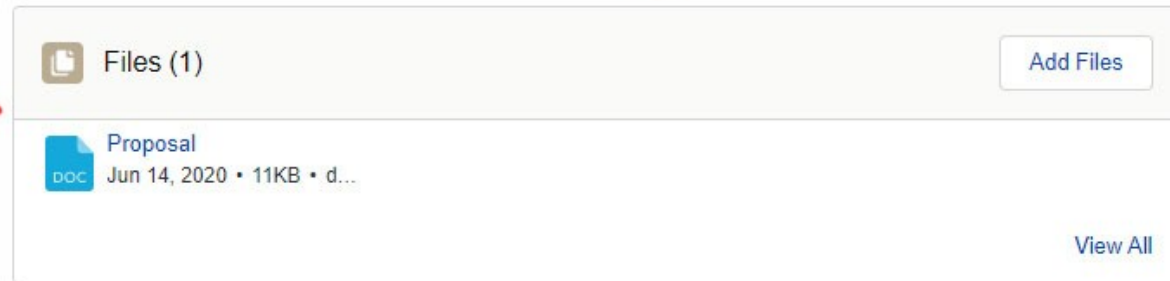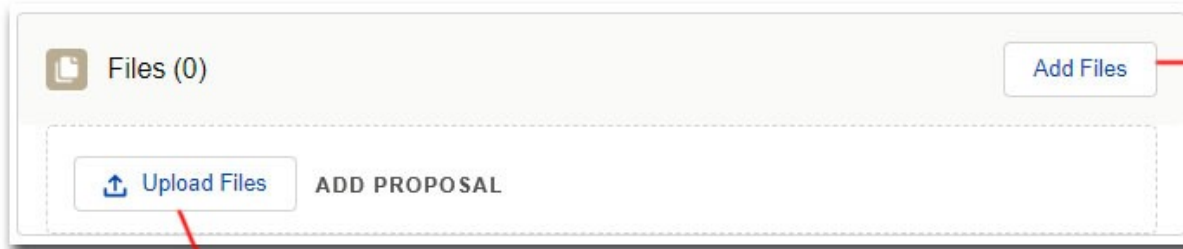
Learners are required to upload their Proposal as part of their application. Any additional documentation that they wish to enter is at their discretion

Files (1)   Add Files

Proposal
Jun 14, 2020 • 11KB • d...

View All

15.   Fellowships & Research Opportunities Application – Identification Numbers

The Application form for Fellowships and Research Opportunities will collect the same information. The Learner who is applying will enter the identifying numbers relevant to the activity they are applying to.

Institution SAM Number

DUNS Number

CAGE Code

16.   Fellowships & Research Opportunities Application – Points of Contact

The Learner will identify the Primary and Secondary Points of Contact for the application being submitted

The Learner will have the ability to write-in any institutions that do not already exist in the list of lookup accounts. An internal data steward will validate the infromation, and if approved, will add the institution account to the default list for future users of the system to be able to search for

17.   Fellowships & Research Opportunities Application – Documents

Learners have the ability to upload any supporting documentation to their application, based on the document requirements identified within the related Opening

18.   Educator Professional Development Application – Basic Information

When submitting an Educator Professional Development application, the Learner will enter / select basic information about their experience as an Educator. They can identify multiple grade levels and subjects that they are associated to.

∨ Basic Information

Position / Title

What grade levels do you teach?

```
K
1
2
3
4
```

What subjects do you teach?

```
English Language Arts/Reading
English as a Second Language
Science
Technology
Engineering
```

If other, please specify:

How do you plan to utilize the content shared and knowledge gained from the activity?

If other, please specify:

```
K
1
2
3
4
5
6
7
8
9
10
11
12
Undergraduate Freshman
Undergraduate Sophomore
Undergraduate Junior
Undergraduate Senior
Graduate Master's
Graduate Doctoral
Post Doctoral
```

```
English Language Arts/Reading
English as a Second Language
Science
Technology
Engineering
Mathematics
Social Studies/History/Economics
Art/Dance/Music/Drama/Theater
Physical Education/Fitness
Special Education
Foreign Language (Spanish, German, French, etc)
Health
Other
I am not certified as a teacher
```

```
Incorporate into printed materials presented in my instruction
Use in hands-on activities/demonstrations
Teach other educators
Use information and resources in an after school program
Present at a conference
Other
```

19.   Educator Professional Development Application – Planned Implementation

Next, the Learner will identify the planned implementation information for the activity

∨ Planned Implementation

Please provide information on how you plan to implement the activity.

