



# NASA FRONT DOOR

Appendix A - NFD Registration/Profile and Information Collection Screenshots

5/20/2026



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# **SITE NAVIGATION & REQUIRED NOTICES**

NASA Front Door is designed to provide external users with a centralized starting point for discovering ways to engage with NASA. The homepage itself does not directly collect information; however, it helps users navigate to the appropriate engagement path based on the type of request, opportunity, application, or feedback they wish to submit.

NASA Front Door URL: <https://frontdoor.nasa.gov/s/>

This section provides users with an option to submit anonymous feedback about their experience engaging with NASA through NASA Front Door, and aligns with the “Submit Feedback” link in the site header and footer. It is intended for users who want to identify barriers, share user experience concerns, suggest improvements, or provide general input on how NASA can improve the external engagement experience.

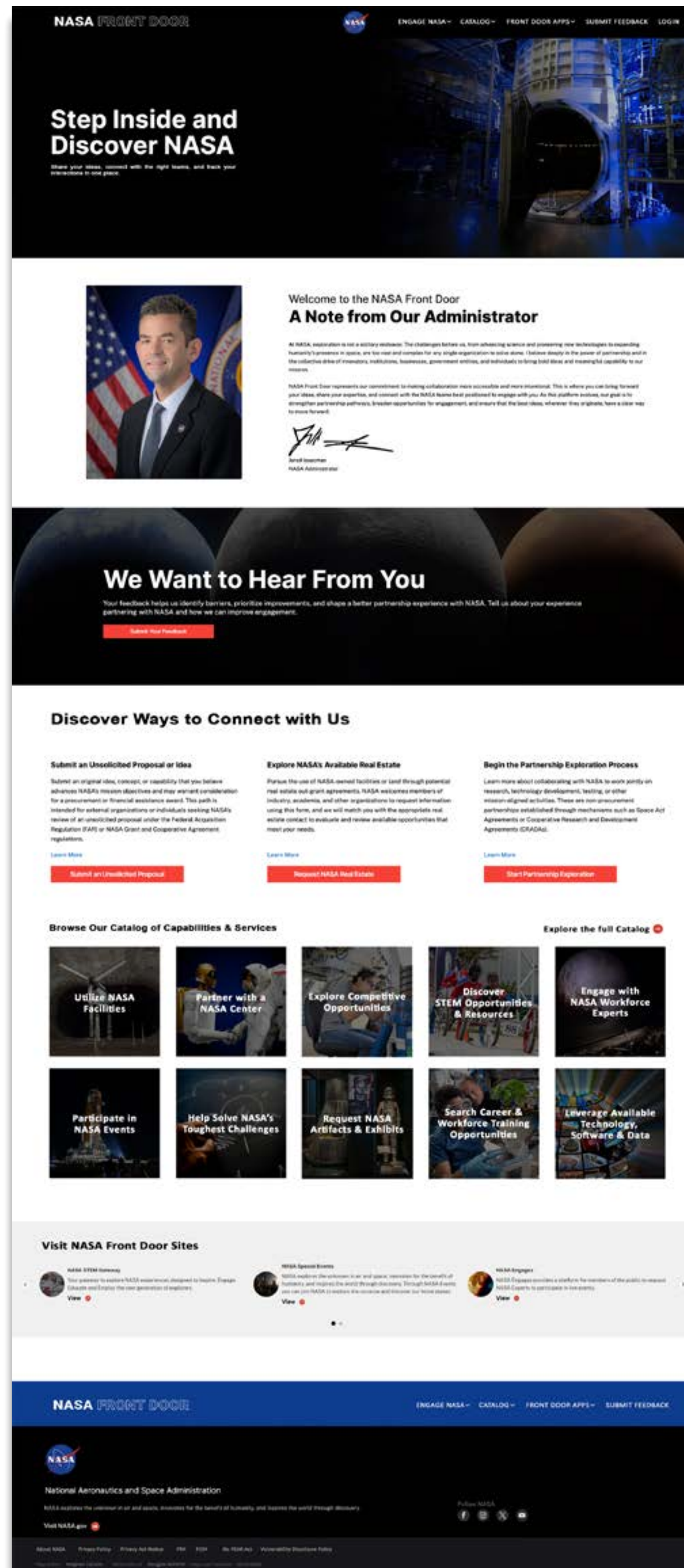
This workflow does not require registration and does not collect personally identifiable information from the requester. Feedback is submitted anonymously and is used by NASA to identify barriers, prioritize improvements, and shape a better partnership experience. Feedback submissions will only be accessible to internal NASA users in an aggregated reporting format and will not be tied to individual requester identities.

This section connects users to a catalog of specific NASA capabilities, services, facilities, or engagement opportunities supported by individual NASA teams, and aligns with the “Catalog” link in the site header and footer.

Unlike the general intake workflows, catalog entries are tied to defined capabilities or service offerings. Users can browse available opportunities and submit a request directly from the relevant catalog listing. Although the catalog opportunities may be supported by different NASA teams, the intake experience has been standardized to simplify the process for external users.

For catalog-based requests, registration and request-related data collection will occur within NASA Front Door and will be covered under the NASA Front Door PRA clearance, as described within this supporting statement.

Front Door Footer links align to the navigation links found within the Home Page



Front Door Header links align to the navigation links found within the Home Page

This section directs users to three general intake workflows integrated within NASA Front Door.

These workflows align with the “Engage NASA” navigation links in the site header and footer. They are intended for users who have a general idea, request, proposal, or interest in working with NASA but may not yet know which Center, office, or team is the best fit.

Each workflow collects the information needed to route the submission to an internal concierge or review team. That team will evaluate the request and, when appropriate, help match the requester with the most relevant NASA Center team or teams. Registration and request-related data collection for these workflows will be managed within NASA Front Door and covered under the NASA Front Door PRA clearance, as described within this supporting statement.

This section connects users to existing applications already operating within the broader environment. These applications support specific programs or services and maintain their own dedicated PRA clearances for the service-specific information they collect after registration.

NASA Front Door will provide a shared registration experience for these applications. As a result, the universal registration information will be maintained under the NASA Front Door PRA clearance, while any additional service-specific information collected within the individual applications will remain covered by those applications' existing PRA clearances.

The NASA Front Door header provides persistent navigation across the site. Although the header itself does not collect information, it gives users direct access to the same engagement pathways described on the home page: general intake workflows, catalog opportunities, existing Front Door applications, and anonymous feedback.

Any information collection initiated from the header occurs only after the user selects a workflow, request, feedback form, or login/registration path.



The Front Door logo serves as a quick-link back to the home page

Front Door-managed data collections require users to register or log in before submitting information, except for anonymous feedback. Users may also independently access the login or registration process through the Login link in the header.

The NASA Front Door footer provides persistent site navigation, NASA reference links, required policy links, and clearance-related information. The footer itself does not collect information directly. Any information collection occurs only after a user selects a destination that initiates registration, a request workflow, an application-specific process, or anonymous feedback.

The footer is organized into three tiers.

- **Tier 1: NASA Front Door Navigation**

The top tier footer mirrors the NASA Front Door header navigation, with the exception of the Login link, which appears only in the header. This tier provides access to the same primary navigation paths available from the header.

The top tier footer is conditionally displayed for NASA Front Door intake workflows. It is hidden during registration steps that are specific to existing Front Door Apps, including NASA STEM Gateway, NASA Engages, NASA Special Events, and NASA Solve.

- **Tier 2: NASA Reference and Social Links**

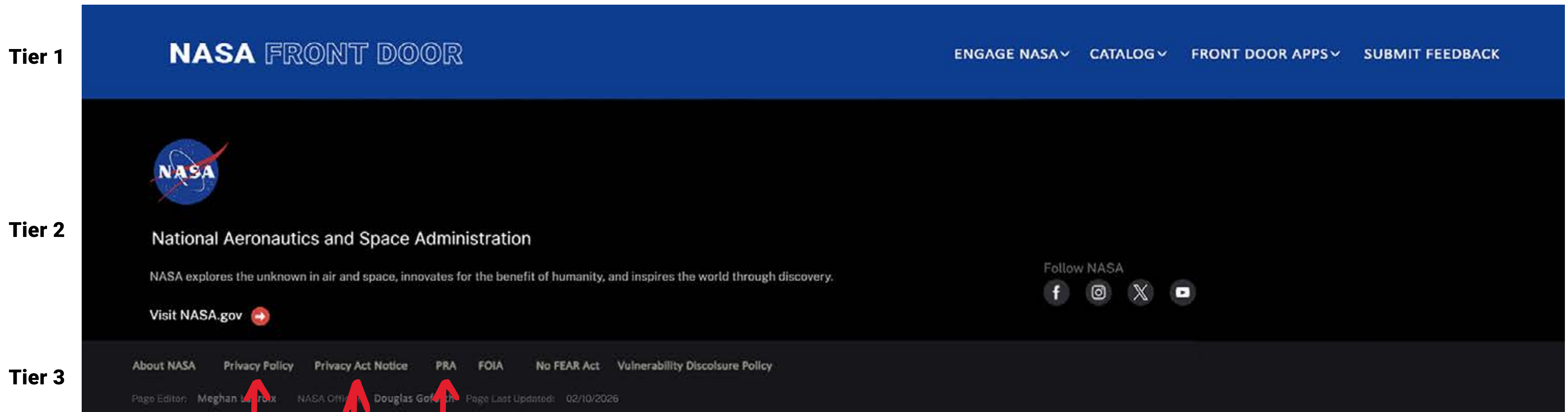
The middle tier footer is always displayed. It provides NASA-specific reference links and social media access, including links to NASA.gov and NASA’s official social media channels.

This tier is informational and does not collect information within NASA Front Door.

- **Tier 3: Required Links and Privacy / Clearance Information**

The bottom tier uses the approved NASA approach of providing Privacy Act and Paperwork Reduction Act information through embedded notice pages that are accessible from the footer. This ensures users have continuous access to information about their rights, the purpose of the collection, and the applicable clearance supporting the information being requested.

This design supports OMB/PRA transparency by ensuring that users can access privacy and clearance information at any point during the data collection process.



Links to NASA’s agency-level privacy policy, located at <https://www.nasa.gov/privacy/>

Links to the [Paperwork Reduction Act Statement](#) maintained directly within NASA Front Door

Links to the [Privacy Act Notice](#) maintained directly within NASA Front Door



**Privacy Act Notice:**

The information in this form will be used by NASA for the specific purpose of evaluating NASA investments.

**Authority:**

The collection is authorized by the National Aeronautics and Space Act, 51 U.S.C. § 20101 et seq., as amended.

**Purpose:**

This information is being collected and maintained for the purpose of continuous improvement processes and evaluation of NASA investments that provide access to NASA opportunities, services, resources, and/or expertise.

**Routine Uses:**

Use and disclosure of your records within and outside of NASA may occur in accordance with Opportunities and Associated Reviewers (NASA 100AAR) system of records notice published at <https://www.federalregister.gov/documents/2023/03/14/2023-05168/privacy-act-of-1974-system-of-records> and as permitted by the Privacy Act of 1974, as amended (5 U.S.C. 552a(b)).

**Impact of Non-disclosure:**

Failing to provide the requested information may result in NASA's inability to provide you with the information or services you desire and support continuous improvement of NASA investments.

The Privacy Act Notice link in the footer will direct external users to the authorizing Privacy Act System of Records Notice (SORN) information. This notice is maintained directly within NASA Front Door.

*External users are able to access this information without authentication.*

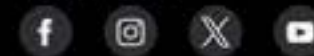


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The PRA link in the footer will direct external users to the Paperwork Reduction Act Statement for NASA Front Door. This statement is maintained directly within NASA Front Door. *External users are able to access this information without authentication.*

**\*\* CONTROL NUMBER AND EXPIRATION DATE WILL BE UPDATED UPON APPROVAL OF PRA CLEARANCE \*\***

**NASA FRONT DOOR** ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

**Paperwork Reduction Act Statement:**

The public burden to complete this information collection is estimated at 15 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [NASA-Front-Door@nasa.gov](mailto:NASA-Front-Door@nasa.gov). Current information regarding this collection of information - including all background materials - can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection or XXXX-XXXX.

**NASA FRONT DOOR** ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

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# **SUBMITTING ANONYMOUS FEEDBACK**

Anonymous feedback does not require the user to be authenticated before submission. Users may submit feedback without logging in or creating an account. Feedback submissions are not tied to an individual requester profile and are reviewed only in aggregated reporting form, not at the individual contact level.

The NASA Front Door feedback workflow allows external users to provide anonymous input about their experience discovering, navigating, and engaging with NASA through NASA Front Door. The purpose of the collection is to help NASA identify barriers, understand common user pain points, prioritize improvements, and shape a more accessible and effective partnership experience.

This workflow does not require users to register or log in, and users are instructed not to provide personally identifiable information. Feedback is collected for internal analysis and improvement purposes only and is reviewed in aggregated reporting form, not at the individual contact level. The workflow is intentionally structured as a short, guided intake experience with primarily picklist and multi-select fields to reduce burden and limit open-ended responses to areas where narrative feedback is most useful.

This section helps NASA understand the general type of user providing feedback, their prior engagement experience with NASA, and the types of barriers or issues they've encountered. This context helps NASA interpret feedback across different stakeholder groups and engagement stages without collecting personal information.

This question is conditionally displayed if any/all of the following values were selected in the previous question, (otherwise it is hidden from view):

- Have not pursued a partnership
- Explored options but did not submit a request
- Submitted a request but did not establish a partnership
- Foreign Entity Government
- Independent Researcher / Individual

The Next button remains inactive until required fields are completed, reducing incomplete submissions and user rework.

- Single-select picklist with the following values:
- U.S. Owned Small Business (<500 employees)
  - U.S. Owned Large Business (>500 employees)
  - U.S. State/Local Government
  - U.S. Academia or Non-Profit
  - U.S. Federal Government Agency
  - Foreign Entity Business
  - Foreign Entity Academia or Non-Profit
  - Foreign Entity Government
  - Independent Researcher / Individual

- Single-select picklist with the following values:
- Have not pursued a partnership
  - Explored options but did not submit a request
  - Submitted a request but did not establish a partnership
  - Established one or more partnerships
  - Currently engaged in an active partnership

The optional open-text response is limited to 1,000 characters, which helps prevent unnecessary narrative burden while still allowing users to explain barriers not captured in the structured options.

This section helps NASA evaluate whether users can easily determine where to begin, understand available engagement paths, and identify the right NASA starting point. It is focused on discoverability, orientation, and confidence in finding the correct path.

The screenshot shows a feedback form titled "How Can We Improve Your Experience?" on the NASA Front Door website. The form is titled "2 of 5 Discovery & Orientation". It contains several sections:
 

- A header with the NASA logo and navigation links: ENGAGE NASA, CATALOG, FRONT DOOR APPS, and SUBMIT FEEDBACK.
- A main heading: "How Can We Improve Your Experience?"
- Introductory text: "We value your feedback! This form collects general experience information only and is used to identify barriers, improve clarity, and enhance your experience engaging with NASA. Please do not provide any personally identifiable information."
- Question 1: "How easy was it to figure out where to start?" with a single-select dropdown menu.
- Question 2: "If it was difficult or unclear, what would have improved your experience?" with a text input field limited to 1,000 characters.
- Question 3: "Were you confident you were connecting with the right NASA group or expertise?" with a single-select dropdown menu.
- Question 4: "Which of the following would have helped you find the right connection faster?" with a multi-select list of options:
  - Clearer explanation of how NASA is organized
  - Ability to search by location or Center
  - Clearer descriptions of services or capabilities
  - Easier access to a person for guidance
  - Better search or filtering tools
  - I found what I needed
- Question 5: "What would you add or change to improve your experience?" with a text input field limited to 1,000 characters.
- Navigation buttons: "Back" and "Next".

 The form is overlaid on a background image of a galaxy. Red arrows point from external text annotations to specific form elements: the "Next" button, the first dropdown menu, the second text input field, and the third dropdown menu.

The optional open-text response is limited to 1,000 characters, which helps prevent unnecessary narrative burden while still allowing users to explain barriers not captured in the structured options.

The Next button remains inactive until required fields are completed, reducing incomplete submissions and user rework.

Single-select picklist with the following values:

- Very easy
- Somewhat easy
- Neutral
- Somewhat difficult
- Very difficult

This field is conditionally displayed only when the previous response indicates difficulty or uncertainty, which includes:

- Neutral
- Somewhat difficult
- Very difficult

Single-select picklist with the following values:

- Yes
- Mostly
- Not really
- No
- Unsure / still in progress

This section helps NASA understand whether users had clear expectations once they began engaging with NASA, including whether the process, next steps, timelines, and request status were understandable. It is focused on the user's experience after initiating or attempting to initiate engagement.

The optional open-text response is limited to 1,000 characters, which helps prevent unnecessary narrative burden while still allowing users to explain barriers not captured in the structured options.

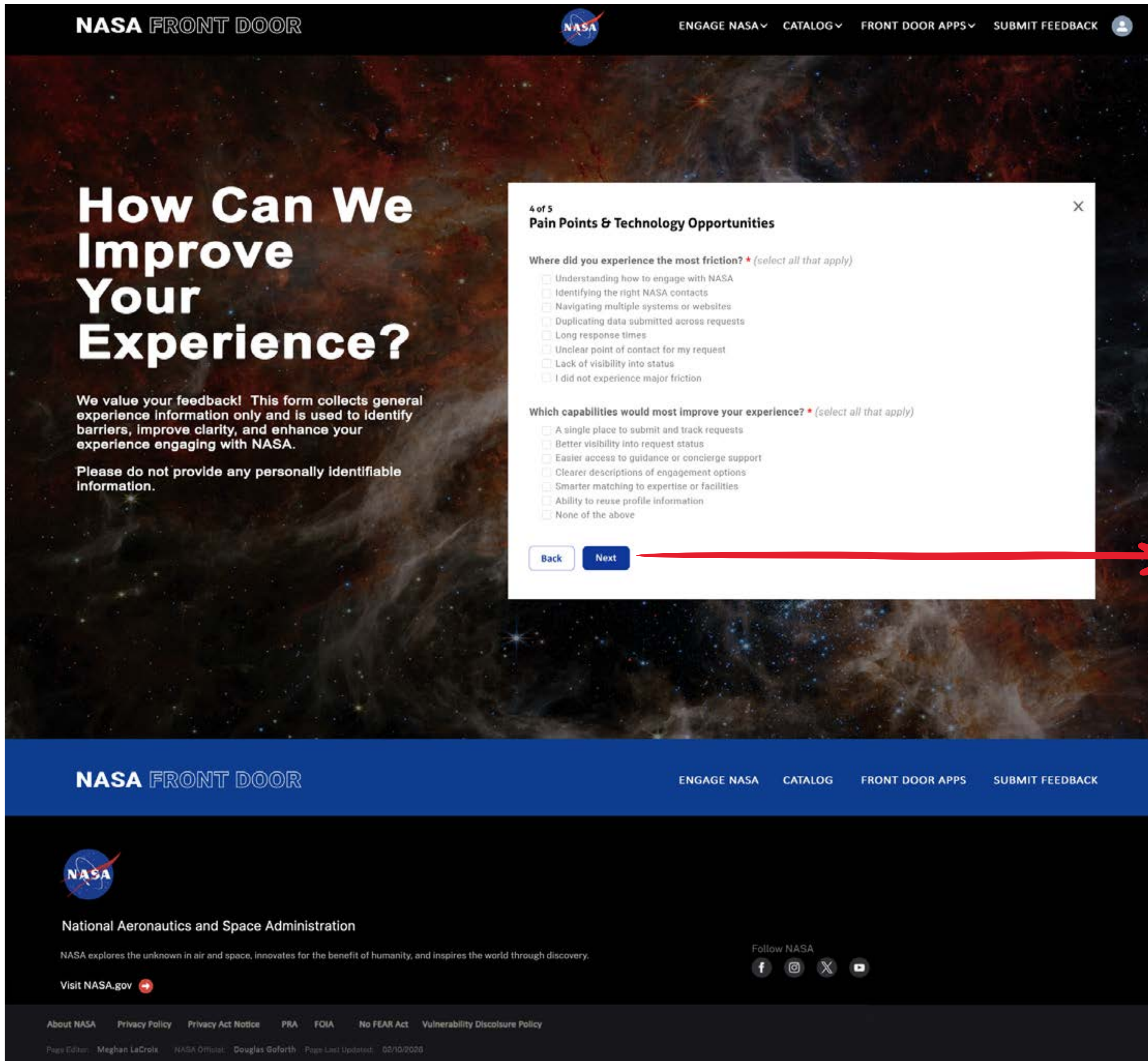
- Single-select picklist with the following values:
- Very clear
  - Mostly clear
  - Somewhat unclear
  - Very unclear
  - Not yet applicable

- This field is conditionally displayed only when the user indicates expectations were unclear, which includes:
- Mostly clear
  - Somewhat unclear
  - Very unclear

- Single-select picklist with the following values:
- Very satisfied
  - Satisfied
  - Neutral
  - Dissatisfied
  - Very dissatisfied

The Next button remains inactive until required fields are completed, reducing incomplete submissions and user rework.

This section helps NASA identify common friction points in the external engagement process and prioritize technology improvements that could reduce user burden. It is focused on the specific barriers users experience and the digital capabilities that would most improve the NASA Front Door experience.



This section relies entirely on multi-select responses, which reduces the need for narrative input and supports efficient trend analysis.

The inclusion of options such as "I did not experience major friction" and "None of the above" prevents users from being forced into selecting a negative or irrelevant response.

The Next button remains inactive until required fields are completed, reducing incomplete submissions and user rework.

This section helps NASA understand what users consider a successful engagement experience and whether the NASA Front Door experience helped move them toward their intended goal. It supports outcome-oriented analysis by identifying what users value most and how well the engagement pathway supports those expectations.

**NASA FRONT DOOR**

ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

# How Can We Improve Your Experience?

We value your feedback! This form collects general experience information only and is used to identify barriers, improve clarity, and enhance your experience engaging with NASA.

Please do not provide any personally identifiable information.

5 of 5  
**Success Factors & Outcomes**

What does a "successful" engagement with NASA look like to you? \* (select all that apply)

- Getting connected to the right expertise
- Clear understanding of status and next steps
- Timely responses and communication
- Learning whether an idea is viable
- Building a relationship with NASA
- Other

Please feel free to elaborate further

Overall, how well did this engagement move you toward your goal? \*

Select One

Back Submit

The optional open-text response is limited to 1,000 characters, which allows voluntary elaboration only if the user chooses to provide more context.

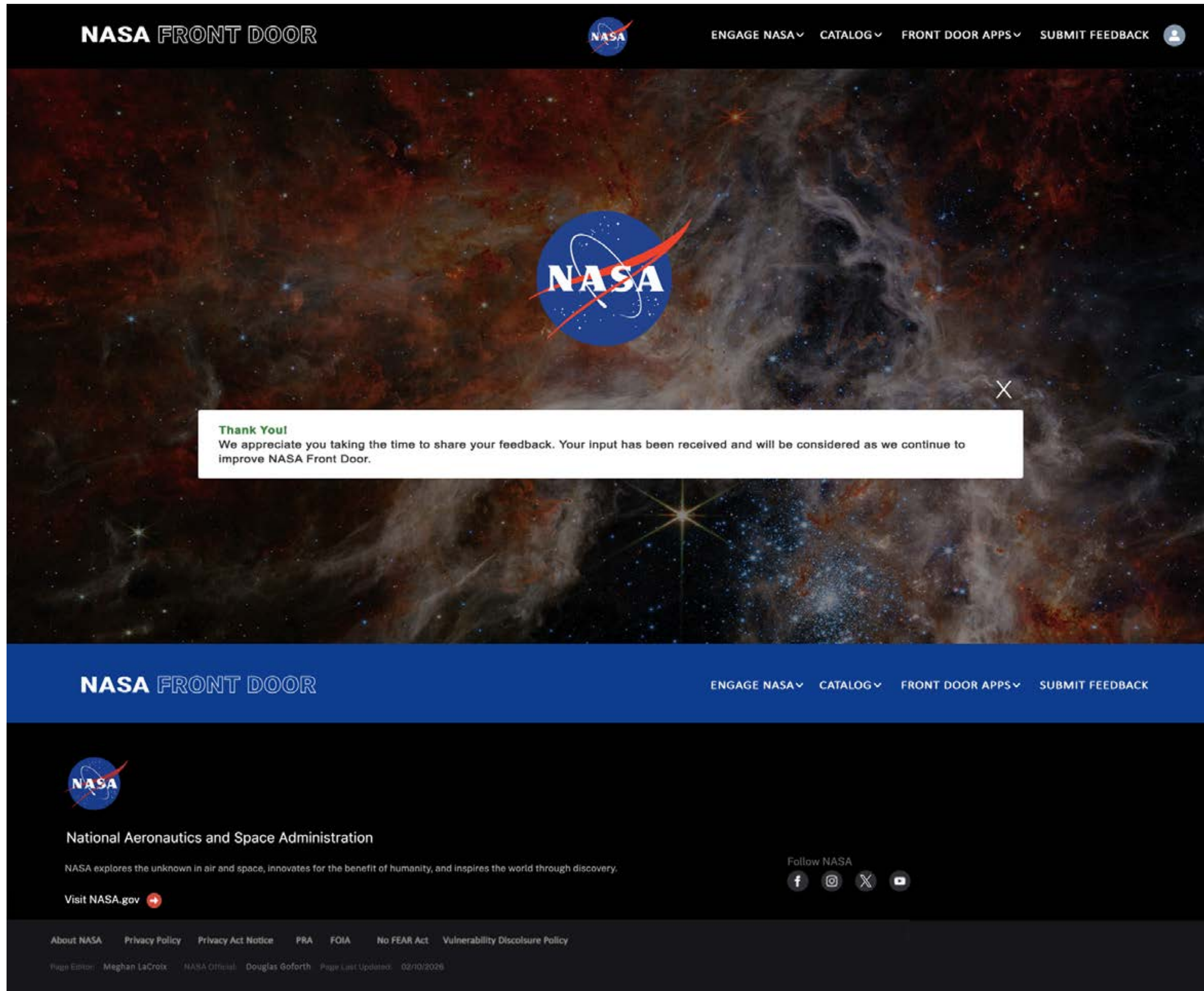
Single-select picklist with the following values:

- Very well
- Somewhat
- Neutral
- Not very well
- Not at all

The Submit button remains inactive until required fields are completed, reducing incomplete submissions and user rework.

A pop-up message is displayed confirming that the anonymous feedback has been received without asking for follow-up contact information. Users can close the workflow and return to the launch page where the feedback process was initiated. Because the workflow is anonymous, no account creation, login, or requester profile update is required.

Overall, the feedback workflow is designed to collect only the information necessary to understand user experience barriers and improvement opportunities. The collection avoids registration, does not request PII, uses structured response options where possible, limits narrative responses, and conditionally displays follow-up fields only when relevant. This approach supports NASA's ability to improve the external engagement experience while minimizing burden on respondents.



# **NASA FRONT DOOR PROFILE REGISTRATION**

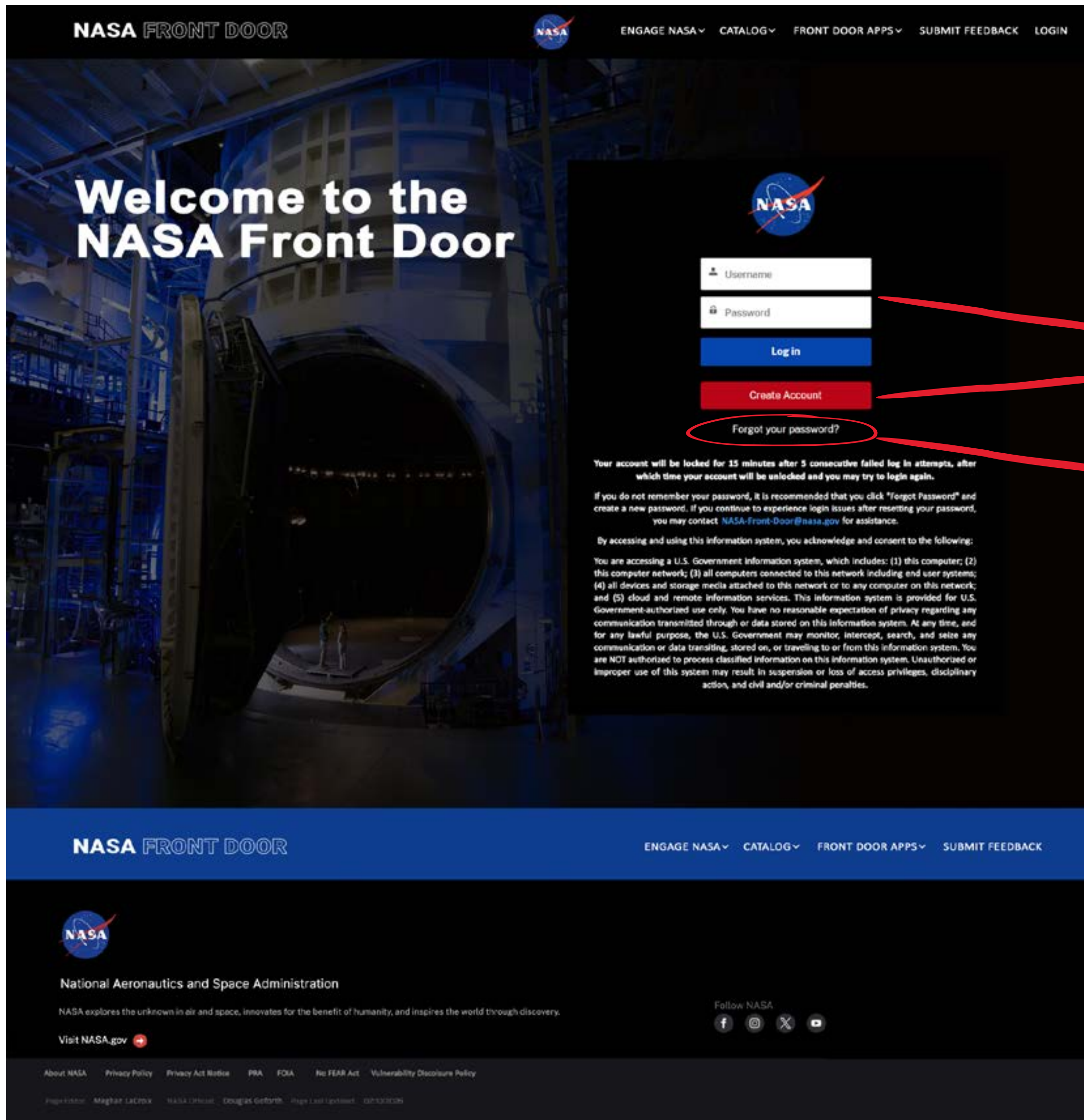
The NASA Front Door registration workflow allows external users to create or access a NASA Front Door account when registration is needed to submit information through a Front Door-managed data collection workflow. The workflow is intentionally minimal by design. NASA Front Door collects only the basic information needed to establish an account, support authenticated access, and maintain a shared user profile across NASA Front Door experiences.

Registration is not required to browse the NASA Front Door homepage, view catalog content, access general navigation, or submit anonymous feedback. Registration is only triggered when a user initiates a NASA Front Door-managed workflow that requires authenticated submission, such as an intake workflow for [NASA Real Estate Requests](#), [Partnership Exploration](#), [Unsolicited Proposals](#), or catalog-based [Service Requests](#).

As part of this PRA package, NASA Front Door will also serve as the unified registration entry point for the broader NASA Front Door environment, including NASA STEM Gateway, NASA Engages, NASA Special Events, and NASA Solve. Today, these applications have separate registration experiences, even though they operate within the same environment and share common Account and Contact records. The NASA Front Door registration approach is intended to reduce duplication by establishing a common registration foundation across these related applications.

The simple NASA Front Door registration workflow described in this section applies when a user is registering directly for NASA Front Door. If a user instead initiates registration through one of the NASA Front Door Apps, registration will still be initiated through NASA Front Door but may include additional fields required by that specific application's use case. Each app-specific registration workflow will collect the minimum NASA Front Door registration information, plus any additional registration information required for that application.

NASA Front Door's PRA clearance covers the shared registration process and the minimum registration information needed to support NASA Front Door account creation and access. Each NASA Front Door App remains responsible for its own PRA clearance for service-specific data collected after registration. Additional information beyond the minimum registration fields is collected only when needed, based on the specific workflow or application the user chooses to initiate.



This section provides users with the ability to log in to an existing NASA Front Door account or initiate account creation. It also establishes that access to Front Door-managed data collection workflows requires authentication, while allowing users who already have an account through NASA Front Door or a connected Front Door App to reuse their existing credentials.

The page provides a password reset path rather than requiring users to re-register if they cannot access an existing account.

This section collects the minimum information needed to establish a NASA Front Door user account and identify duplicate or existing accounts. The purpose is not to collect a full user profile, organizational profile, or request-specific information. It is limited to the basic account information needed for authentication and account creation.

The screenshot displays the NASA Front Door 'Create Account' interface. The form is titled 'Create Account' and contains the following elements:

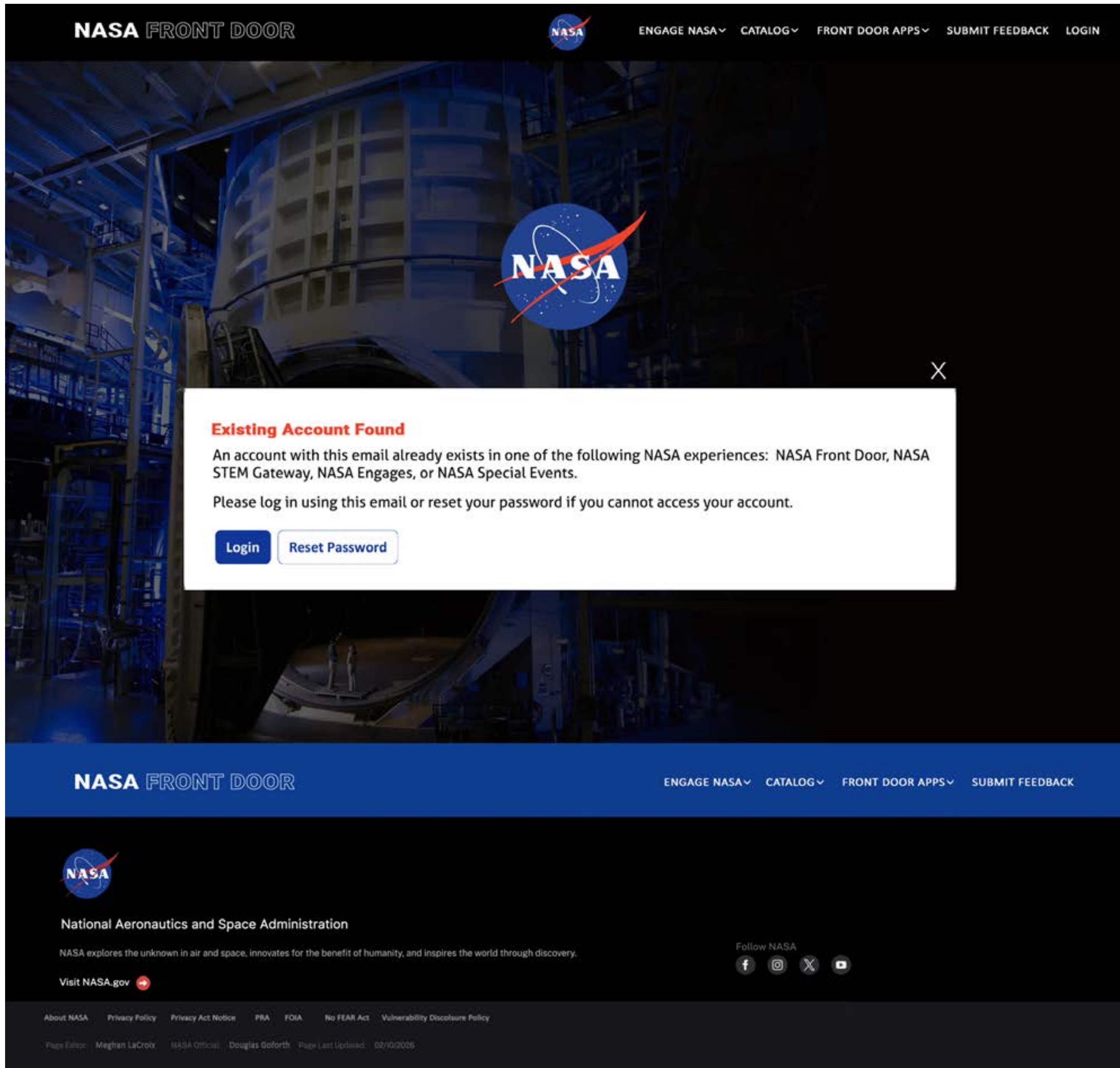
- Input fields for 'First Name', 'Last Name', and 'Email', each with a placeholder text 'Enter [Field Name]'.
- A checked checkbox with the text: 'You must be 18 years old to register in NASA Front Door. By selecting this checkbox you acknowledge that you meet this requirement'.
- A blue 'Next' button at the bottom of the form.

A red arrow points from the 'Next' button to the explanatory text on the right. The background of the page features a large NASA facility with the text 'Welcome to the NASA Front Door' overlaid. The top navigation bar includes 'ENGAGE NASA', 'CATALOG', 'FRONT DOOR APPS', 'SUBMIT FEEDBACK', and 'LOGIN'. The bottom of the page features the NASA logo, the text 'National Aeronautics and Space Administration', a social media follow section, and a footer with various policies and contact information.

The Next button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

A duplicate rule on email is triggered when the ext button is selected to help avoid unnecessary duplicate accounts and supports shared profile continuity across NASA Front Door and connected Front Door Apps.

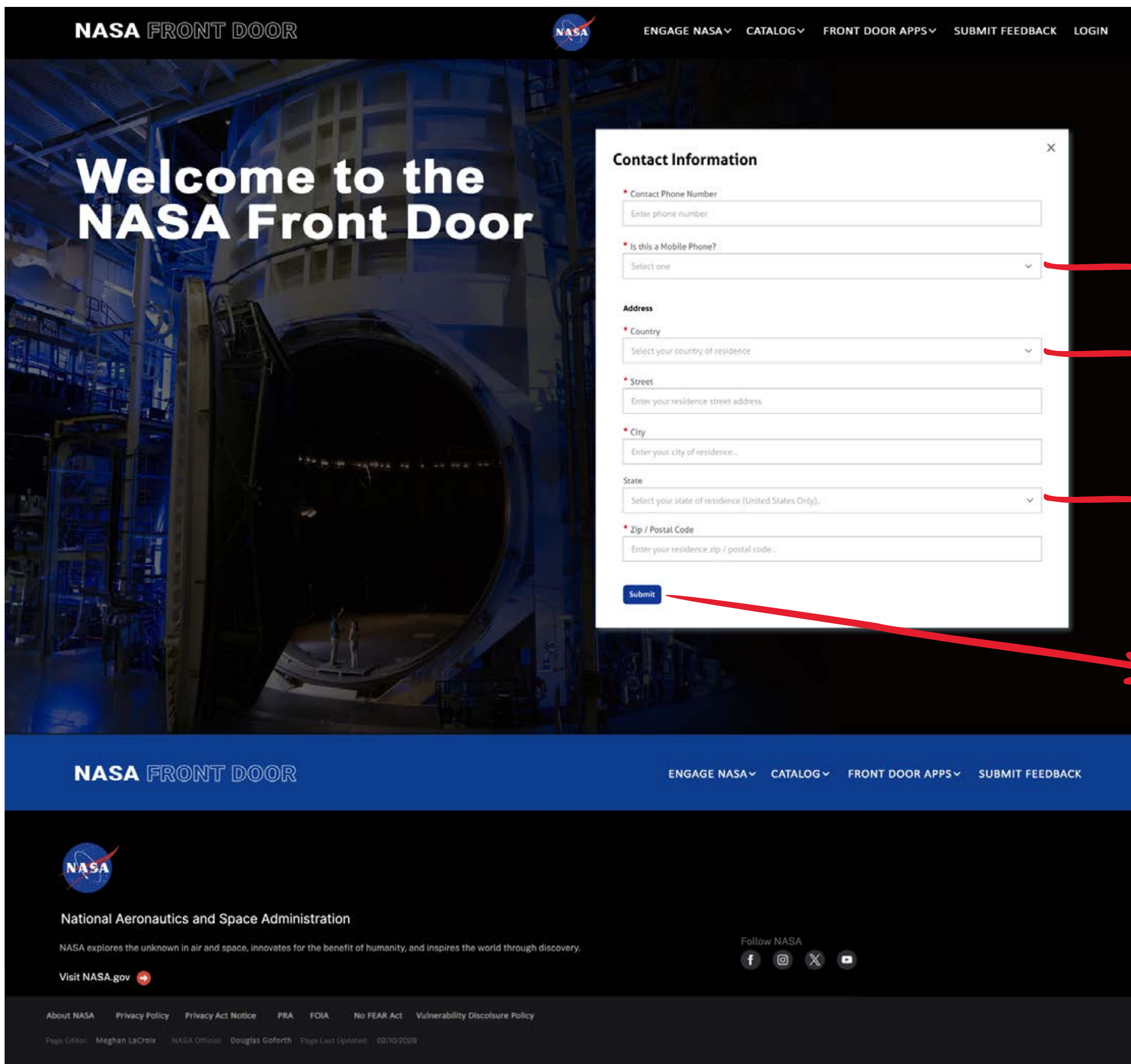
This section prevents duplicate account creation by identifying whether the user's email address is already associated with an existing NASA Front Door or connected Front Door App account. This allows users to reuse an existing account instead of creating and maintaining separate accounts across related NASA engagement applications.



Regardless if they enter a different name, if the email entered already exists, the workflow prevents the user from continuing with duplicate registration and displays an Existing Account Found message, avoiding collecting redundant registration information from users who already have an account.

They can either login with their existing credentials, if known, or reset their password to continue with login.

This section collects the minimum contact and address information needed to complete the NASA Front Door registration record. The information supports account management, user profile creation, and future workflow processing when the user initiates a Front Door-managed data collection.



Single picklist with the following values, which determines which field to automatically store the phone number in on the backend:

- Yes
- No

Single picklist populated from a standard country list from the State Department.

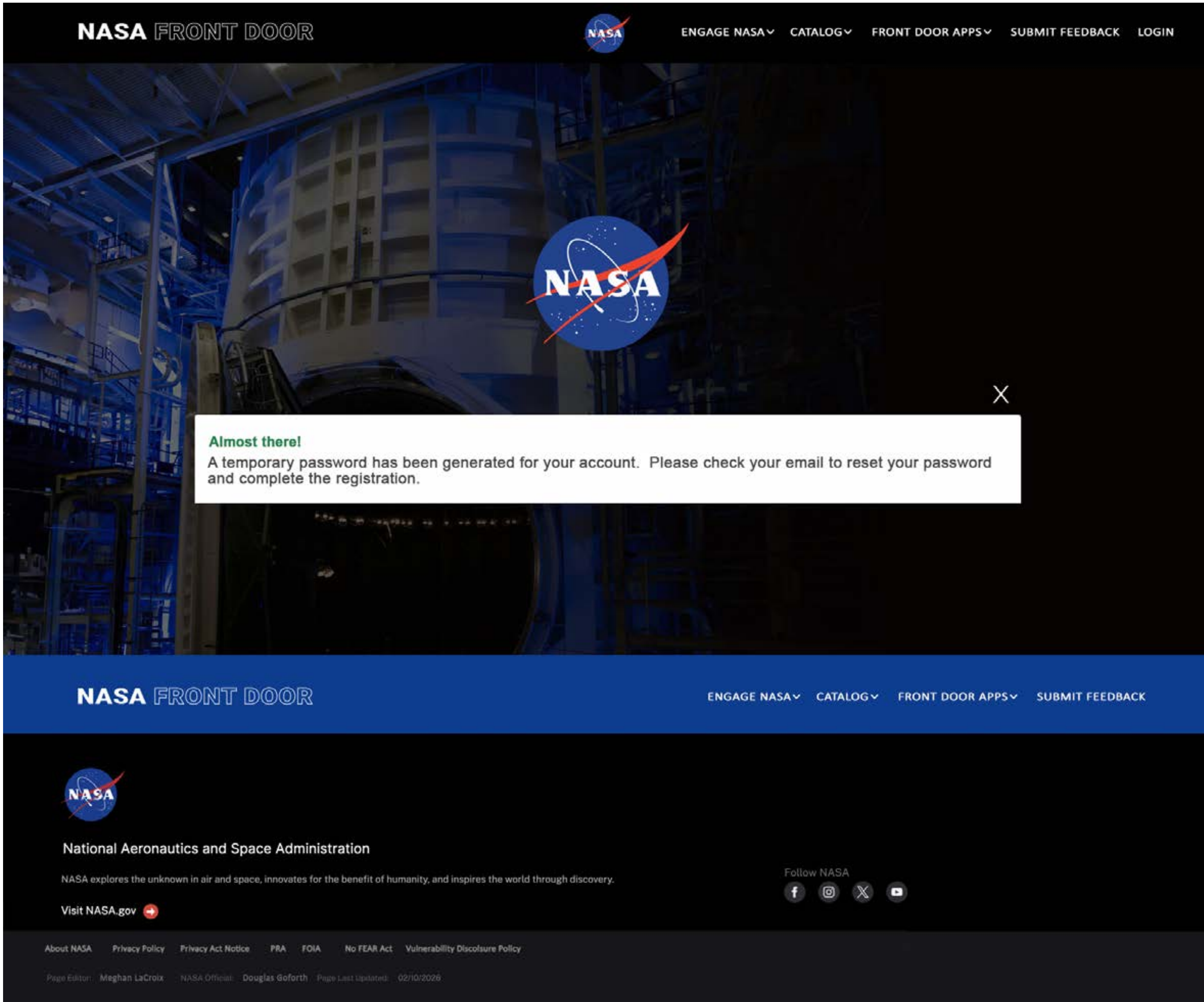
Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

This section confirms that the user's registration information has been submitted and that the system has generated a temporary password or password reset action needed to complete account setup.