Setting

--None-- ▼

- ✔ --None--
- Traditional Classroom
- Out of School Time (OST)

Delivery Mechanism

--None-- ▼

- ✔ --None--
- In-person
- Online
- Hybrid

Utilization

--None-- ▼

- ✔ --None--
- In-person
- Incorporate into printed materials presented in my instruction
- Use in hands-on activities/demonstrations
- Teach other educators
- Use information and resources in an after school program

Other

20. Educator Professional Development Application – Estimated Numbers

The Learner will also enter the estimated number of Students that they will reach in the next year, broken down by student type

∨ Number of students that you will reach in the next year?

Elementary School Students:

Middle School Students:

High School Students:

Informal School Students:

Community College Students:

Undergraduate Students:

Graduate Students:

21. College / Pre-College STEM Experience Group Registration – Primary & Secondary Point of Contact

The Group Registration form for College & Pre-College STEM Experiences both collect the same aggregated information if the Opening is identified as a group registration rather than an Application when it is created.

The Learner will enter their planned aggregated numbers as a best guess when they submit the registration. They will have an opportunity to validate the information by entering the actual aggregated numbers after the activity has taken place.

Initialy, the Learner will identify basic contact information for the Primary and Secondary Points of Contact who will be responsible for the Learners involved in the activity.

∨ Primary Point of Contact

First Name

Last Name

Title / Position

Email

Phone

∨ Secondary Point of Contact

First Name

Last Name

Title / Position

Email

Phone

22. College / Pre-College STEM Experience Group Registration – Primary & Secondary Point of Contact

1. Next, the Learner will identify the Academic Institutions / Affiliate Organizations that will be participating in the activity, along with the estimated total number of Teams
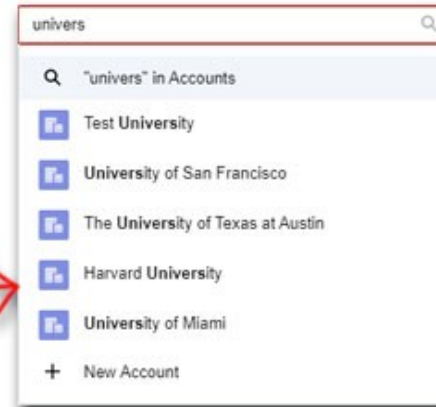
2. The Learner can write-in new institution / affiliate orgaization accounts if they are not able to search for and select an existing account record. The internal data steward will validate the information that is entered, and if approved, will add the new account to the list so that future users of the system can search for the new entry

23. College / Pre-College STEM Experience Group Registration – Planned Implementation

Next, the Learner will identify the planned implementation information for the activity

⌄ Planned Implementation

Please provide information on how you plan to implement the activity.

Setting

--None-- ▼

✔ --None--
Traditional Classroom
Out of School Time (OST)

Delivery Mechanism

--None-- ▼

✔ --None--
In-person
Online
Hybrid

Utilization

--None-- ▼

✔ --None--
In-person
Incorporate into printed materials presented in my instruction
Use in hands-on activities/demonstrations
Teach other educators
Use information and resources in an after school program

Other

24.   College / Pre-College STEM Experience Group Registration – Number of Educators

Next, the Learner will enter the aggregated totals for each type of Educator that is expected to participate in the activity as well as the total number of estimated Educator participants

∨ Participant Information

Please provide the numbers of the participants in the following categories.

NUMBER OF EDUCATORS

Elementary School Teachers

Middle School Teachers

High School Teachers

Informal Educators

Higher Education Faculty

Administrators

Preservice Teachers

Total Number of Educator Participants

25.   College / Pre-College STEM Experience Group Registration – Number of Students

The Learner will then enter the aggregated totals for each type of Student that is expected to participate in the activity, along with the total number of estimated Student participants

Please provide the numbers of the participants in the following categories.