This step does not collect additional information from the user.

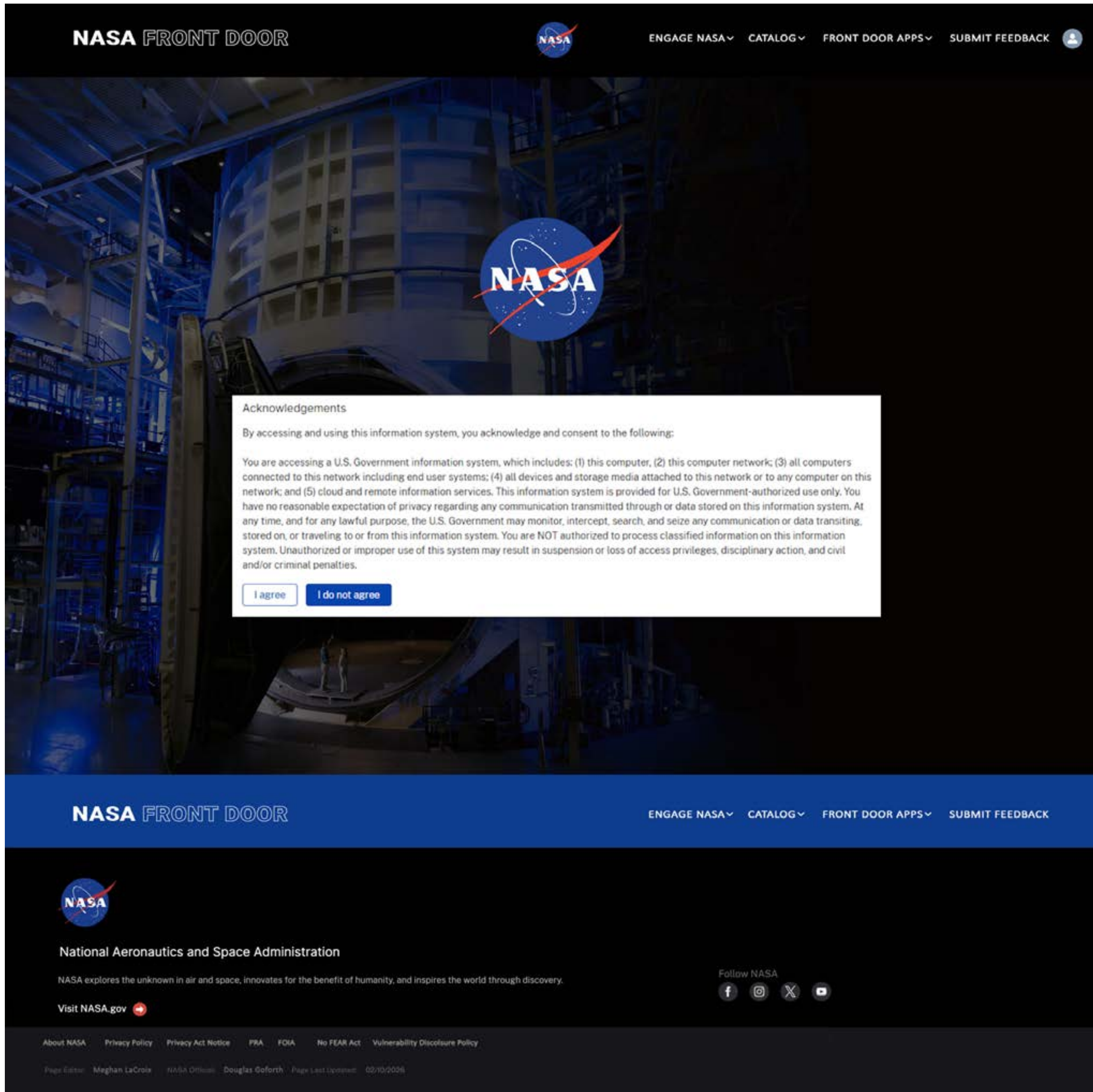
The confirmation message clearly tells the user what action is needed next, reducing confusion and failed account setup.





This section presents the required system access acknowledgement before a newly registered user is authenticated into NASA Front Door. The acknowledgement informs users of the conditions associated with accessing and using the government information system, including system monitoring and rules of behavior.

This is the only point in the registration workflow where the acknowledgement is displayed as a pop-up. The same acknowledgement language is also displayed on the Login screen for returning users. Returning users provide acknowledgement by choosing to log in after the message has been presented.



This step does not collect additional profile or request information.

The acknowledgement is limited to system access terms and user consent associated with accessing the information system.

Users who do not agree are not required to continue and are returned to the unauthenticated experience.

The step supports transparency and appropriate system access controls before the user proceeds into authenticated NASA Front Door functionality.

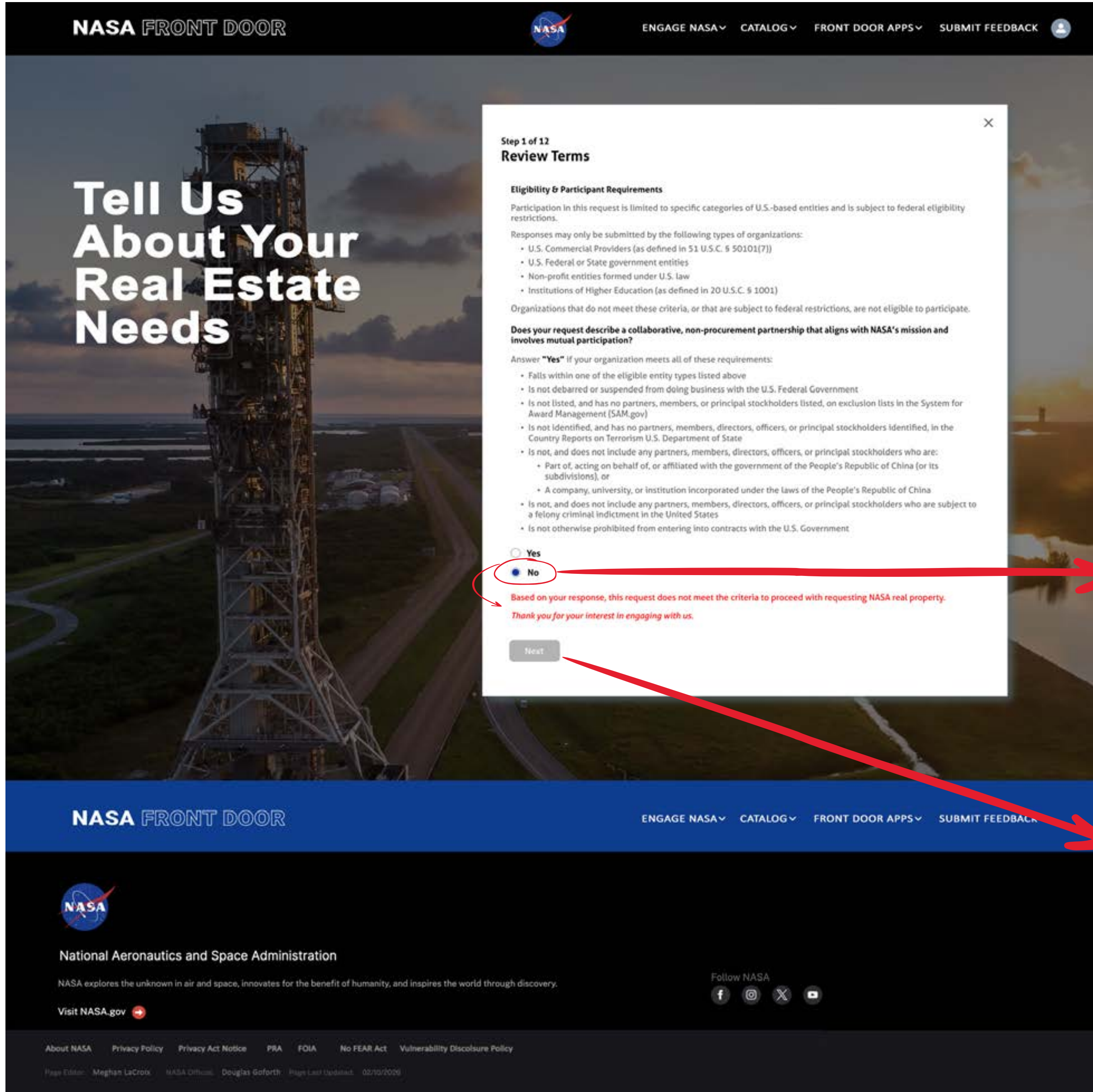
# REQUESTING NASA REAL ESTATE

This workflow requires the user to be authenticated before submission. **Authenticated / Logged-in** users proceed directly to the intake workflow. **Unauthenticated** users are routed to [Login/Create Account](#) and are returned to the workflow after login or registration.

The Real Estate / Real Property Terms and Eligibility step is presented at the beginning of the workflow to help ensure requesters understand the basic eligibility requirements before completing the full real property questionnaire. Because the Real Estate / Real Property questionnaire collects detailed information about land, facilities, utilities, operations, transportation, safety, hazardous materials, and flight or launch needs, this front-end screening step helps reduce burden by preventing users from completing a lengthy intake if their request does not meet the threshold requirements for NASA real property consideration.

This step asks the requester to confirm that their request is from an eligible participant type and describes a collaborative, non-procurement relationship that aligns with NASA's mission and involves mutual participation. If the requester does not meet the eligibility criteria, the workflow prevents them from continuing before any additional real property information is collected.

This step is not intended to collect detailed request information. It is a threshold screening and acknowledgement step designed to confirm that the requester understands the basic conditions for proceeding.

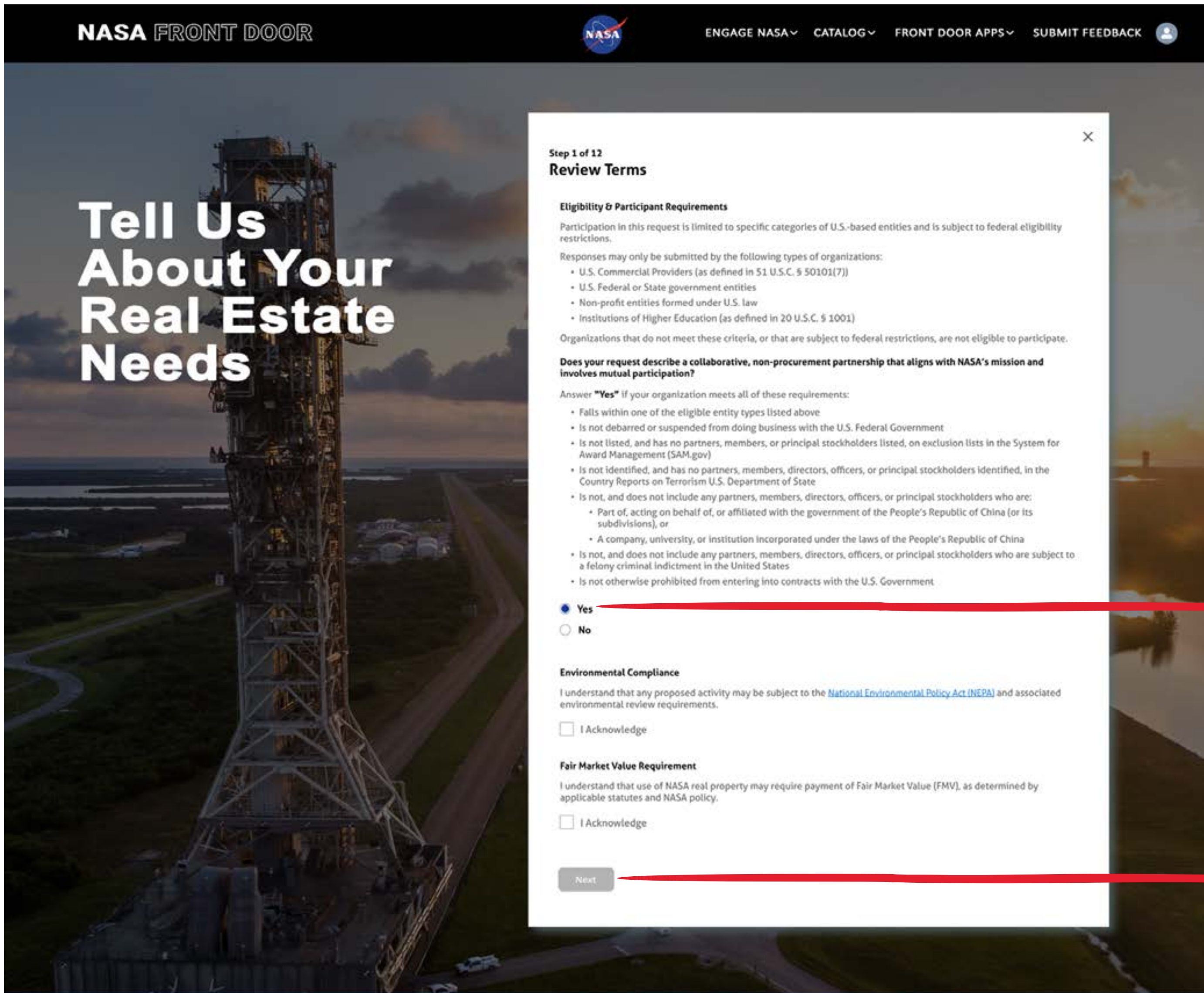


This step helps NASA determine whether the requester appears eligible to proceed with a NASA Real Estate / Real Property request before collecting detailed property requirements. It also provides the requester with relevant legal, policy, and compliance context up front, including participant eligibility, procurement limitations, foreign restriction considerations, National Environmental Policy Act applicability, and Fair Market Value requirements.

This step helps reduce burden by preventing users from completing a longer intake process if their request does not appear to meet the threshold criteria for requesting NASA real property.

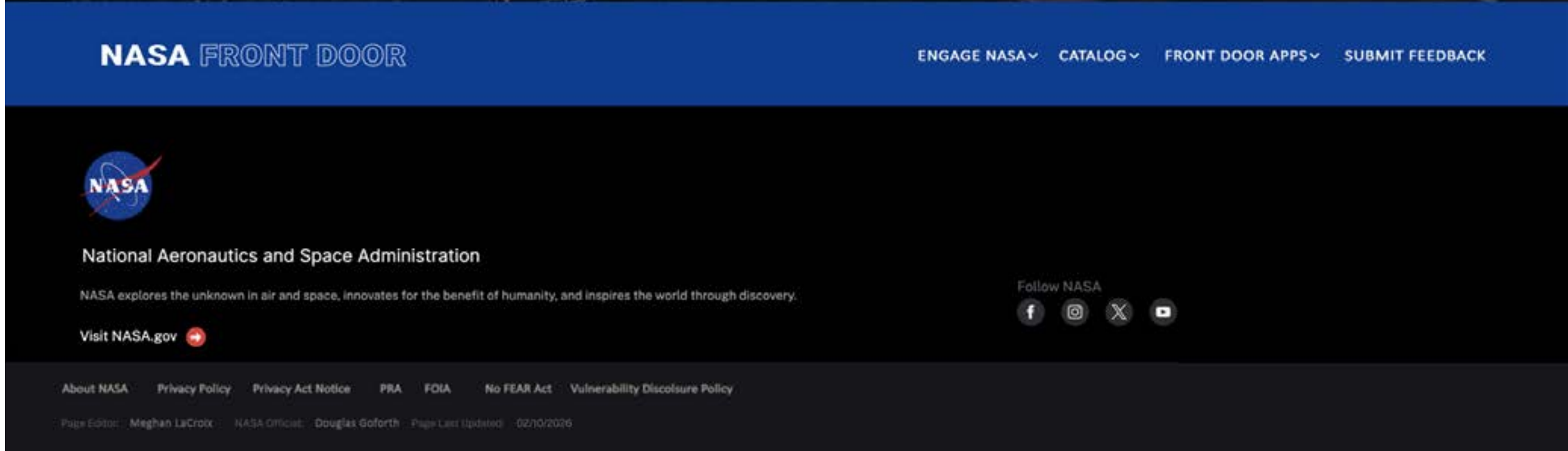
If the user selects **No** to the eligibility question, the workflow displays a message stating that the request does not meet the criteria to proceed with requesting NASA real property.

If the user selects **Yes**, the Next button is activated and the user may proceed. If they select **No**, the Next button will remain inactive.



If the user selects Yes to the eligibility question, the workflow will conditionally display two additional acknowledgement statements designed to inform the requester about NEPA/environmental compliance and potential Fair Market Value requirements before proceeding.

The Next button will remain inactive until Yes is selected for the eligibility question and the two acknowledgement statements have been selected.



NASA Front Door allows users to align themselves to multiple organizations with various role affiliations, allowing them to navigate between different services while maintaining data continuity and context specific organizational information. This approach allows users to maintain a single profile that can be associated to multiple organizations and switch between roles without creating duplicate records.

For example, a person may participate in one NASA experience as a student, submit a separate request as an employee of a business or non-profit, and later engage with NASA on behalf of a community organization. NASA Front Door uses Account Contact Relationships to support these different contexts without requiring the user to create separate personal accounts or repeatedly re-enter the same organization information.

[Hide Requester Information](#)

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

**Business / Industry:** Individuals from the private sector who represent for-profit commercial enterprises focused on generating economic value, such as:

- Corporations
- Small Businesses
- Retail shops
- Startups
- Manufacturing Firms
- Consulting Firms
- Management Consulting
- IT Consulting
- Franchises

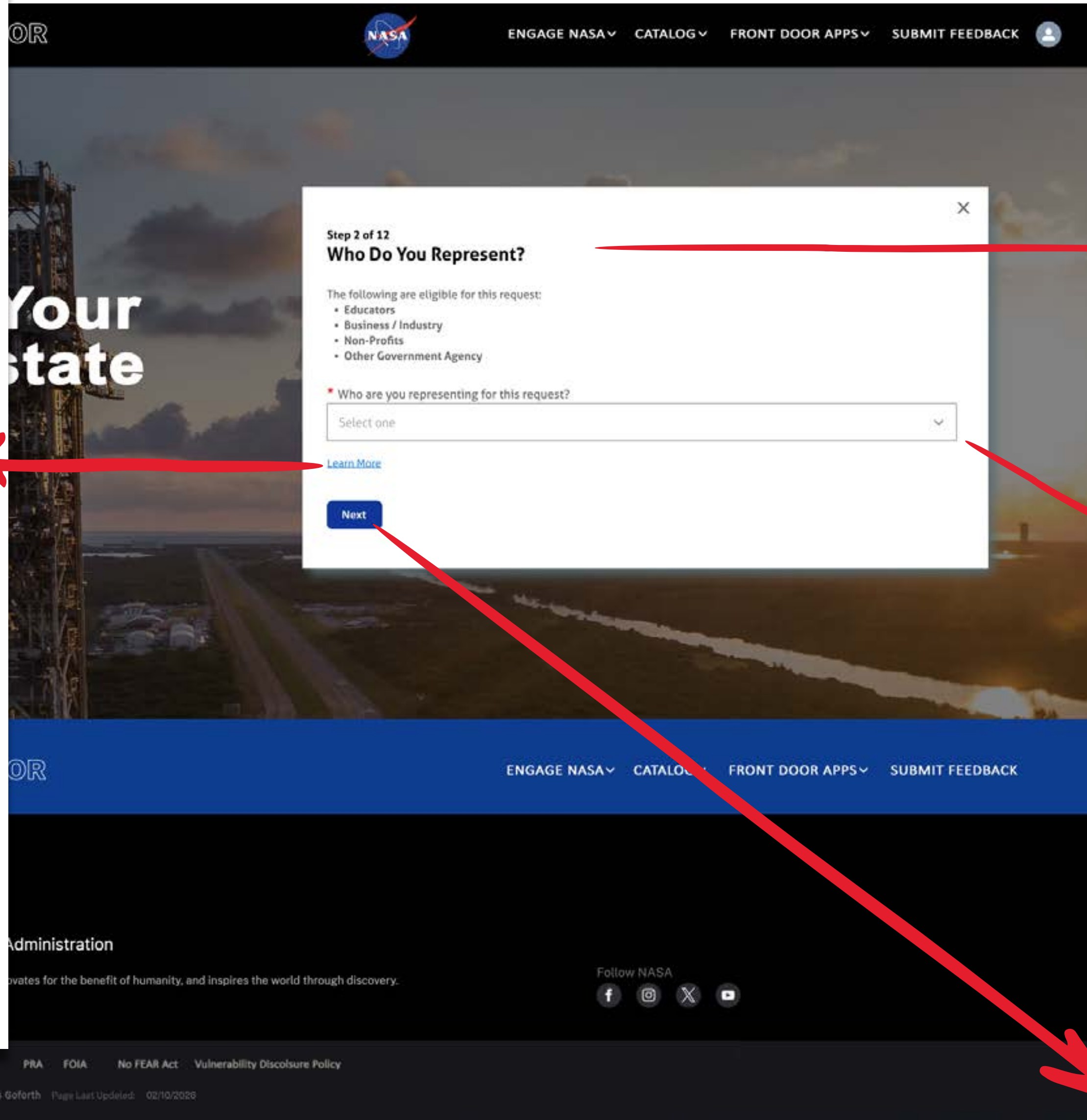
**Non-Profit:** Representatives from non-profit entities that are mission-driven organizations aiming to advance knowledge and promote public engagement, such as:

- Charitable Organizations
- Advocacy Groups
- Cultural Institutions
- Professional Associations
- Trade Associations
- Faith-Based Organizations

**Other Government Agency:** Representatives from federal, state, local, tribal, and foreign government organizations, such as:

- U.S. Federal Agencies
- State Government Departments
- Municipal/County Government Representatives
- Tribal Government Councils/Representatives
- Foreign Government Research Institutions
- Diplomatic/Governmental Liaison Personnel

**Individual / Independent Researcher:** Individuals who are submitting a request with NASA on their own behalf and not as a representative of an academic institution, organization, government agency, or company.



The user types eligible to engage NASA through the current request are displayed to help individuals to determine if they qualify before entering detailed request information

Individuals will identify the user type they are representing through a single picklist with values that match the list of eligible requester types above:

- Student
- Educator
- Business/Industry
- Non-Profit
- Other Government Agency
- Individual/Independent Researcher

The value selected in this picklist will drive what screen the user will see next in the workflow.

Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

The Next button will remain inactive until a user type is selected.

This conditional section is only displayed when the requester identifies as an Educator within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Educator Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

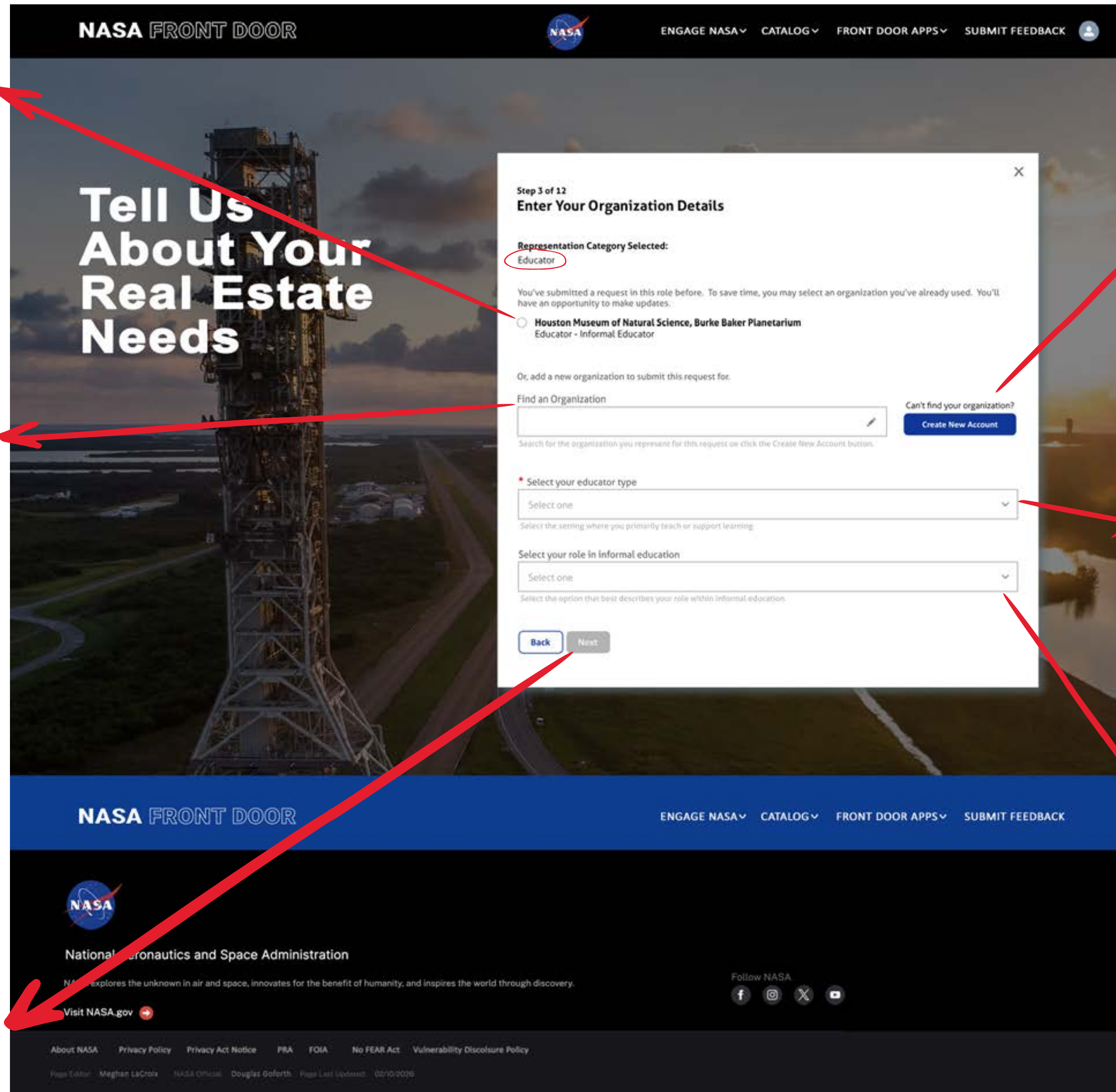
NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created an Educator affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the educator information needed for the current workflow, while allowing other Front Door Apps to collect additional educator-specific fields only when required for their own use cases.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.



If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

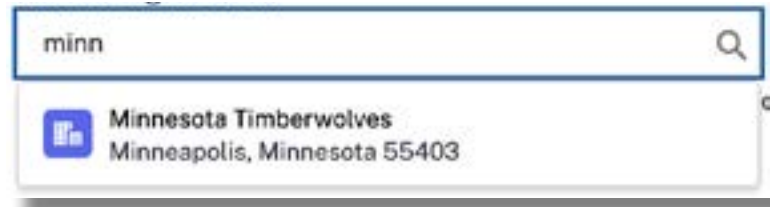
- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if **Informal Educators** is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This section is displayed when the requester selects Business / Industry. It creates or reuses a Business / Industry Account Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



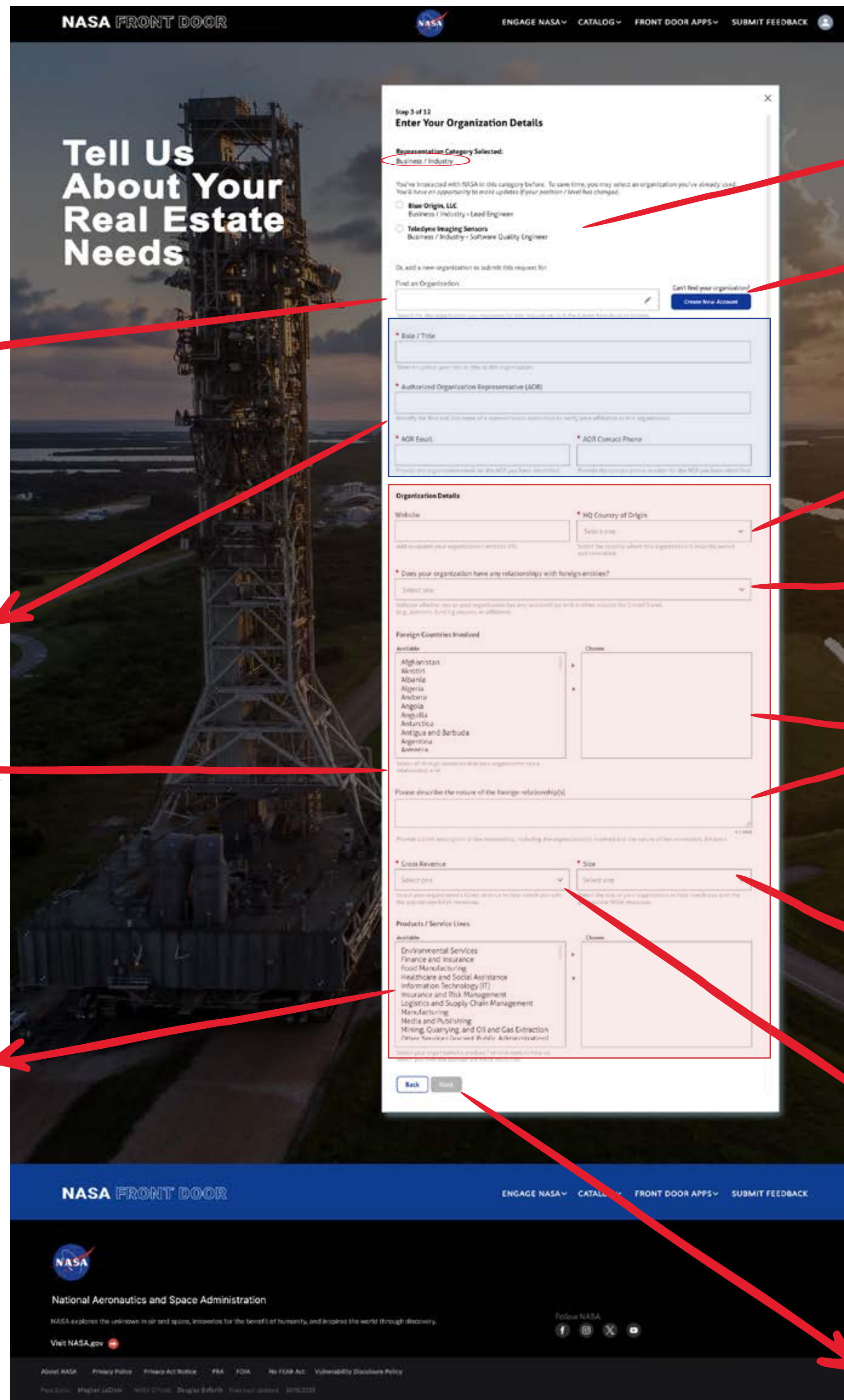
Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Business / Industry users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade



Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size and revenue are collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

Size is a conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

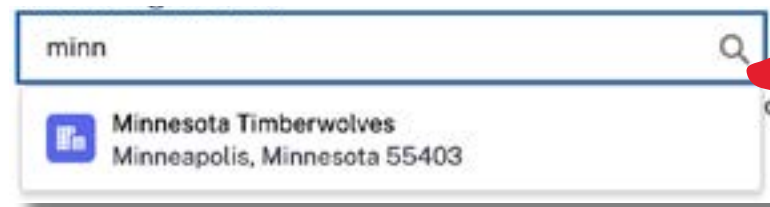
Gross Revenue is a conditionally displayed single-select picklist with the following values:

- Less than \$250,000
- \$250,000-\$1 million
- \$1 million-\$10 million
- \$10 million-\$100 million
- \$100 million-\$500 million
- Over \$500 million

The Next button will remain inactive until all required fields are completed.

This section is displayed when the requester selects Non-Profit. It creates or reuses a Non-Profit Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing Non-Profit affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the requester to search for and select an existing, verified non-profit organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Non-Profit users. Role / Title and Authorized Organization Representative (AOR) contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Accommodation and Food Services</li> <li>• Administrative and Support Services</li> <li>• Aerospace and Defense</li> <li>• Agriculture, Forestry, Fishing, and Hunting</li> <li>• Arts, Entertainment, and Recreation</li> <li>• Automotive Industry</li> <li>• Chemicals Manufacturing</li> <li>• Construction</li> <li>• Education Services</li> <li>• Environmental Services</li> <li>• Finance and Insurance</li> <li>• Food Manufacturing</li> <li>• Healthcare and Social Assistance</li> <li>• Information Technology (IT)</li> <li>• Insurance and Risk Management</li> <li>• Logistics and Supply Chain Management</li> <li>• Manufacturing</li> <li>• Media and Publishing</li> <li>• Mining, Quarrying, and Oil and Gas Extraction</li> <li>• Other Services (except Public Administration)</li> <li>• Pharmaceuticals and Biotechnology</li> <li>• Professional, Scientific, and Technical Services</li> </ul> | <ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Real Estate and Rental &amp; Leasing</li> <li>• Retail Trade</li> <li>• Semiconductors and Electronics</li> <li>• Telecommunications</li> <li>• Transportation and Warehousing</li> <li>• Utilities</li> <li>• Wholesale Trade</li> </ul> |
|---|---|

Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size is collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

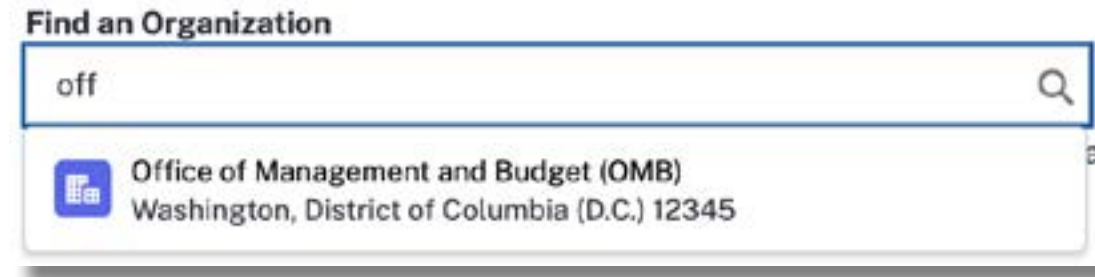
Conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

The Next button will remain inactive until all required fields are completed.

This section is displayed when the requester selects Other Government Agency. It creates or reuses an Other Government Agency Account Contact Relationship so the requester can represent the same government organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

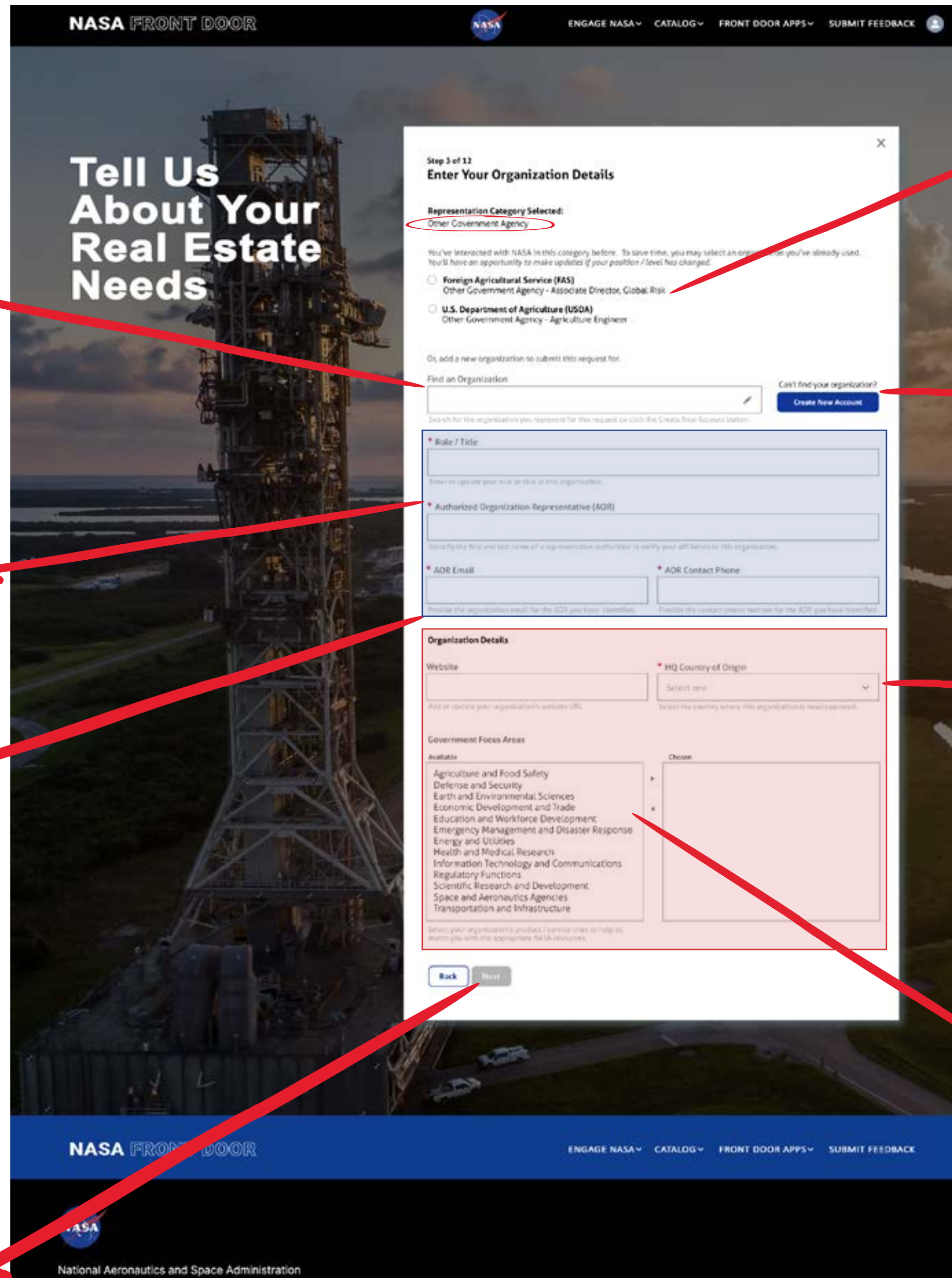
NASA Front Door first surfaces existing Other Government Agency affiliations for reuse. If no existing relationship applies, the requester may search for a verified government organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the requester to search for and select an existing, verified government organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Other Government Agency Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted **BLUE** are always required for Other Government Agency users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.



Existing Other Government Agency affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Other Government Agency relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select populated with a standard country list from the State Department.

Optional multi-select picklist picklist conditionally displayed with the following values:

- Agriculture and Food Safety
- Defense and Security
- Earth and Environmental Sciences
- Economic Development and Trade
- Education and Workforce Development
- Emergency Management and Disaster Response
- Energy and Utilities
- Health and Medical Research
- Information Technology and Communications
- Regulatory Functions
- Scientific Research and Development
- Space and Aeronautics Agencies
- Transportation and Infrastructure

The Next button will remain inactive until all required fields are completed.

The Create New Temporary Account workflow allows a requester to continue a NASA Front Door intake when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because NASA Front Door requests must be associated with the organization the requester is representing in most cases, this step provides a limited write-in path to create a temporary organization record for the current request.

This workflow is intentionally used only after the requester has attempted to identify an existing organization. It prevents the requester from being blocked, abandoning the intake, or contacting NASA separately when their organization is not yet available in the Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the request, and support later NASA review, stewardship, and reconciliation.

This process supports burden reduction by allowing the requester to proceed through the intake without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests through Account Contact Relationships. While the temporary account is awaiting data steward review, the requester can continue selecting that same temporary organization for future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a *Home School* is only available to those requesters who have initiated a new record as a Student or Educator. With this selection, the following fields are hidden from view because they are no longer applicable:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users will always have the option to identify Online Only institutions where there is no physical address. When this option is selected, the following fields are hidden from view because they are no longer applicable:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

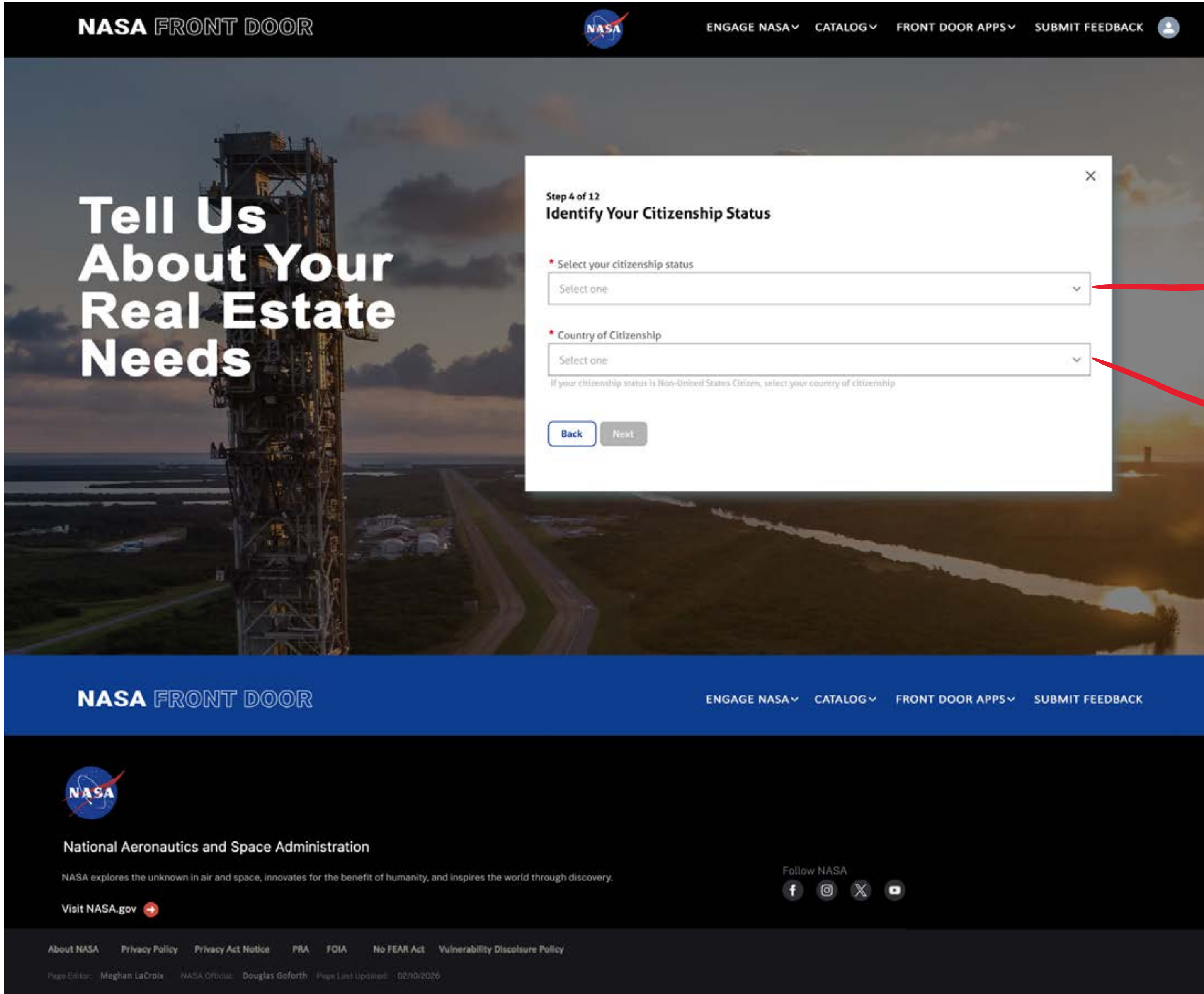
The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Citizenship step collects the requester’s citizenship status as part of NASA Front Door-managed data collection workflows when citizenship information is needed to support validation rules, routing logic, or eligibility screening for services and opportunities that may have citizenship-based requirements or restrictions.

This step reduces burden by collecting citizenship information only when required within a NASA Front Door workflow, auto-populating the most recently saved value in future intake workflows, and allowing the requester to confirm or update the value as needed. Rather than requiring the requester to re-enter citizenship information for each new request, the system displays the most recently saved value in editable format when a prior value exists. The requester may leave the existing value unchanged and continue, or update the value if their status has changed or was previously entered incorrectly.