NUMBER OF STUDENTS

Elementary School Students:

Middle School Students:

High School Students:

Informal School Students:

Community College Students:

Undergraduate Students:

Graduate Students:

Total Number of Student Participants

26.   College / Pre-College STEM Experience Group Registration – Supporting Documentation

Finally, the Learner has the option to upload any supporting documents relevant to the activity that they are registering for

⌄ Upload Supporting Documents

Upload Supporting Documents for this Application

⤒ Upload Files   Or drop files
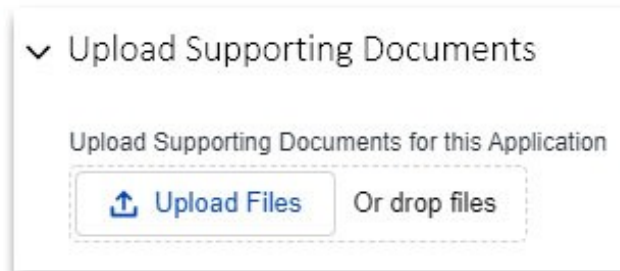
27.   College / Pre-College STEM Experience Application – Personal Information

The Application form for College & Pre-College STEM Experiences will collect information specifc to a Learner, rather than aggregate data like the Group Registration form.

The Learner who is applying will briefly describe why they are interested in applying to the STEM Experience

∨ Personal Information

In no more than 300 words, state why you are interested in this NASA Experience

28.   College / Pre-College STEM Experience Application – Education or Affiliate Organization

The Learner will be required to identify their current Academic Institution and enter their GPA on a 4.0 scale. If the institution does not use GPA, the Learner wil have the opportunity to select a the 'My institution does not use GPA' checkbox to bypass this field. They will also be required to identify their Major with the option to enter their Double Major, if applicable.

Learners are able to write-in a new institution, which will be validated by a data steward, just like other forms within the system that contain the lookup to existing institution accounts

29.   College / Pre-College STEM Experience Application – Documents

Learners are required to upload their Transcripts as part of their application. Any additional documentation that they wish to enter is at their discretion

NOTE: Learners must update their transcripts within their profile every 6 months if they want to be considered for additional activities at a later date beyond the activity they are applying for

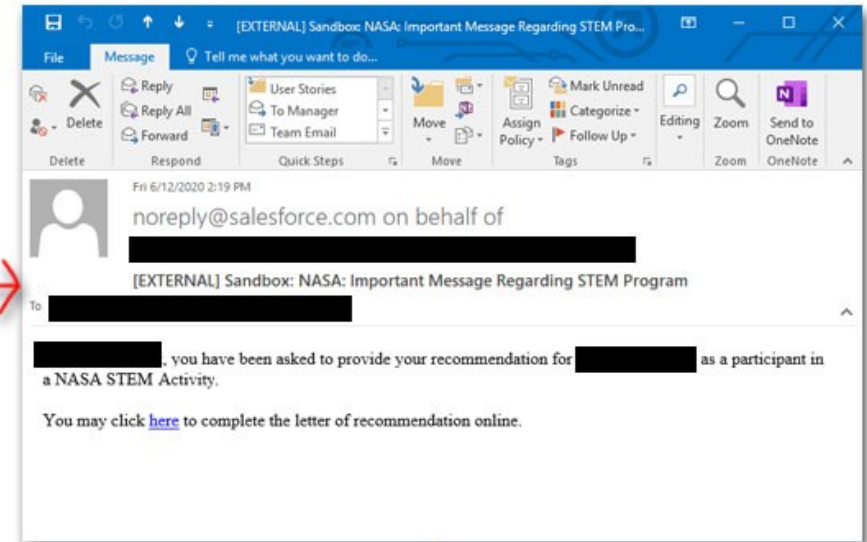# NASA Universal Registration and Data Management System

30.   College / Pre-College STEM Experience Application – Letter of Recommendation Invitation

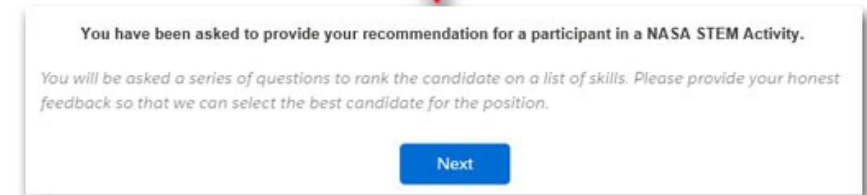The Learner will be required to request a Letter of Recommendation as part of their application. They will identify the name and email address of the recommender and once they click the Submit Request button, the system will automatically send an email notification to the user that they recommended.