NASA Front Door and the NASA Front Door Apps use the same citizenship fields on the shared contact record. As a result, citizenship information can be reused across experiences. If a requester previously provided citizenship status through a NASA Front Door App, that value can be auto-populated when they later initiate a NASA Front Door workflow. Conversely, if the requester first provides or updates citizenship status in NASA Front Door, that same value can later be displayed in editable format within a NASA Front Door App registration or workflow.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.



Single-select picklist with the following values:

- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

If Non-United States Citizen is selected above, the Country of Citizenship field will appear and will require users to choose their country of citizenship from a standard set of countries from the Department of State.

This field is hidden from view if any other value is selected above.

The NASA Real Estate / Real Property questionnaire collects the requester's land, facility, utility, operational, transportation, safety, and mission alignment needs to help NASA determine whether the request can be matched to available NASA buildings, land, infrastructure, or real property capabilities. Because real property requests may involve highly specific facility requirements, operational constraints, safety considerations, utility demands, access needs, and Center-specific availability, the questionnaire must collect enough detail up front to support accurate routing and evaluation.

The questionnaire is designed to reduce burden by collecting the information once and distributing it to each NASA Center identified as a potential match, rather than requiring the requester to complete separate questionnaires for each Center. It also uses conditional logic, picklists, multi-select fields, expandable help text, pre-populated requester information, and save-and-return functionality to keep the collection focused and avoid asking follow-up questions unless they are relevant to the requester's stated needs.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.

This section establishes the basic context needed to understand what the requester is asking for and how the request may align to NASA priorities or Center capabilities.

At this point in the workflow, NASA Front Door automatically saves the request in Draft status. This allows the requester to save their progress, leave the workflow, and return later to complete the questionnaire.

This design decision is especially important for the Real Estate / Real Property questionnaire because the form collects detailed facility, land, utility, operational, transportation, safety, and mission alignment information. NASA recognizes that requesters may need time to gather this information from internal stakeholders before completing the submission.

By allowing the request to be saved in draft status, NASA Front Door reduces burden by not requiring the requester to complete the full questionnaire in a single session. The requester can complete the form at their own pace, review or update responses before submission, and avoid re-entering information if they need to pause the process.

Contact information is auto-populated from the requester's registered profile and displayed in editable format.

Multi-select picklist with the following values:

- Ames Research Center (ARC)
- Armstrong Flight Research Center (AFRC)
- Glenn Research Center (GRC)
- Goddard Space Flight Center (GSFC)
- Goddard Institute for Space Studies (GISS)
- Jet Propulsion Lab (JPL)
- Johnson Space Center (JSC)
- Katherine Johnson IV&V Facility
- Kennedy Space Center (KSC)
- Langley Research Center (LaRC)
- Marshall Space Flight Center (MSFC)
- Michoud Assembly Facility
- NASA Engineering and Safety Center
- NASA Headquarters (HQ)
- NASA Safety Center
- NASA Shared Services Center (NSSC)
- Neil Armstrong Test Facility
- Stennis Space Center (SSC)
- Wallops Flight Facility
- White Sands Test Facility
- I don't have a preference

Single-select picklist with the following values:

- Aeronautics Research Mission Directorate (ARMD)
- Exploration Systems Development Mission Directorate (ESDMD)
- Space Operations Mission Directorate (SOMD)
- Science Mission Directorate (SMD)
- Space Technology Mission Directorate (STMD)
- Mission Support Directorate (MSD)
- Federal / Interagency (Non-NASA Mission)
- Other

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

[Hide Mission Directorate Information](#)

**Mission Directorate Descriptions**

**Aeronautics Research Mission Directorate (ARMD):** Conducts research to advance U.S. leadership in aeronautics, including aircraft systems, autonomous systems, aviation safety, sustainable aviation, advanced air mobility, hypersonics, and next-generation aircraft technologies. Focuses on developing and validating innovations that improve the performance, efficiency, and integration of future aviation systems.

**Exploration Systems Development Mission Directorate (ESDMD):** Manages the development of NASA's deep space exploration systems and exploration technology, including the Space Launch System (SLS), Orion spacecraft, Exploration Ground Systems (EGS), and integration for Artemis missions. Supports human spaceflight and the development of the Gateway, enabling sustained exploration and execution of complex deep space missions.

**Space Operations Mission Directorate (SOMD):** Oversees NASA's space operations, including International Space Station (ISS) operations, commercial crew and cargo transportation, and the growth of commercial spaceflight capabilities. Manages space communications and navigation (SCaN) services and infrastructure supporting missions in low Earth orbit (LEO) and extending into deep space, while advancing LEO infrastructure.

**Science Mission Directorate (SMD):** Leads NASA's science programs, including astrophysics, Biological and Physical Sciences, Earth science, heliophysics, and planetary science, through research, technology development, and flight missions. Advances discovery using sensors, satellites, and probes, and explores key questions related to astrobiology, planets, and the broader universe.

**Space Technology Mission Directorate (STMD):** Develops and demonstrates cross-cutting, high-risk, high-reward space technology through advanced technology development and innovative development efforts. Builds critical technology capabilities that enable future NASA missions and accelerate the commercialization of space technologies.

**Mission Support Directorate (MSD):** Provides agency-wide mission support functions, including procurement, human capital, infrastructure, facilities, IT, security, safety, and institutional operations. Ensures the effective management of NASA's resources and capabilities to enable mission success.

**Federal / Interagency (Non-NASA Mission):** Supports U.S. federal or interagency mission needs that may not directly align to a specific NASA mission area.

**Other:** Does not clearly align to a specific NASA mission area or national defense objective. Select this option only if no other mission area applies.

Expandable/ Collapsible help text provides mission directorate descriptions and mission alignment guidance.

[Hide Alignment Information](#)

Consider how your request supports NASA's mission priorities and outcomes, such as:

- Advancing aeronautics and aviation capabilities (e.g., safety, sustainability, next generation flight)
- Developing and enabling space exploration systems (e.g., human exploration, deep space systems, integrated architectures)
- Supporting space operations and infrastructure (e.g., low Earth orbit, platforms, communications, crew and cargo transportation)
- Driving scientific research and discovery (e.g., Earth, space, and biological/physical sciences)
- Maturing and demonstrating new technologies (e.g., high-impact, cross-cutting innovations that enable future missions)
- Providing mission-enabling support capabilities (e.g., facilities, infrastructure, workforce, logistics, and institutional operations)

**Strong responses clearly describe:**

- The activity or use being proposed
- The capabilities or assets involved
- The mission outcomes being supported

You may reference:

- NASA Strategic Plan
- NASA Science Strategy
- NASA Moon to Mars Objectives
- NASA Technology Strategy

This section captures the requester’s primary operational purpose, expected onsite staffing, and whether foreign national access may be involved. This information helps NASA evaluate whether the proposed real property use is compatible with available facilities, Center operations, access controls, and security considerations.

Single-select picklist with the following values:

- Manufacturing / Assembly
- Research and Development
- Testing / Evaluation
- Payload Processing
- Administrative / Office
- Launch / Re-entry

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

[View Frequency Information](#)

**Foreign National Access Frequency**

**Daily:** Foreign nationals are expected to access the site routinely as part of ongoing operations or embedded work activities, such as:

- Full-time personnel assigned to the facility
- Long-term researchers or resident collaborators
- On-site contractor teams with recurring access
- International partner personnel working regular shifts

**Weekly / Monthly:** Foreign nationals are expected to visit periodically, but are not continuously present on-site, such as:

- Visiting researchers
- Recurring vendor or maintenance visits
- Scheduled technical reviews or audits
- Monthly integration or coordination meetings

**Infrequent / Event-Based:** Foreign national access is limited to occasional or one-time activities, such as:

- VIP or delegation tours
- Launch campaign visits
- Milestone demonstrations or reviews
- Conference or outreach events

**Unknown at this time:** The expected frequency of foreign national access has not yet been determined.

Expandable/ Collapsible help text defines foreign national access frequency categories.

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the requester requires NASA-provided utilities or services and, if so, the estimated usage and specialty utility requirements. This information helps NASA determine whether a facility or site can support the requester's operational needs.

If the requester does not need NASA-provided utilities or services, no additional questions are displayed in this section.

Single-select picklist containing Yes and No values.

If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.

Utility quantity and specialty utility fields are displayed only when utilities are required.

The form asks users to enter zero when a standard utility type is not applicable, which avoids additional yes/no branching for each utility.

Multi-select picklist with the following values:

- None
- Chilled Water / Cooling
- Steam / Process Heating
- Process Cooling Water
- Industrial / Process Gases
- Compressed Air
- Vacuum Systems
- High-Capacity / High-Voltage Power
- Backup / Redundant Power
- Specialized Exhaust / Ventilation
- Fuel Supply / Storage Support
- Cryogenic Systems / Gases
- Hazardous Waste Handling / Disposal
- Other

Optional narrative field is reserved only for additional quantities or special utility needs that cannot be captured through structured fields.

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the requester requires undeveloped land, what the land would be used for, development timing, acreage, contiguity needs, and road access requirements. This information helps NASA determine whether available land areas can support the requested use and whether the use would require construction, outdoor testing, equipment staging, or specialized access.

If undeveloped land is not required, no additional questions are displayed in this section.

Single-select picklist containing Yes and No values.

If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.

Single-select picklist with the following values:

- New Facility Construction
- Outdoor Testing
- Storage / Staging
- Launch / Test Infrastructure
- Buffer
- Fabrication / Manufacturing

Single-select picklist containing Yes and No values.

A field to describe a non-contiguous distribution plan is conditionally displayed if the user selects No in the previous question, (otherwise this field remains hidden).

[Hide Road Access Information](#)

**Road Access Requirements**

- Standard Passenger Vehicle Access:** Standard roadway access suitable for routine passenger vehicle traffic and normal commuter operations.
- Paved Commercial Trucking Access:** Paved roadway infrastructure capable of supporting standard commercial freight and logistics vehicles, (e.g. Semi-truck / 18-wheeler access).
- Heavy Load / Oversized Crawler Access:** Specialized transportation routes designed to support extremely heavy, oversized, or mission-specific transport systems.
- Unpaved / Off-Road Access:** Access routes that are not fully paved or that require travel across unimproved terrain.
- Rail Access:** Access to active rail infrastructure for transportation of equipment, materials, or mission hardware.
- Canal Access:** Access to navigable waterways used for transportation, logistics, or movement of large equipment and materials.

Expandable/ Collapsible help text defines road access categories.

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the requester needs access to an existing NASA facility or workspace and, if so, what activities, space types, facility attributes, access dimensions, and modifications may be required. This information helps NASA match the request to available buildings, labs, warehouses, offices, hangars, test stands, or other existing infrastructure.

If the requester does not need an existing NASA facility or workspace, no additional questions are displayed in this section.  
 Single-select picklist containing Yes and No values.  
 If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.  
 Facility modification questions are displayed only if modifications are anticipated.

Single-select picklist with the following values:  
 • Standalone / Exclusive Use  
 • Shared / Multi-tenant

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist containing Yes and No values.

These fields are conditionally displayed if the user selects Yes in the previous question, (otherwise these fields remain hidden).

Adjacency is asked only when the requester is requesting both undeveloped land and existing facility/workspace.

This field is conditionally displayed only if the user selects Yes to both of the following questions, (otherwise this field remains hidden):

1. Do you require undeveloped land for your operations? (previous step)
2. Are you requesting the use of an existing NASA facility or workspace? (this step)

Single-select picklist with the following values:

- Minor (non-structural)
- Moderate (multi-system)
- Major (structural changes)
- Unknown

Single-select picklist with the following values:

- Yes, they must be located next to each other
- No, they can be in separate locations

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the requester requires onsite vehicle use, parking, staging, storage, heavy transport, or Center support for transportation and logistics. This information helps NASA assess whether available property can support access, movement, logistics, traffic, storage, and operational support requirements.

**Hide Vehicle Information**

**Vehicle Types Used On-Site**

**Passenger Vehicles:** Standard personal or rental vehicles used for routine transportation of personnel or visitors, such as:

- Employee commuter vehicles
- Visitor parking traffic
- Rental cars
- Small passenger SUVs or vans

**Fleet Vehicles:** Organization-owned or managed vehicles used to support routine operational activities, such as:

- Company vans
- Maintenance trucks
- Utility pickups
- Security patrol vehicles

**Commercial Delivery Vehicles:** Standard commercial transport vehicles used for deliveries, shipping, or logistics support, such as:

- Box trucks
- Semi-trucks / tractor trailers
- Freight delivery vehicles
- Supply chain logistics carriers

**Stationary Vehicles or Equipment:** Vehicles or transport equipment that are primarily stored, staged, or parked on-site and not routinely operated, such as:

- Long-term trailer storage
- Parked mobile generators
- Idle support equipment
- Stored transport platforms

**Heavy / Oversized Vehicles:** Vehicles that exceed standard roadway size, weight, or operational limits and may require specialized routing or support, such as:

- Oversized transport trucks
- Heavy construction vehicles
- Large industrial haulers
- Specialized payload transport equipment

**Specialized Transport Systems:** Unique or mission-specific transportation systems used for specialized operational movement, such as:

- Crawler transport systems
- Rail-based transport systems
- Payload transport carriers
- Custom aerospace transport platforms

**Other:** Vehicle types not represented by the listed categories.

**Hide Parking, Staging & Storage Information**

**Parking, Staging, or Storage Areas**

**Employee / Commuter Parking:** Parking areas intended for routine workforce commuting and daily personnel access.

**Visitor Parking:** Parking areas intended for guests, short-term visitors, or temporary site access.

**Fleet vehicle Parking:** Dedicated parking or storage areas for organization-owned operational vehicles.

**Commercial Truck Access / Staging:** Areas intended for standard freight delivery, loading, unloading, or logistics staging.

**Heavy / Oversized Vehicle Staging:** Areas designed to accommodate large-scale or non-standard transport vehicles.

**Equipment / Trailer Storage:** Areas used for non-active storage of trailers, equipment, or support assets.

**Loading / Unloading Areas:** Active operational areas used for movement of cargo, equipment, or materials.

**Hide Heavy/Specialized Transport Information**

**Heavy or Specialized Transport**

**Oversized Road Transport:** Road transport operations involving vehicles or loads that exceed standard legal roadway dimensions or weight limits, such as:

- Wide-load payload transport
- Oversized aerospace hardware movement
- Permit-required roadway transport

**Heavy Haul / Multi-Axle Transport:** Specialized transport systems designed to move exceptionally heavy loads, such as:

- Multi-axle transport trailers
- Heavy industrial hauling systems
- Large structural transport operations

**Specialized Transport:** Mission-specific or non-standard transportation systems used for unique operational requirements, such as:

- Crawler transporters
- Rail-based payload movement
- Custom launch vehicle transport systems

Expandable/ Collapsible help text defines vehicle types, parking/staging/storage types, and heavy/specialized transport categories, removing ambiguity for the end users.

**Step 10 of 12**  
**Parking, Transportation & Logistics**  
 Your request has now been saved to a **Draft** status. Request ID: C-0000112  
 You can save your progress and return at any time by clicking the **Save & Return Later** button.

\* Will your operations involve any on-site vehicle use, parking, or transportation activities?  
 Select one

\* What types of vehicles will be used on-site as part of your operations? (select all that apply)

- Passenger Vehicles
- Fleet Vehicles
- Commercial Delivery Vehicles
- Stationary Vehicles or Equipment
- Heavy / Oversized Vehicles
- Specialized Transport Systems
- Other

Describe other access requirements that are not listed above.

\* Will your operations require on-site parking, staging, or vehicle storage?  
 Select one

\* What types of vehicle parking, staging, or storage areas are required? (select all that apply)

- Employee / Commuter Parking
- Visitor Parking
- Fleet Vehicle Parking
- Commercial Truck Access / Staging
- Heavy / Oversized Vehicle Staging
- Equipment / Trailer Storage
- Loading / Unloading Areas

To assist with capacity planning, please provide estimates for peak parking:

Standard Vehicle Spaces:  Fleet / Commercial Vehicle Spaces:

Oversized Vehicle Capacity:

\* What types of heavy or specialized transport are required? (select all that apply)

- Oversized road transport
- Heavy Haul / Multi-Axle Transport
- Specialized Transport

What is the expected frequency of these transports?  
 Select one

Will these transports require Center support (e.g., escorts, road closures, traffic control)?  
 Select one

Provide estimated frequency or schedule of required support.

Back Save & Return Later Next

If onsite vehicle, parking, or transportation activity is not involved, no other questions are displayed in this section.

Single-select picklist containing Yes and No values.

If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.

Parking/staging/storage questions are displayed only if the requester indicates they are needed.

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist containing Yes and No values.

The fields highlighted in the **RED** box are conditionally displayed if the user selects Yes in the previous question, (otherwise these fields remain hidden).

The fields highlighted in the **BLUE** box are conditionally displayed if the user selects either/both "Heavy / Oversized Vehicles" or "Specialized Transport Systems" in the "What types of vehicles will be used on-site as part of your operations?" question above.

Conditionally displayed single-select picklist with the following values:

- Daily
- Weekly
- Monthly
- Quarterly
- Infrequent / Milestone-based

Conditionally displayed single-select picklist with Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the proposed operations involve hazardous materials, hazardous activities, safety zones, storage requirements, or waste management needs. This information is necessary for NASA to evaluate safety, permitting, environmental, operational, and facility suitability considerations before matching a request to potential property.

Single-select picklist containing Yes and No values.

The fields highlighted in the **RED** box are conditionally displayed if the user selects Yes in the previous question, (otherwise these fields remain hidden).

If hazardous materials or hazardous operations are not involved, no other questions are displayed in this section.

Single-select picklist containing Yes and No values.

If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.

Hazard type, safety distance, storage, and waste management questions are displayed only when hazards are involved.

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Conditionally displayed single-select picklist with the following values:

- Launch / Recovery Operations
- Explosives / Solid Propellants
- Liquid Propellants / Hypergolics
- High-pressure Systems
- Radiation / Toxic Release
- Other

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist with the following values:

- Third-party certified disposal contractor
- Requesting NASA disposal services (if available)
- On-site treatment / neutralization
- Other

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

The Save & Return Later button is always active and will allow users to save their work and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

This section captures whether the requested property will support flight, launch, landing, recovery, UAS, balloon, tether, hover, static fire, or other flight-related operations. This information helps NASA evaluate whether the request requires specialized infrastructure, range support, restricted airspace, recovery areas, or Center-specific capabilities.

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**Step 12 of 12**  
**Flight, Launch & Landing Operations**  
 Your request has now been saved to a **Draft** status: Request ID: C-0000112  
 You can save your progress and return at any time by clicking the **Save & Return Later** button.

• Are flight, launch, or landing activities anticipated as part of your operations?  
 Select one: [Dropdown menu]

• What is the primary flight vehicle type?  
 Select one: [Dropdown menu]

• What types of flight or launch activities will occur? (select all that apply)

- Vertical Launch
- Horizontal Launch
- Vertical Landing
- Horizontal Landing
- Static Fire Testing
- Hover / Tethered Testing
- Unmanned Aerial System (UAS) / Drone Operations
- High-Altitude Balloon / Aerostat Operations
- Autonomous Flights
- Other

• Describe any flight or launch activities that are not listed above.  
 [Text input field]

• What is the expected frequency of flight or launch operations?  
 Select one: [Dropdown menu]

• Will these activities require dedicated airspace, restricted zones, or range support?  
 Select one: [Dropdown menu]

• Describe your airspace or range support needs.  
 [Text input field]

Buttons: Back | Save & Return Later | Submit

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Page 1 of 1 | Meghan LaCroix | NASA Official | Douglas Gifford | Page Last Updated: 02/10/2025

If flight, launch, or landing activities are not anticipated, no other questions are displayed in this section.

Single-select picklist containing Yes and No values.

If the requester selects No, the remaining fields remain hidden and this section of the questionnaire can be skipped all together.

Flight vehicle, activity type, frequency, and range support questions are displayed only when flight/launch/landing activities are involved.

Single-select picklist with the following values:

- Launch / Recovery Operations
- Explosives / Solid Propellants
- Liquid Propellants / Hypergolics
- High-pressure Systems
- Radiation / Toxic Release
- Other

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist with the following values:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Infrequent / Campaign-based

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

[Hide Flight/Launch Activity Information](#)

**Flight or Launch Activities**

**Vertical Launch:** Launch operations where vehicles ascend vertically from a fixed launch position.

**Horizontal Launch:** Launch operations involving runway-based or carrier-assisted vehicle deployment.

**Vertical Landing:** Landing operations involving controlled vertical descent.

**Horizontal Landing:** Landing operations using conventional runway-based approaches.

**Static Fire Testing:** Engine or propulsion testing conducted without vehicle liftoff.

**Hover / Tethered Testing:** Controlled flight testing where vehicles remain tethered or operate in constrained flight conditions.

**Unmanned Aerial System (UAS) / Drone Operations:** Operations involving remotely piloted or autonomous aerial systems.

**High-Altitude Balloon / Aerostat Operations:** Operations involving tethered or free-flight lighter-than-air systems.

**Autonomous Flights:** Flight operations conducted with automated or self-directed flight control systems.

Expandable/ Collapsible help text defines flight or launch activity categories.