The recommender simply needs to click the link provided in the email and they will be routed to the online recommendation form.

31.   College / Pre-College STEM Experience Application – Submit Letter of Recommendation

Once the Recommender is routed to the Letter of Recommendation form, they will first be required to answer several questions that help the OSTEM staff determine their relationship to the applicant

* 1. Please tell us your name:

Enter answer...

* 2. Please tell us your position (and discipline if you are an educator):

Enter answer...

* 3. Please tell us your School Name or Organization:

Enter answer...

* 4. Please provide your telephone number:

Enter answer...

* 5. Please provide your email address:

Enter answer...

* 6. How long have you known the individual (in years) ?

Enter answer...

* 7. What type of recommendation is this?

(Pick one value)

Select an answer choice from the list

Pick one

* 7. What type of recommendation is this?

(Pick one value)

Select an answer choice from the list

Pick one
Pick one
Personal
Professional
Academic

* 8. In what capacity have you known the individual?

Enter answer...

* 9. May we contact you for additional information?

○ Yes

○ No

Previous   Next

32.   College / Pre-College STEM Experience Application – Submit Letter of Recommendation Continued

Next, the Recommender will complete a series of scaled questions that will help the internal OSTEM team easily report results from respondents. And finally, they will provide a brief Letter of Recommendation for the applicant. Once submitted, the applicant will not have access to the response from the Recommender. This information will be reviewed and retained internally.

★ Based on your experience with the individual, please rate the degree to which you agree or disagree that the individual possesses the following skills:

10. Intellectual Ability

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **11. Creativity**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **12. Communication Skills**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **13. Teamwork Skills**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **14. Motivation**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **15. Efficient in completing projects**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

★ **16. Rate this statement: "I would recommend this individual for participation in a NASA STEM Engagement"**

Scale of 1 to 5 (1- Strongly Disagree, 2- Disagree, Neutral, Agree, Strongly Agree)

| 1 | 2 | 3 | 4 | 5 |

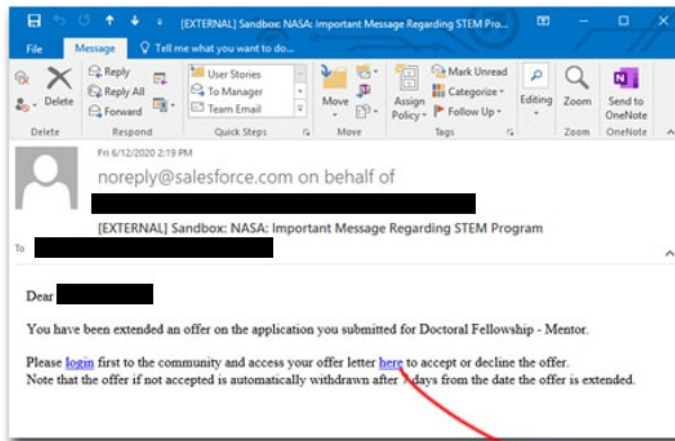★ **17. Please insert your letter of recommendation in the space provided below**

(500 Words)

Enter answer...

Previous   Finish

1.4 ACCEPT/DECLINE OFFER

1. Offer Letter - Respond to Offer (Accept / Decline)

1. Once an offer has been extended to a Learner, they will receive an automated email from the system with a direct link to the offer response form, where they may provide their response.

2. The response form will include standard information about the activity that the offer is related to along with any customized details that were entered by the OSTEM Coordinator when the offer was extended. They have the opportunity to either Accept or Decline the offer directly from this page. The system will automatically update the offer response record in the system once the Learner's response is submitted. If the Learner's response is not received by the due date, their offer will move to expired. At that point, the Coordinator has the option to re-send the offer or move on to the next candidate.