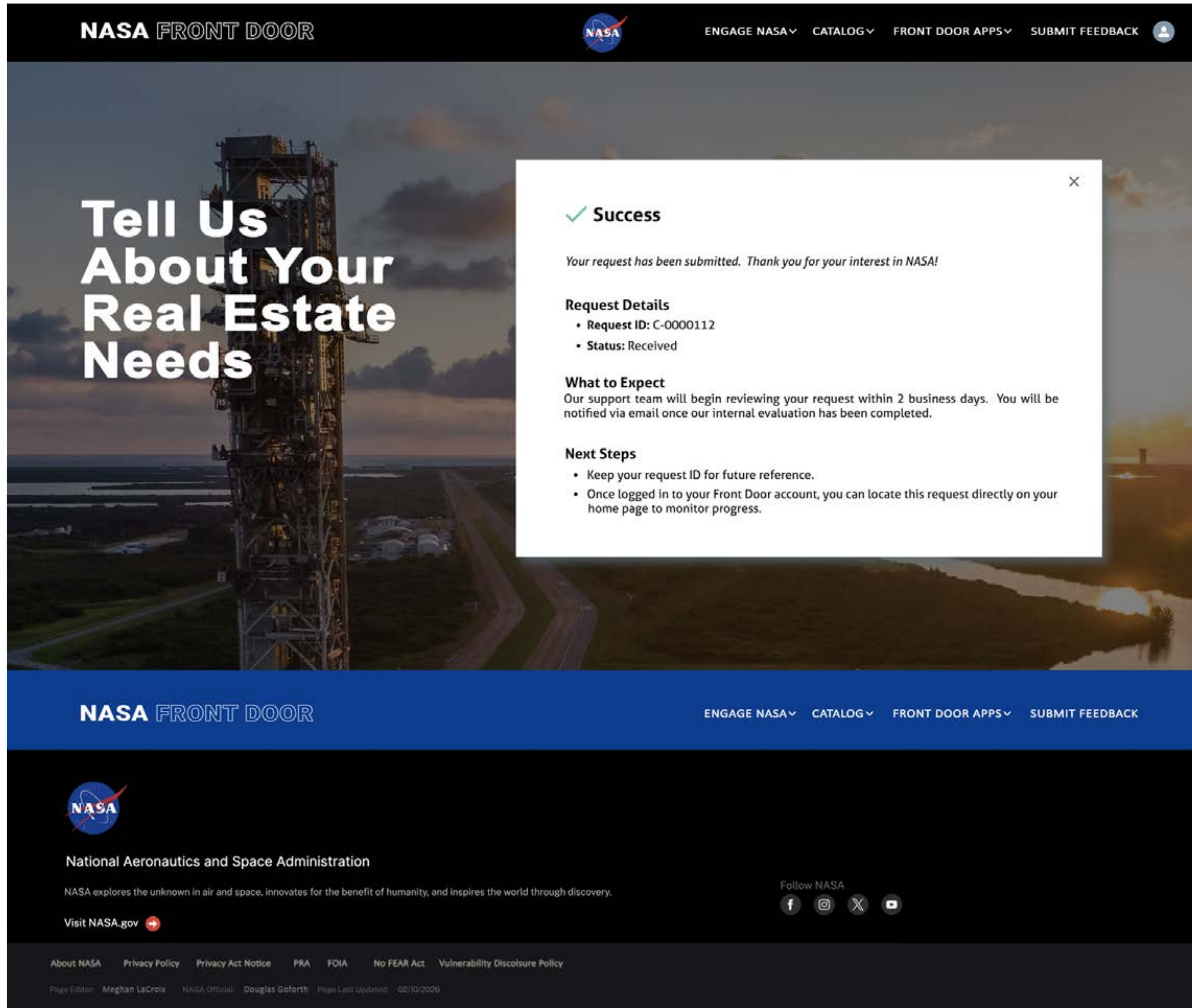
The Save & Return Later button is always active and will allow users to save their work and return later.

The Submit button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

After the requester submits the Real Estate / Real Property questionnaire, NASA Front Door displays a confirmation message indicating that the request has been successfully submitted. This step does not collect additional information. It provides the requester with a system-generated request ID, the current status of the request, expected next steps, and instructions for monitoring progress through their NASA Front Door account.

This confirmation reduces burden by giving the requester immediate proof of submission and clear follow-up expectations, reducing the need for separate status inquiries or duplicate submissions.

The confirmation page supports transparency by displaying the request status, request ID, expected review timeframe, and next steps for monitoring progress through the requester's NASA Front Door account.



# REQUESTING NASA PARTNERSHIPS

This workflow requires the user to be authenticated before submission. **Authenticated / Logged-in** users proceed directly to the intake workflow. **Unauthenticated** users are routed to [Login/Create Account](#) and are returned to the workflow after login or registration.

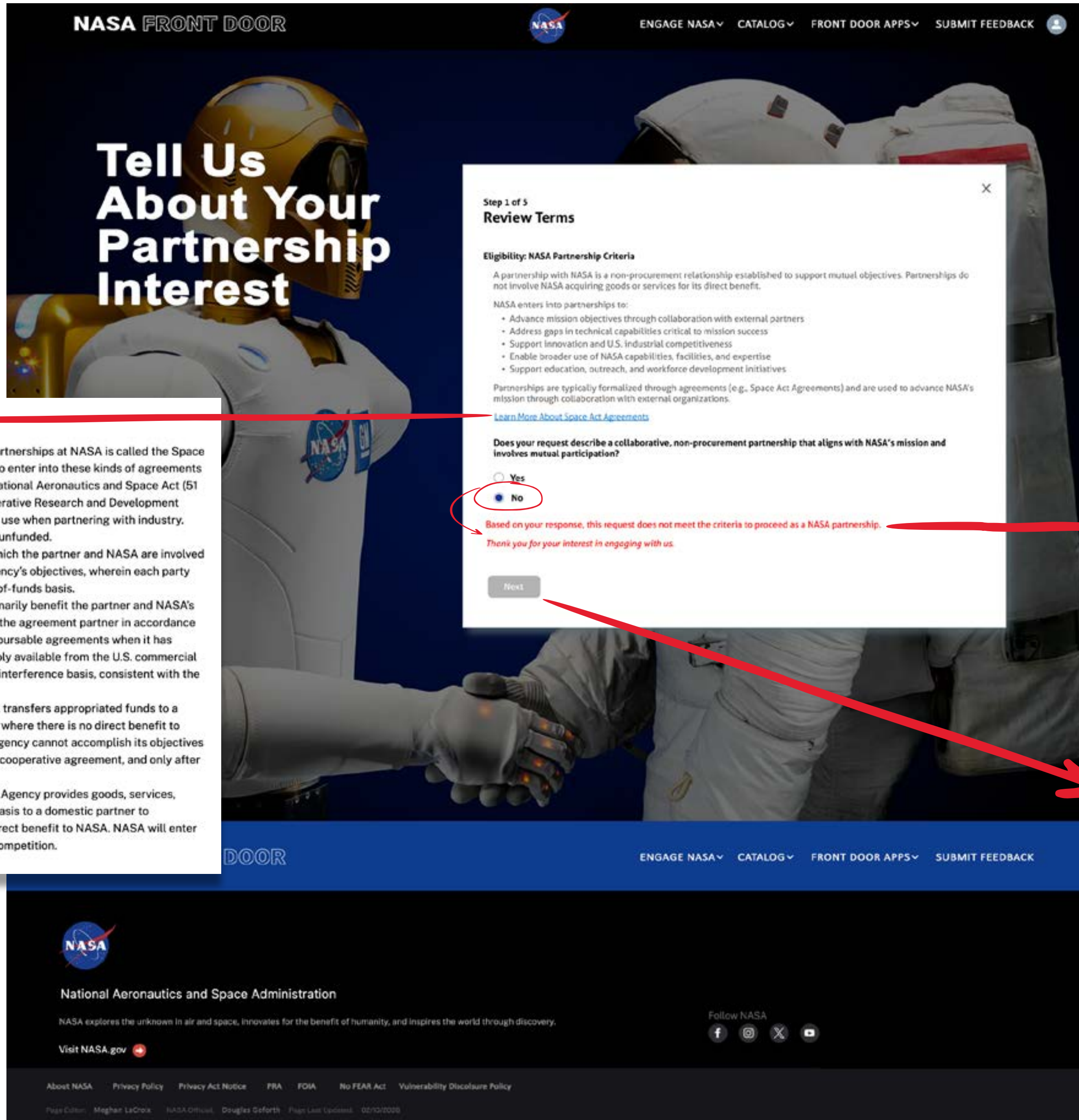
The Start Partnership Exploration workflow allows external users to submit a general partnership interest to NASA when they have an idea, capability, research interest, proposed collaboration, or other non-procurement engagement concept but may not yet know which NASA Center, office, or team is the best fit.

This workflow is designed as a guided intake process, not a full partnership agreement package. Its purpose is to collect enough information for NASA to understand the requester's partnership interest, confirm that the request appears to align with NASA partnership criteria, associate the requester with the organization they are representing, and route the submission for review and potential matching to the appropriate NASA team or teams.

NASA Front Door uses a progressive collection model to reduce burden. The workflow collects only the information needed at this early exploration stage and avoids requiring users to provide detailed agreement documentation before NASA has determined whether the request is appropriate for partnership exploration. Where possible, the workflow reuses existing account/contact relationship information so users do not have to repeatedly re-enter the same organization information across request types.

A key design feature across NASA Front Door data collections is the ability for a user to represent different organizations in different contexts. Because individuals may interact with NASA in multiple roles, NASA Front Door uses Account Contact Relationships to allow users to associate themselves with one or more organizations or user types. Once established, those relationships can be reused across future NASA Front Door requests when the user is representing the same organization.

Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.



This section helps ensure the requester understands the basic eligibility criteria for NASA partnership exploration before continuing into the intake workflow. It introduces the distinction between NASA partnerships and procurement actions, explains that NASA partnerships are generally non-procurement relationships established to support mutual objectives, and gives users an opportunity to self-screen before providing additional information.

This step helps reduce burden by preventing users from completing a longer intake process if their request does not appear to meet the threshold criteria for partnership exploration.

Hide Space Act Agreement Information

The most common legal instrument used to formulate partnerships at NASA is called the Space Act Agreement (SAA). NASA is authorized by Congress to enter into these kinds of agreements per its "Other Transactions Authority (OTA)" under the National Aeronautics and Space Act (51 U.S.C. § 20113(e)). These agreements are similar to Cooperative Research and Development Agreements (CRADAs) that some other federal agencies use when partnering with industry. SAAs can be nonreimbursable, reimbursable, funded, or unfunded.

- **Nonreimbursable Agreements** are agreements in which the partner and NASA are involved in a mutually beneficial activity that furthers the Agency's objectives, wherein each party bears the cost of its participation on a no-exchange-of-funds basis.
- **Reimbursable Agreements** are agreements that primarily benefit the partner and NASA's costs associated with the activity are reimbursed by the agreement partner in accordance with Agency financial policy. NASA undertakes reimbursable agreements when it has goods, services, facilities, or equipment not reasonably available from the U.S. commercial sector, that can be made available to others on a noninterference basis, consistent with the Agency's mission objectives.
- **Funded Agreements** are agreements in which NASA transfers appropriated funds to a domestic partner to accomplish an Agency objective where there is no direct benefit to NASA. Funded agreements may be used when the Agency cannot accomplish its objectives through the use of a procurement contract, grant, or cooperative agreement, and only after full and open competition.
- **Unfunded Agreements** are agreements in which the Agency provides goods, services, facilities, or equipment on a no-exchange-of-funds basis to a domestic partner to accomplish an Agency objective where there is no direct benefit to NASA. NASA will enter into Unfunded agreements only after full and open competition.

If the user selects **No**, the workflow displays a message stating that the request does not meet the criteria to proceed as a NASA partnership, and the user is prevented from continuing.

If the user selects **Yes**, the Next button is activated and the user may proceed. If they select **No**, the Next button will remain inactive.

NASA Front Door allows users to align themselves to multiple organizations with various role affiliations, allowing them to navigate between different services while maintaining data continuity and context specific organizational information. This approach allows users to maintain a single profile that can be associated to multiple organizations and switch between roles without creating duplicate records.

For example, a person may participate in one NASA experience as a student, submit a separate request as an employee of a business or non-profit, and later engage with NASA on behalf of a community organization. NASA Front Door uses Account Contact Relationships to support these different contexts without requiring the user to create separate personal accounts or repeatedly re-enter the same organization information.

The screenshot shows the NASA Front Door website with a modal form titled "Step 2 of 5 Who Do You Represent?". The form lists eligible user types: Student, Educator, Business / Industry, Non-Profit, Other Government Agency, and Individual / Independent Researcher. Below this is a dropdown menu labeled "Who are you representing for this request?" with a "Next" button. A large red arrow points from the "Next" button to a text box on the right. Another red arrow points from the dropdown menu to a list of user types on the right. A third red arrow points from the "Next" button to a text box at the bottom right. On the left side of the screenshot, a white box is expanded to show a detailed list of user types under categories like Student, Educator, Business / Industry, Non-Profit, Other Government Agency, and Individual / Independent Researcher.

The user types eligible to engage NASA through the current request are displayed to help individuals to determine if they qualify before entering detailed request information

Individuals will identify the user type they are representing through a single picklist with values that match the list of eligible requester types above:

- Student
- Educator
- Business/Industry
- Non-Profit
- Other Government Agency
- Individual/Independent Researcher

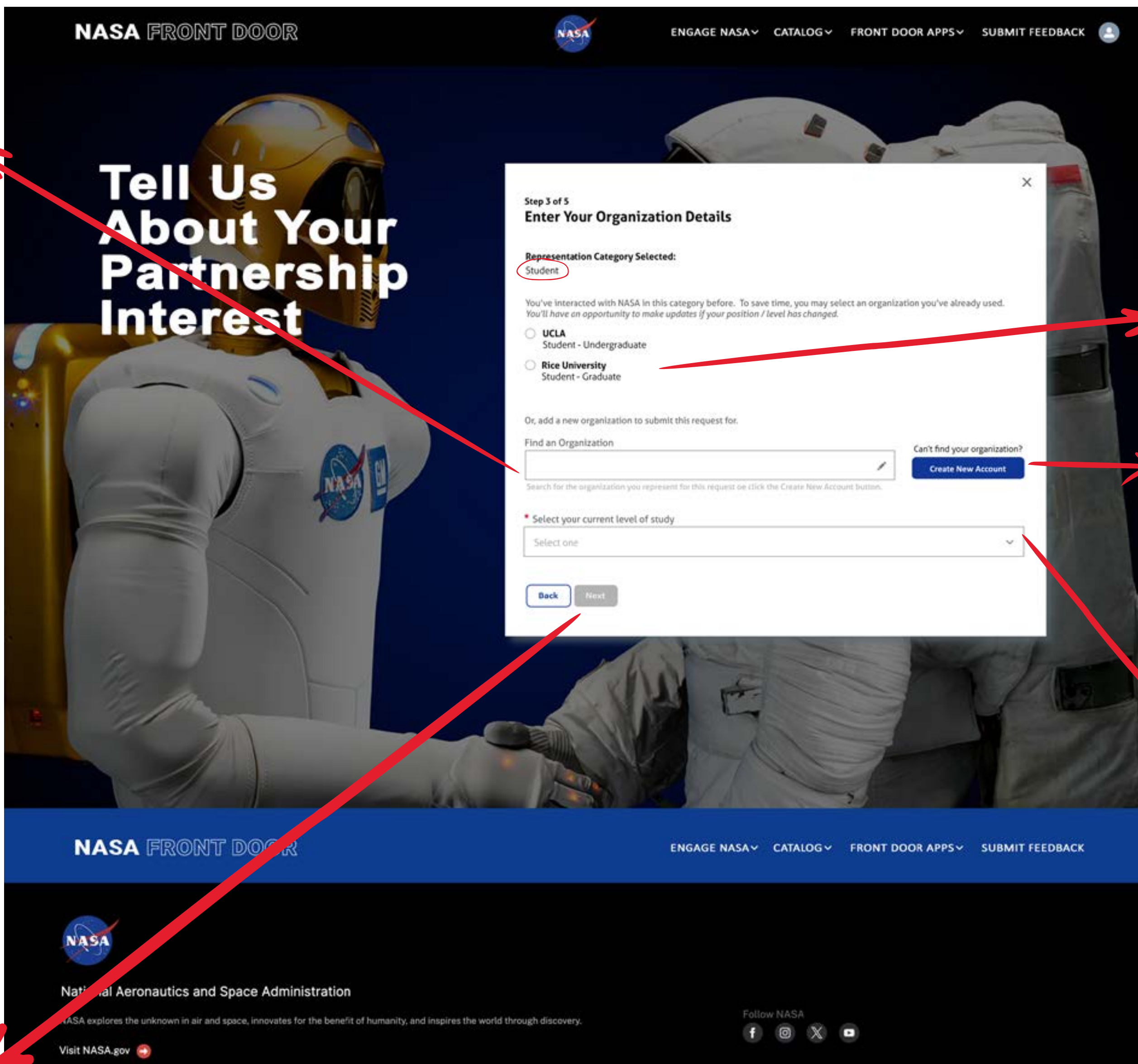
The value selected in this picklist will drive what screen the user will see next in the workflow.

The Next button will remain inactive until a user type is selected.

Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

This conditional section is only displayed when the requester identifies as a Student within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses a Student Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created a Student affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the student information needed for the current workflow, while allowing other Front Door Apps to collect additional student-specific fields only when required for their own use cases.



Allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.

Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Current Level of Study is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Student relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

- Single picklist with the following values:
- High School
  - Community College
  - Undergraduate
  - Graduate
  - Post Doctoral

The Next button will remain inactive until an Organization and Grade Level are identified through one of the three available methods.

This conditional section is only displayed when the requester identifies as an Educator within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Educator Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

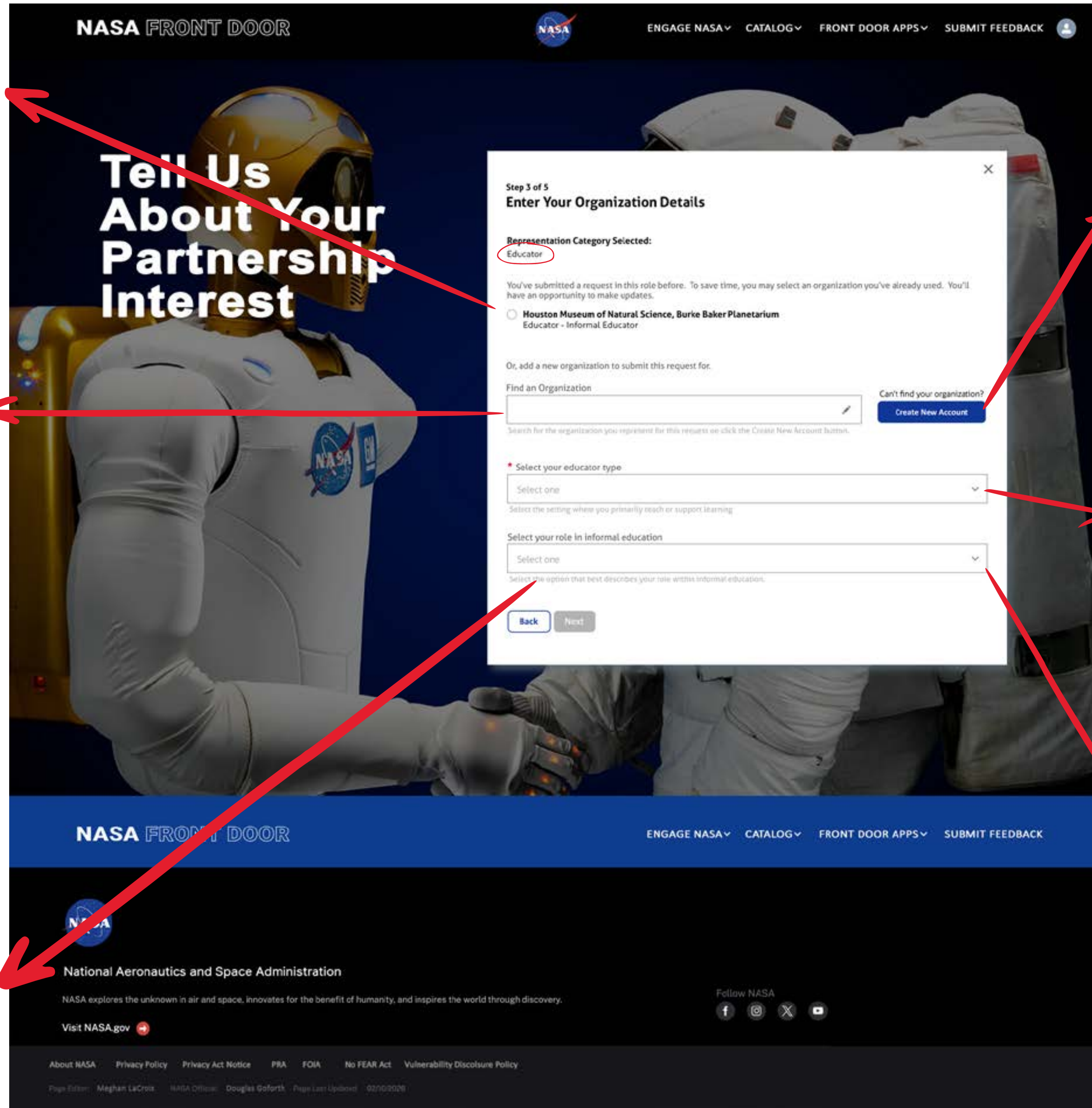
NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created an Educator affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the educator information needed for the current workflow, while allowing other Front Door Apps to collect additional educator-specific fields only when required for their own use cases.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.



If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

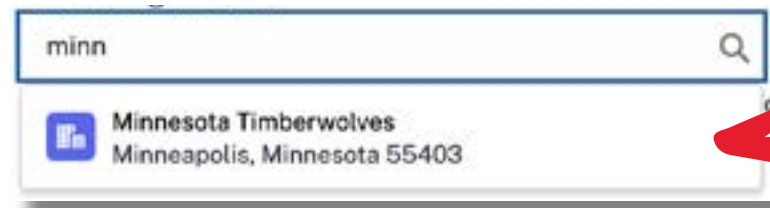
- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if *Informal Educators* is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This section is displayed when the requester selects Business / Industry. It creates or reuses a Business / Industry Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



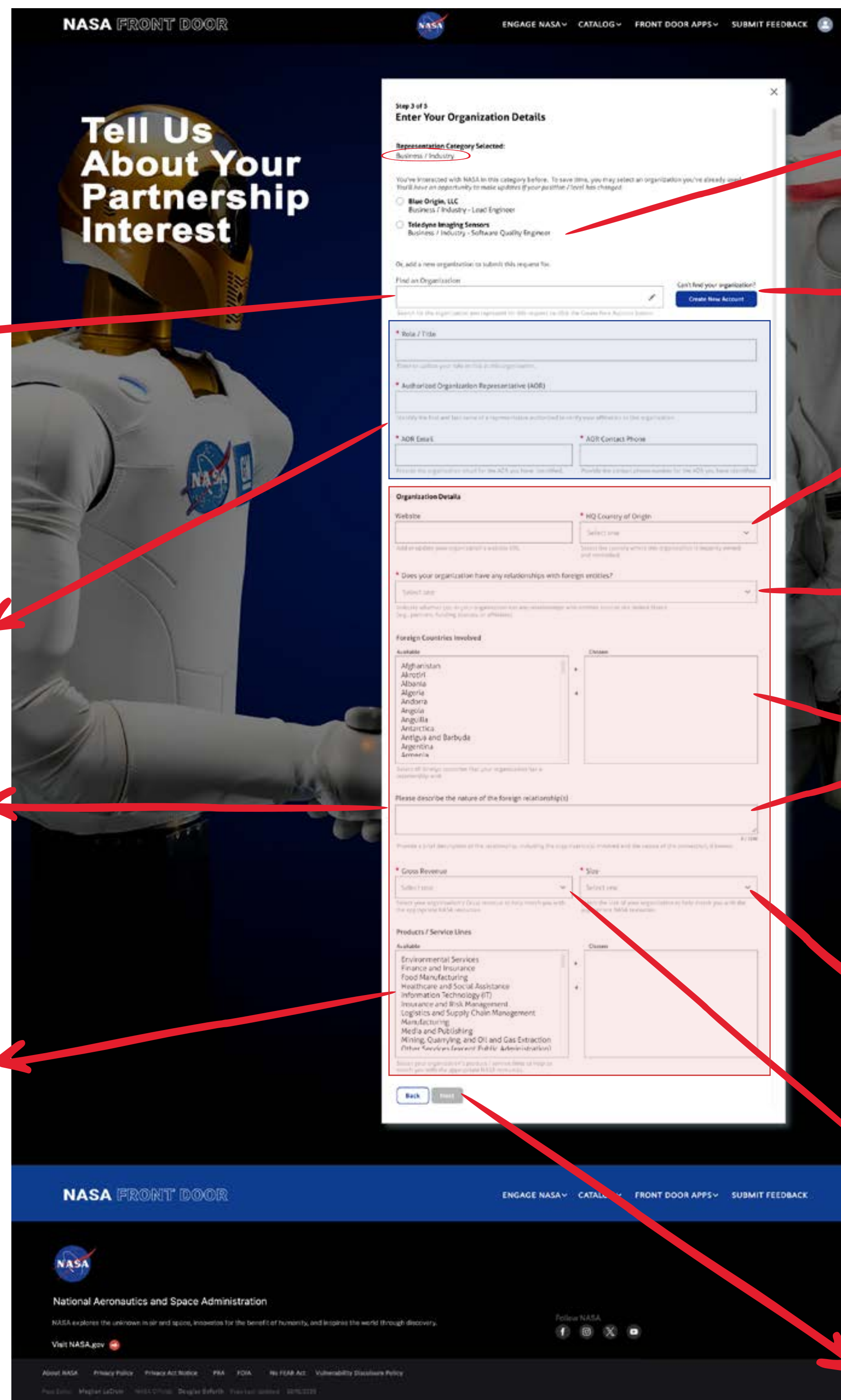
Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Business / Industry users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade



Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size and revenue are collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

Size is a conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

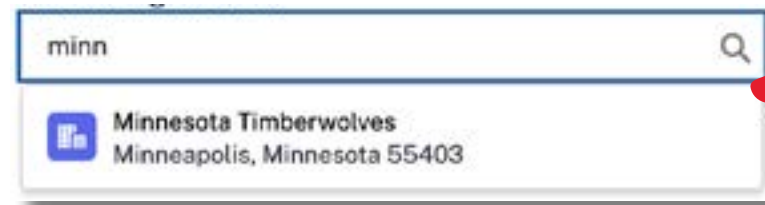
Gross Revenue is a conditionally displayed single-select picklist with the following values:

- Less than \$250,000
- \$250,000-\$1 million
- \$1 million-\$10 million
- \$10 million-\$100 million
- \$100 million-\$500 million
- Over \$500 million

The Next button will remain inactive until all required fields are completed.

This section is displayed when the requester selects Non-Profit. It creates or reuses a Non-Profit Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing Non-Profit affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



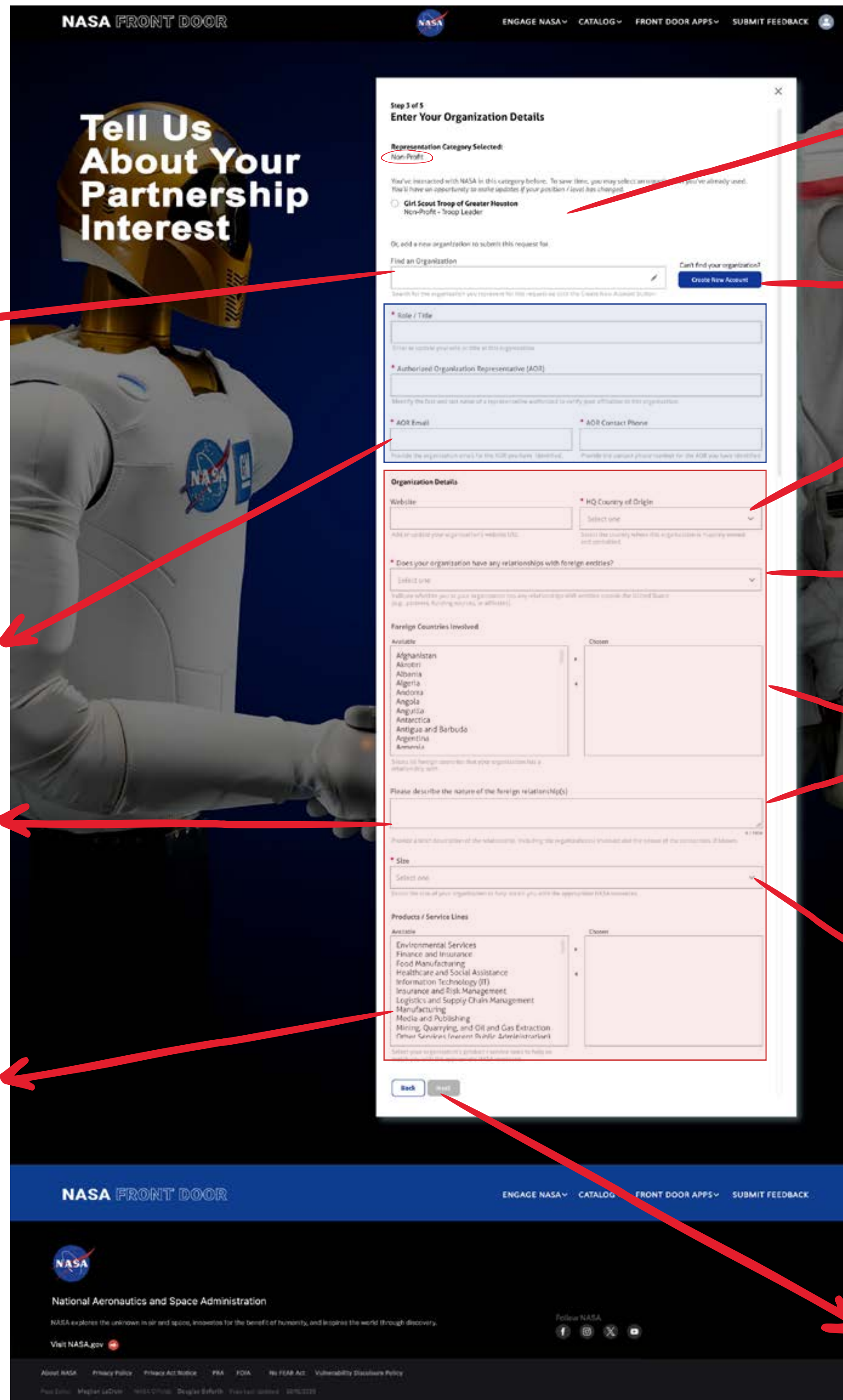
Allows the requester to search for and select an existing, verified non-profit organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Non-Profit users. Role / Title and Authorized Organization Representative support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade



Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size is collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

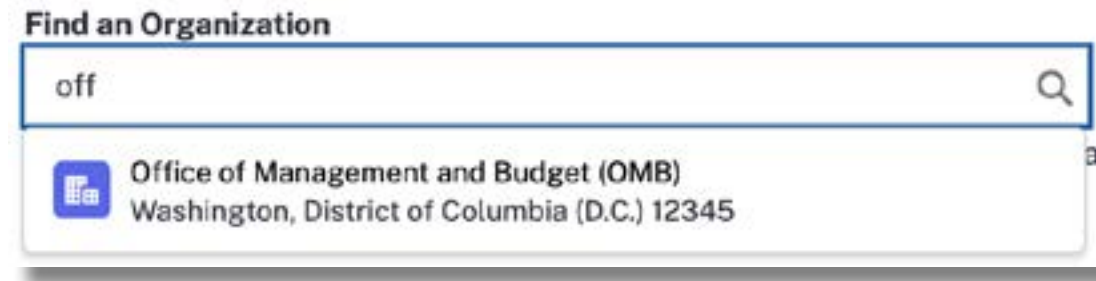
Conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

The Next button will remain inactive until all required fields are completed.

This conditional section is only displayed when the requester identifies as Other Government Agency within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Other Government Agency Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created Other Government Agency affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new entity, they may search for an existing account or create a temporary account if the organization is not found. The workflow collects only the Other Government Agency information needed for the current workflow, while allowing other Front Door Apps to collect additional fields only when required for their own use cases.

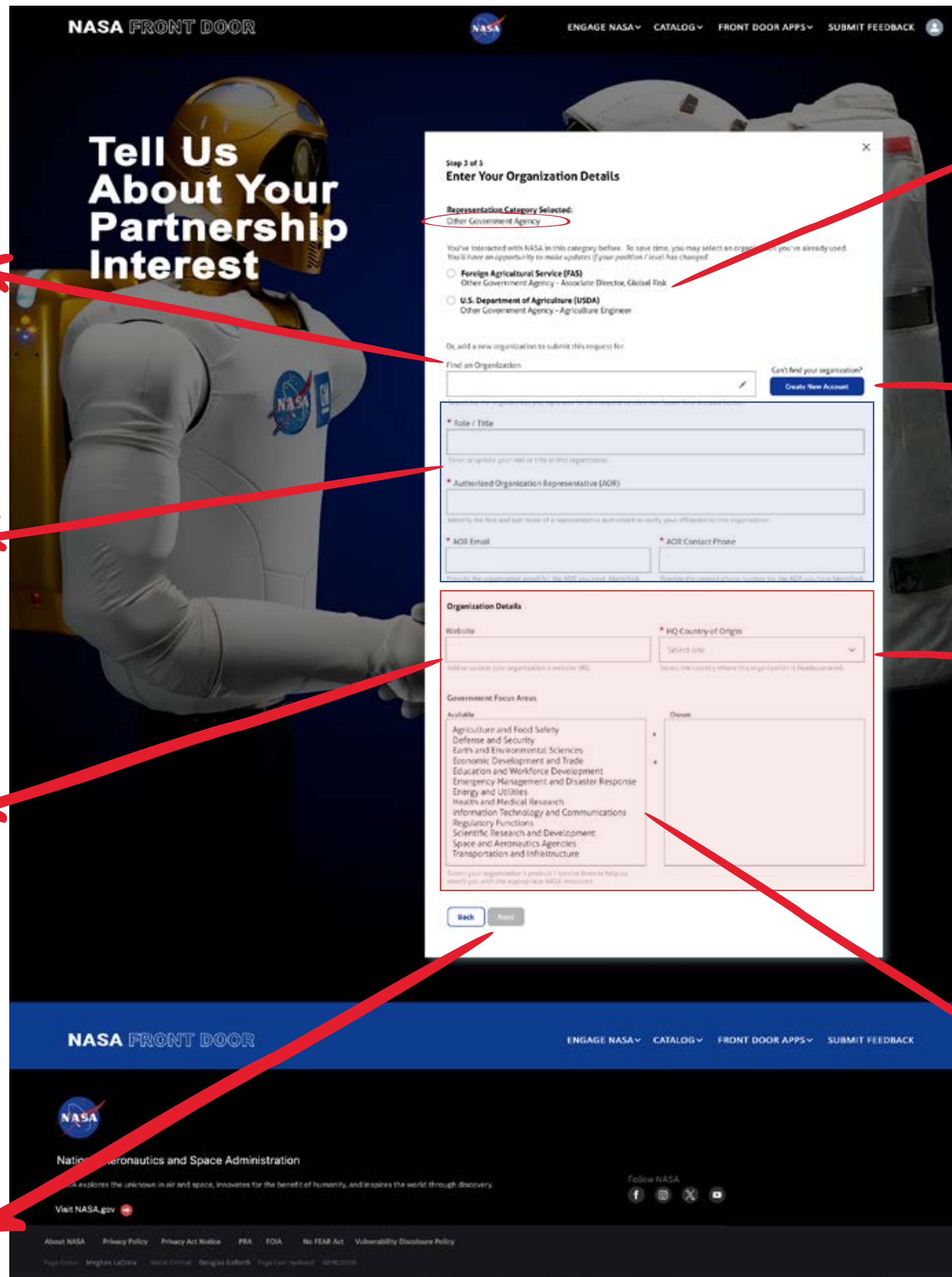


Allows the requester to search for and select an existing, verified government organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Other Government Agency Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted **BLUE** are always required for Other Government Agency users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

The Next button will remain inactive until all required fields are completed.



Existing Other Government Agency affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Other Government Agency relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select populated with a standard country list from the State Department.

Optional multi-select picklist picklist conditionally displayed with the following values:

- Agriculture and Food Safety
- Defense and Security
- Earth and Environmental Sciences
- Economic Development and Trade
- Education and Workforce Development
- Emergency Management and Disaster Response
- Energy and Utilities
- Health and Medical Research
- Information Technology and Communications
- Regulatory Functions
- Scientific Research and Development
- Space and Aeronautics Agencies
- Transportation and Infrastructure

The Create New Temporary Account workflow allows a requester to continue a NASA Front Door intake when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because NASA Front Door requests must be associated with the organization the requester is representing in most cases, this step provides a limited write-in path to create a temporary organization record for the current request.

This workflow is intentionally used only after the requester has attempted to identify an existing organization. It prevents the requester from being blocked, abandoning the intake, or contacting NASA separately when their organization is not yet available in the Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the request, and support later NASA review, stewardship, and reconciliation.

This process supports burden reduction by allowing the requester to proceed through the intake without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests through Account Contact Relationships. While the temporary account is awaiting data steward review, the requester can continue selecting that same temporary organization for future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a *Home School* is only available to those requesters who have initiated a new record as a Student or Educator. With this selection, the following fields are hidden from view because they are no longer applicable:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users will always have the option to identify Online Only institutions where there is no physical address. When this option is selected, the following fields are hidden from view because they are no longer applicable:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

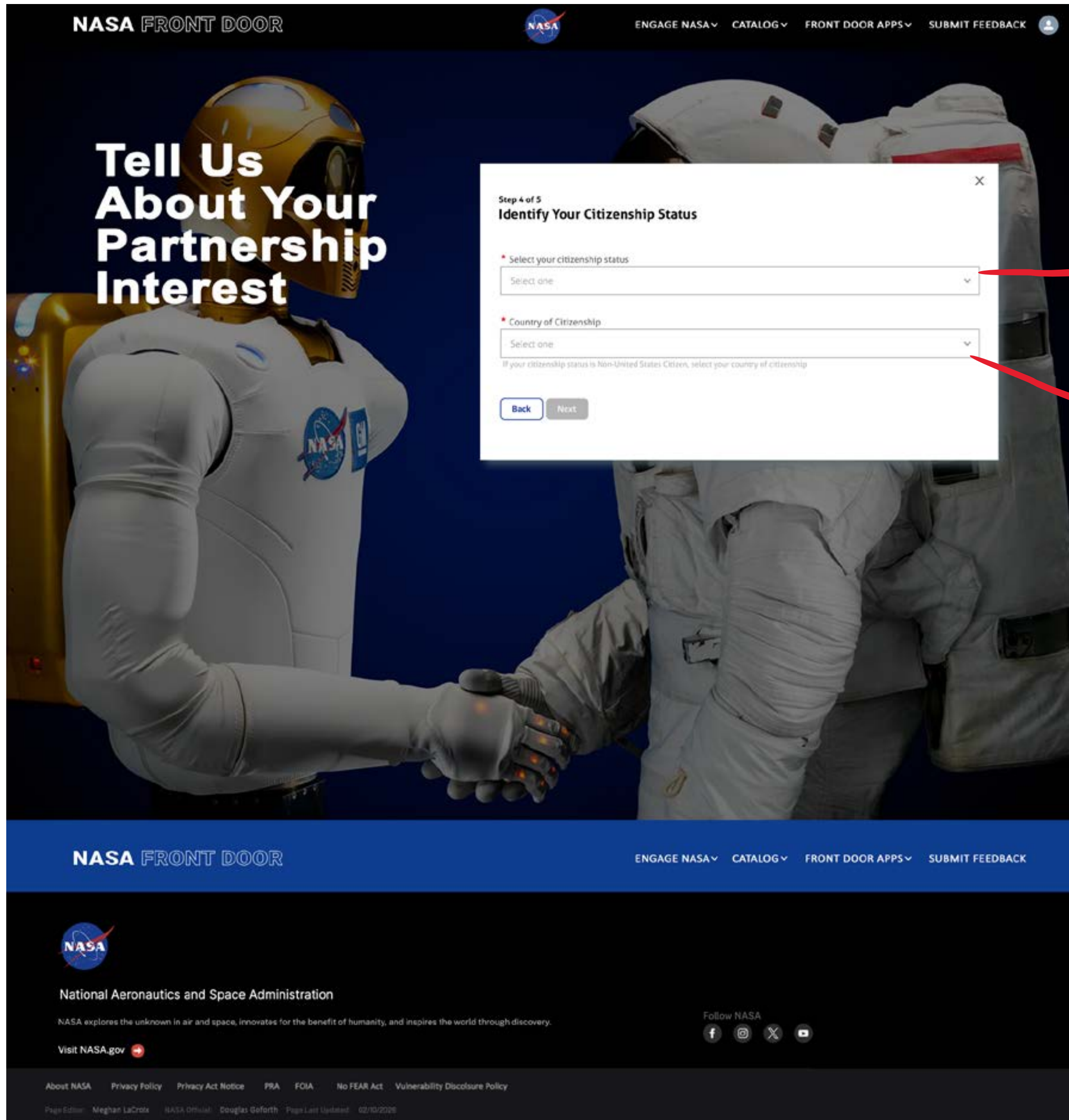
The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Citizenship step collects the requester’s citizenship status as part of NASA Front Door-managed data collection workflows when citizenship information is needed to support validation rules, routing logic, or eligibility screening for services and opportunities that may have citizenship-based requirements or restrictions.

This step reduces burden by collecting citizenship information only when required within a NASA Front Door workflow, auto-populating the most recently saved value in future intake workflows, and allowing the requester to confirm or update the value as needed. Rather than requiring the requester to re-enter citizenship information for each new request, the system displays the most recently saved value in editable format when a prior value exists. The requester may leave the existing value unchanged and continue, or update the value if their status has changed or was previously entered incorrectly.

NASA Front Door and the NASA Front Door Apps use the same citizenship fields on the shared contact record. As a result, citizenship information can be reused across experiences. If a requester previously provided citizenship status through a NASA Front Door App, that value can be auto-populated when they later initiate a NASA Front Door workflow. Conversely, if the requester first provides or updates citizenship status in NASA Front Door, that same value can later be displayed in editable format within a NASA Front Door App registration or workflow.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.



Single-select picklist with the following values:

- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

If Non-United States Citizen is selected above, the Country of Citizenship field will appear and will require users to choose their country of citizenship from a standard set of countries from the Department of State.

This field is hidden from view if any other value is selected above.

This step collects the core details NASA needs to understand the requester's proposed collaboration and route it for internal concierge review. This section focuses on the partnership concept itself, including NASA Center or facility interests, technical focus areas, mission alignment, strategic relevance, intended outcomes, and the requester's expected contribution.

The requester is not expected to know the correct NASA Center, office, or technical team before submitting. The form uses structured selections, expandable help text, and targeted narrative fields to collect enough information for NASA to identify potential matches while avoiding the burden of requiring a full agreement package, formal proposal, or detailed statement of work during initial exploration, App registration or workflow.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.

The contact fields are pre-populated from the requester's registered profile where available, reducing repeat entry.

The fields remain editable so the requester can correct outdated or context-specific information without needing to leave the workflow and update a separate profile page.

The short description helps the requester distinguish this request from other active or future requests on their NASA Front Door homepage. This is especially useful because generic requests are not tied to a specific catalog opportunity, service, or capability at the time of submission.

Multi-select Center picklist with the following values:

- Ames Research Center (ARC)
- Armstrong Flight Research Center (AFRC)
- Glenn Research Center (GRC)
- Goddard Space Flight Center (GSFC)
- Goddard Institute for Space Studies (GISS)
- Jet Propulsion Lab (JPL)
- Johnson Space Center (JSC)
- Katherine Johnson IV&V Facility
- Kennedy Space Center (KSC)
- Langley Research Center (LaRC)
- Marshall Space Flight Center (MSFC)
- Michoud Assembly Facility
- NASA Engineering and Safety Center
- NASA Headquarters (HQ)
- NASA Safety Center
- NASA Shared Services Center (NSSC)
- Neil Armstrong Test Facility
- Stennis Space Center (SSC)
- Wallops Flight Facility
- White Sands Test Facility
- I don't have a preference

Multi-select Capability picklist with the following values:

- Aerospace Power and Energy Storage
- Air Traffic Management, and Range Tracking Systems
- Autonomous Systems
- Communications, Navigation, and Tracking Systems
- Engineering and Test Services
- Exploration Destination Systems
- Flight Computing Systems
- Flight Vehicle Systems
- Ground, Test, and Surface Systems
- Guidance, Navigation, and Control
- Human Health, Life Support, and Habitation Systems
- Institutional Support Services
- Land and Real Property Use
- Launches, Entry, Descent, and Landing Systems, and Manufacturing
- Propulsion Systems
- Public Engagement
- Research, Technology Development, or Technology Transfer Services
- Robotic Systems
- Sensors and Instruments
- Software, Modeling, Simulation, and Information Processing
- Space and Mission Operations Services
- STEM and Educational Engagement
- Thermal Management Systems

Single-select picklist with the following values:

- Aeronautics Research Mission Directorate (ARMD)
- Exploration Systems Development Mission Directorate (ESDMD)
- Space Operations Mission Directorate (SOMD)
- Science Mission Directorate (SMD)
- Space Technology Mission Directorate (STMD)
- Mission Support Directorate (MSD)
- Federal / Interagency (Non-NASA Mission)
- Other

This information helps NASA identify effective communication channels and optimize its outreach strategies. By understanding where users are coming from, NASA can allocate resources more efficiently and enhance engagement with potential partners and collaborators.

This field is conditionally displayed if Other is selected in the previous question, (otherwise it is hidden from view).

Hide Mission Directorate Information

**Mission Directorate Descriptions**

**Aeronautics Research Mission Directorate (ARMD):** Conducts research to advance U.S. leadership in aeronautics, including aircraft systems, autonomous systems, aviation safety, sustainable aviation, advanced air mobility, hypersonics, and next-generation aircraft technologies. Focuses on developing and validating innovations that improve the performance, efficiency, and integration of future aviation systems.

**Exploration Systems Development Mission Directorate (ESDMD):** Manages the development of NASA's deep space exploration systems and exploration technology, including the Space Launch System (SLS), Orion spacecraft, Exploration Ground Systems (EGS), and integration for Artemis missions. Supports human spaceflight and the development of the Gateway, enabling sustained exploration and execution of complex deep space missions.

**Space Operations Mission Directorate (SOMD):** Oversees NASA's space operations, including International Space Station (ISS) operations, commercial crew and cargo transportation, and the growth of commercial spaceflight capabilities. Manages space communications and navigation (SCaN) services and infrastructure supporting missions in low Earth orbit (LEO) and extending into deep space, while advancing LEO infrastructure.

**Science Mission Directorate (SMD):** Leads NASA's science programs, including astrophysics, Biological and Physical Sciences, Earth science, heliophysics, and planetary science, through research, technology development, and flight missions. Advances discovery using sensors, satellites, and probes, and explores key questions related to astrophysics, planets, and the broader universe.

**Space Technology Mission Directorate (STMD):** Develops and demonstrates cross-cutting, high-risk, high-reward space technology through advanced technology development and innovative development efforts. Builds critical technology capabilities that enable future NASA missions and accelerates the commercialization of space technologies.

**Mission Support Directorate (MSD):** Provides agency-wide mission support functions, including procurement, human capital, infrastructure, facilities, IT, security, safety, and institutional operations. Ensures the effective management of NASA's resources and capabilities to enable mission success.

**Federal / Interagency (Non-NASA Mission):** Supports U.S. federal or interagency mission needs that may not directly align to a specific NASA mission area.

**Other:** Does not clearly align to a specific NASA mission area or national defense objective. Select this option only if no other mission area applies.

Expandable/ Collapsible help text provides mission directorate descriptions and mission alignment guidance.

Hide Alignment Information

Consider how your request supports NASA's mission priorities and outcomes, such as:

- Advancing aeronautics and aviation capabilities (e.g., safety, sustainability, next generation flight)
- Developing and enabling space exploration systems (e.g., human exploration, deep space systems, integrated architectures)
- Supporting space operations and infrastructure (e.g., low Earth orbit platforms, communications, crew and cargo transportation)
- Driving scientific research and discovery (e.g., Earth, space, and biological/physical sciences)
- Maturing and demonstrating new technologies (e.g., high-impact, cross-cutting innovations that enable future missions)
- Providing mission-enabling support capabilities (e.g., facilities, infrastructure, workforce, logistics, and institutional operations)

**Strong responses clearly describe:**

- The activity or use being proposed
- The capabilities or assets involved
- The mission outcomes being supported

You may reference:

- NASA Strategic Plan
- NASA Science Strategy
- NASA Moon-to-Mars Objectives
- NASA Technology Strategy

The Submit button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

After the requester submits the Partnership Exploration intake form, NASA Front Door displays a confirmation message indicating that the request has been received. This confirmation step does not collect additional information. It provides the requester with a system-generated request ID, current request status, estimated review timeframe, and instructions for monitoring progress through their NASA Front Door account.

The confirmation reduces burden by giving the requester immediate proof of submission, clear follow-up expectations, and a way to track progress without contacting NASA separately. It also clarifies that the submission begins exploration of a potential partnership and may not result in a formal agreement.

The image shows a screenshot of the NASA Front Door website's submission confirmation page. The background features a 3D rendering of a humanoid robot in a white NASA spacesuit shaking hands with a human astronaut in a similar suit. The robot has a gold helmet and a NASA logo on its chest. The astronaut is also in a white suit with a NASA logo. The text 'Tell Us About Your Partnership Interest' is overlaid on the robot's chest area.

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✓ **Success**

Thank you for interest with NASA!

**Request Details**

- Request ID: C-0000112
- Status: Submitted

**What to Expect**

Our team will begin reviewing your request within 3–5 business days. NASA evaluates each submission to identify potential collaboration opportunities based on mission alignment and availability. While we aim to find a path forward whenever possible, submission of this request represents an exploration of partnership and may not result in a formal agreement.

**Next Steps**

- Keep your ticket number for future reference.
- Once logged in to your Front Door account, you can locate this request directly on your home page to monitor progress.
- You will be notified via email once our internal evaluation has been completed.

**Tell Us About Your Partnership Interest**

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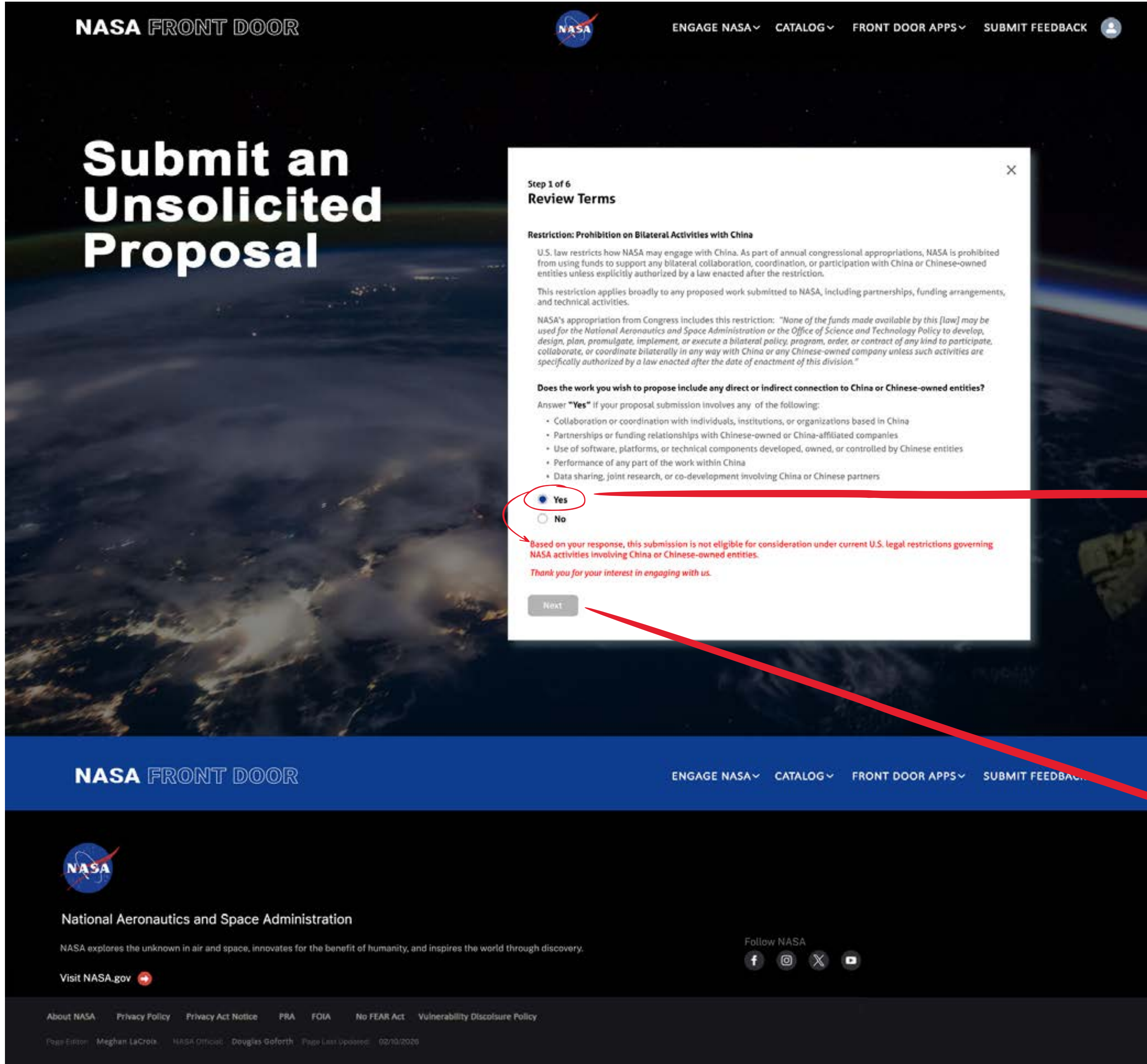
# SUBMITTING AN UNSOLICITED PROPOSAL

This workflow requires the user to be authenticated before submission. **Authenticated / Logged-in** users proceed directly to the intake workflow. **Unauthenticated** users are routed to [Login/Create Account](#) and are returned to the workflow after login or registration.

The Unsolicited Proposal workflow allows external users to submit a proposal to NASA outside of a formal NASA solicitation or Notice of Funding Opportunity. The workflow is designed to collect the information NASA needs to determine whether the proposal is eligible for consideration, understand the proposal's relevance to NASA's mission, identify potential Center matches, and route the submission for internal review.

Consistent with the other NASA Front Door workflows, the Unsolicited Proposal experience uses a standardized, guided intake approach. The user is first presented with front-end eligibility terms to help determine whether they should proceed before they spend time entering proposal information. If eligible, the requester provides a limited set of proposal details, uploads a single proposal document, and receives a submission confirmation with a request ID and status.

This workflow reduces burden by using eligibility gates before detailed collection, pre-populated contact information, structured picklists, conditional fields, expandable help text, and clear file upload instructions. The workflow is not intended to collect unnecessary information from users who are not eligible to submit an unsolicited proposal. It is also designed to avoid duplicate or premature follow-up by collecting the core information NASA needs for initial concierge review and routing.



The Unsolicited Proposal workflow begins with a terms and eligibility review to help ensure requesters understand key restrictions before they begin entering proposal details. This front-end screening step is intended to prevent users from completing the full intake if the proposed work is not eligible for consideration under current requirements.

By presenting eligibility restrictions up front, NASA Front Door helps users determine whether they should continue before collecting additional proposal information.

The step is intended to be a threshold screening step used to prevent ineligible submissions from moving forward into the full intake process.

If the user selects **Yes**, the workflow displays an ineligibility message, and the user is prevented from continuing.

If the user selects **No** the Next button is activated and the user may proceed. If they select **Yes**, the Next button will remain inactive.



# Submit an Unsolicited Proposal

## Step 1 of 6 Review Terms

### Restriction: Prohibition on Bilateral Activities with China

U.S. law restricts how NASA may engage with China. As part of annual congressional appropriations, NASA is prohibited from using funds to support any bilateral collaboration, coordination, or participation with China or Chinese-owned entities unless explicitly authorized by a law enacted after the restriction.

This restriction applies broadly to any proposed work submitted to NASA, including partnerships, funding arrangements, and technical activities.

NASA's appropriation from Congress includes this restriction: "None of the funds made available by this [law] may be used for the National Aeronautics and Space Administration or the Office of Science and Technology Policy to develop, design, plan, promulgate, implement, or execute a bilateral policy, program, order, or contract of any kind to participate, collaborate, or coordinate bilaterally in any way with China or any Chinese-owned company unless such activities are specifically authorized by a law enacted after the date of enactment of this division."

### Does the work you wish to propose include any direct or indirect connection to China or Chinese-owned entities?

Answer "Yes" if your proposal submission involves any of the following:

- Collaboration or coordination with individuals, institutions, or organizations based in China
- Partnerships or funding relationships with Chinese-owned or China-affiliated companies
- Use of software, platforms, or technical components developed, owned, or controlled by Chinese entities
- Performance of any part of the work within China
- Data sharing, joint research, or co-development involving China or Chinese partners

Yes

No

### Eligibility Requirement: Organizational Registration (SAM.gov)

To submit an unsolicited proposal, you must submit on behalf of an organization that is actively registered in the System for Award Management (SAM.gov). Organizations that are not registered in SAM.gov are not eligible for this workflow.

### Are you submitting this proposal on behalf of an organization that is actively registered in SAM.gov?

Yes I am affiliated with a registered organization and authorized to submit on its behalf

No I am not submitting on behalf of a registered organization

You do not meet the eligibility criteria to proceed with this submission.

To explore potential collaboration with NASA, click the link below to submit a Partnership Request: [Start Partnership Exploration](#)

Next

If the user selects **No** to the first eligibility question related to connections to China, the workflow will conditionally display a second eligibility section related to organizational registration in SAM.gov.

If the user selects **No**, the workflow displays an ineligibility message, and the user is prevented from continuing.

The Next button will remain inactive until **Yes** is selected for the secondary eligibility question.

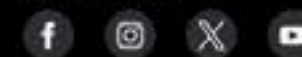


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NASA Front Door allows users to align themselves to multiple organizations with various role affiliations, allowing them to navigate between different services while maintaining data continuity and context specific organizational information. This approach allows users to maintain a single profile that can be associated to multiple organizations and switch between roles without creating duplicate records.

For example, a person may participate in one NASA experience as a student, submit a separate request as an employee of a business or non-profit, and later engage with NASA on behalf of a community organization. NASA Front Door uses Account Contact Relationships to support these different contexts without requiring the user to create separate personal accounts or repeatedly re-enter the same organization information.

[Hide Requester Information](#)

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

**Business / Industry:** Individuals from the private sector who represent for-profit commercial enterprises focused on generating economic value, such as:

- Corporations
- Small Businesses
- Retail shops
- Startups
- Manufacturing Firms
- Consulting Firms
- Management Consulting
- IT Consulting
- Franchises

**Non-Profit:** Representatives from non-profit entities that are mission-driven organizations aiming to advance knowledge and promote public engagement, such as:

- Charitable Organizations
- Advocacy Groups
- Cultural Institutions
- Professional Associations
- Trade Associations
- Faith-Based Organizations

**Other Government Agency:** Representatives from federal, state, local, tribal, and foreign government organizations, such as:

- U.S. Federal Agencies
- State Government Departments
- Municipal/County Government Representatives
- Tribal Government Councils/Representatives
- Foreign Government Research Institutions
- Diplomatic/Governmental Liaison Personnel

**Individual / Independent Researcher:** Individuals who are submitting a request with NASA on their own behalf and not as a representative of an academic institution, organization, government agency, or company.

The user types eligible to engage NASA through the current request are displayed to help individuals to determine if they qualify before entering detailed request information

Individuals will identify the user type they are representing through a single picklist with values that match the list of eligible requester types above:

- Student
- Educator
- Business/Industry
- Non-Profit
- Other Government Agency
- Individual/Independent Researcher

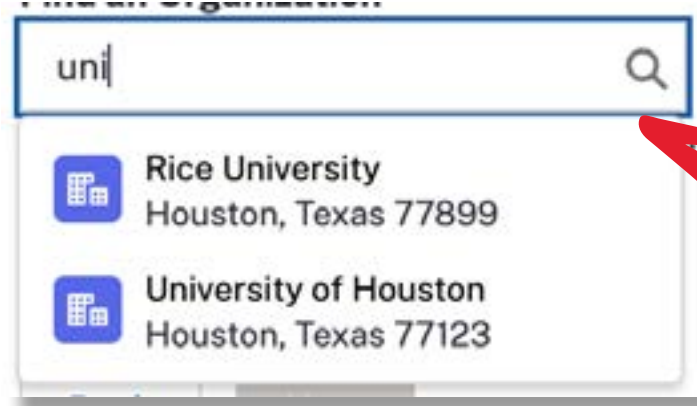
The value selected in this picklist will drive what screen the user will see next in the workflow.

Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

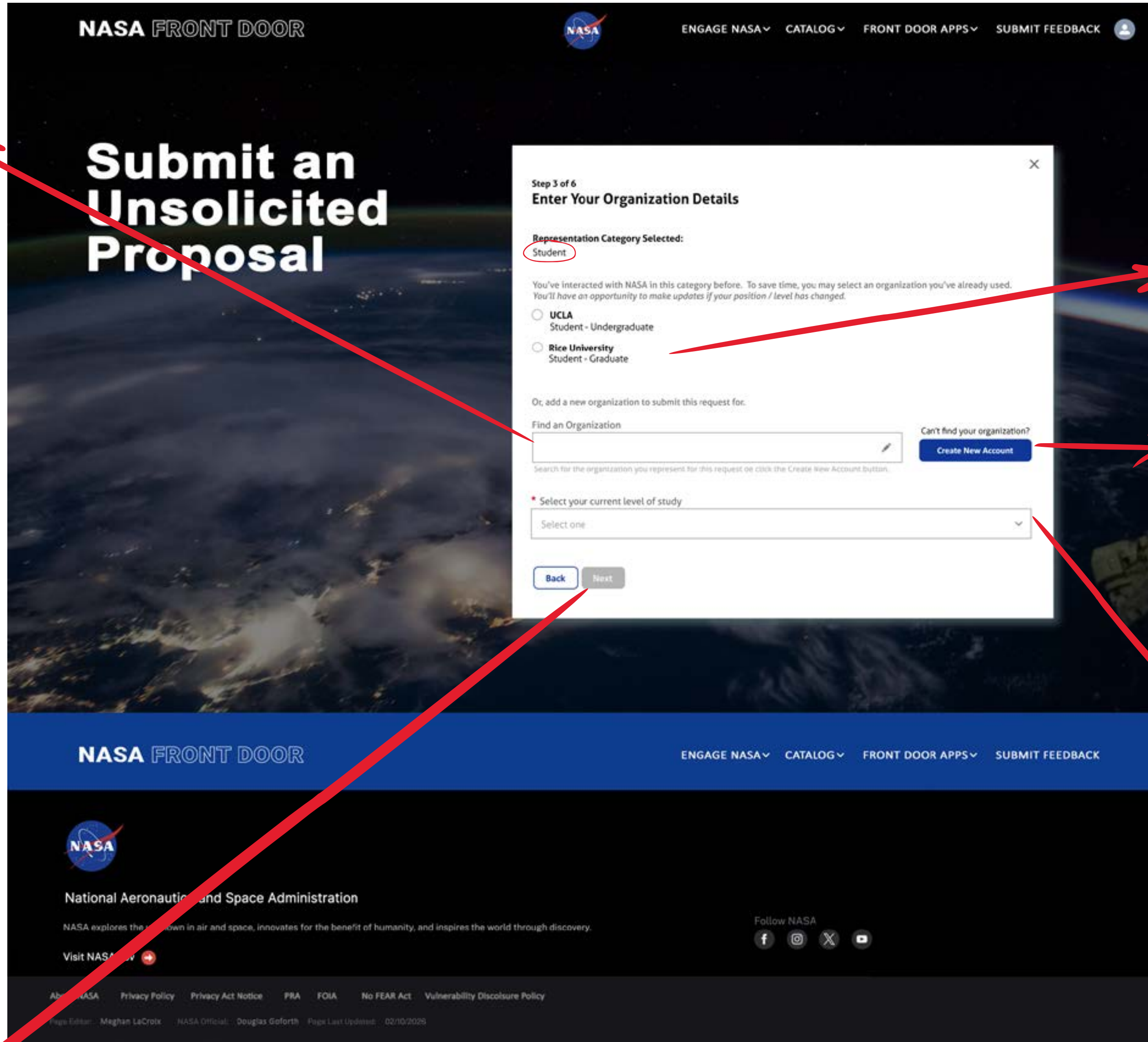
The Next button will remain inactive until a user type is selected.

This conditional section is only displayed when the requester identifies as a Student within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses a Student Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created a Student affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the student information needed for the current workflow, while allowing other Front Door Apps to collect additional student-specific fields only when required for their own use cases.



Allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.



Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Current Level of Study is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Student relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Single picklist with the following values:

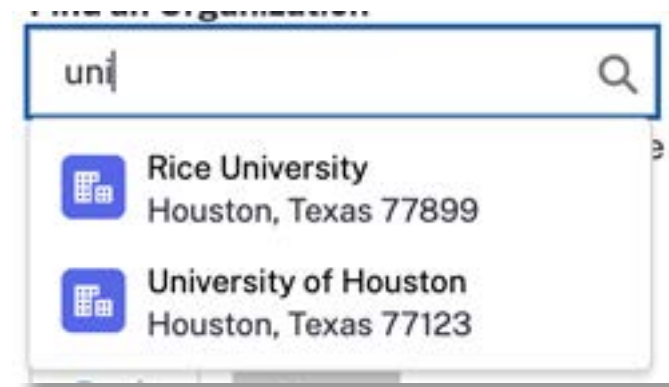
- High School
- Community College
- Undergraduate
- Graduate
- Post Doctoral

The Next button will remain inactive until an Organization and Grade Level are identified through one of the three available methods.

This conditional section is only displayed when the requester identifies as an Educator within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Educator Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created an Educator affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the educator information needed for the current workflow, while allowing other Front Door Apps to collect additional educator-specific fields only when required for their own use cases.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.

If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if *Informal Educators* is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This section is displayed when the requester selects Business / Industry. It creates or reuses a Business / Industry Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Business / Industry users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade

Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size and revenue are collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

Size is a conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

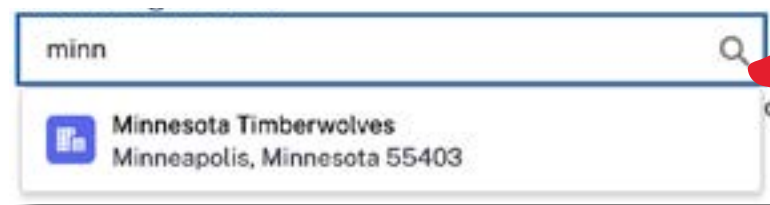
Gross Revenue is a conditionally displayed single-select picklist with the following values:

- Less than \$250,000
- \$250,000-\$1 million
- \$1 million-\$10 million
- \$10 million-\$100 million
- \$100 million-\$500 million
- Over \$500 million

The Next button will remain inactive until all required fields are completed.

This section is displayed when the requester selects Non-Profit. It creates or reuses a Non-Profit Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing Non-Profit affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the requester to search for and select an existing, verified non-profit organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Non-Profit users. Role / Title and Authorized Organization Representative support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade

Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size is collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

Conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

The Next button will remain inactive until all required fields are completed.

The Create New Temporary Account workflow allows a requester to continue a NASA Front Door intake when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because NASA Front Door requests must be associated with the organization the requester is representing in most cases, this step provides a limited write-in path to create a temporary organization record for the current request.

This workflow is intentionally used only after the requester has attempted to identify an existing organization. It prevents the requester from being blocked, abandoning the intake, or contacting NASA separately when their organization is not yet available in the Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the request, and support later NASA review, stewardship, and reconciliation.

This process supports burden reduction by allowing the requester to proceed through the intake without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests through Account Contact Relationships. While the temporary account is awaiting data steward review, the requester can continue selecting that same temporary organization for future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a *Home School* is only available to those requesters who have initiated a new record as a Student or Educator. With this selection, the following fields are hidden from view because they are no longer applicable:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users will always have the option to identify Online Only institutions where there is no physical address. When this option is selected, the following fields are hidden from view because they are no longer applicable:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

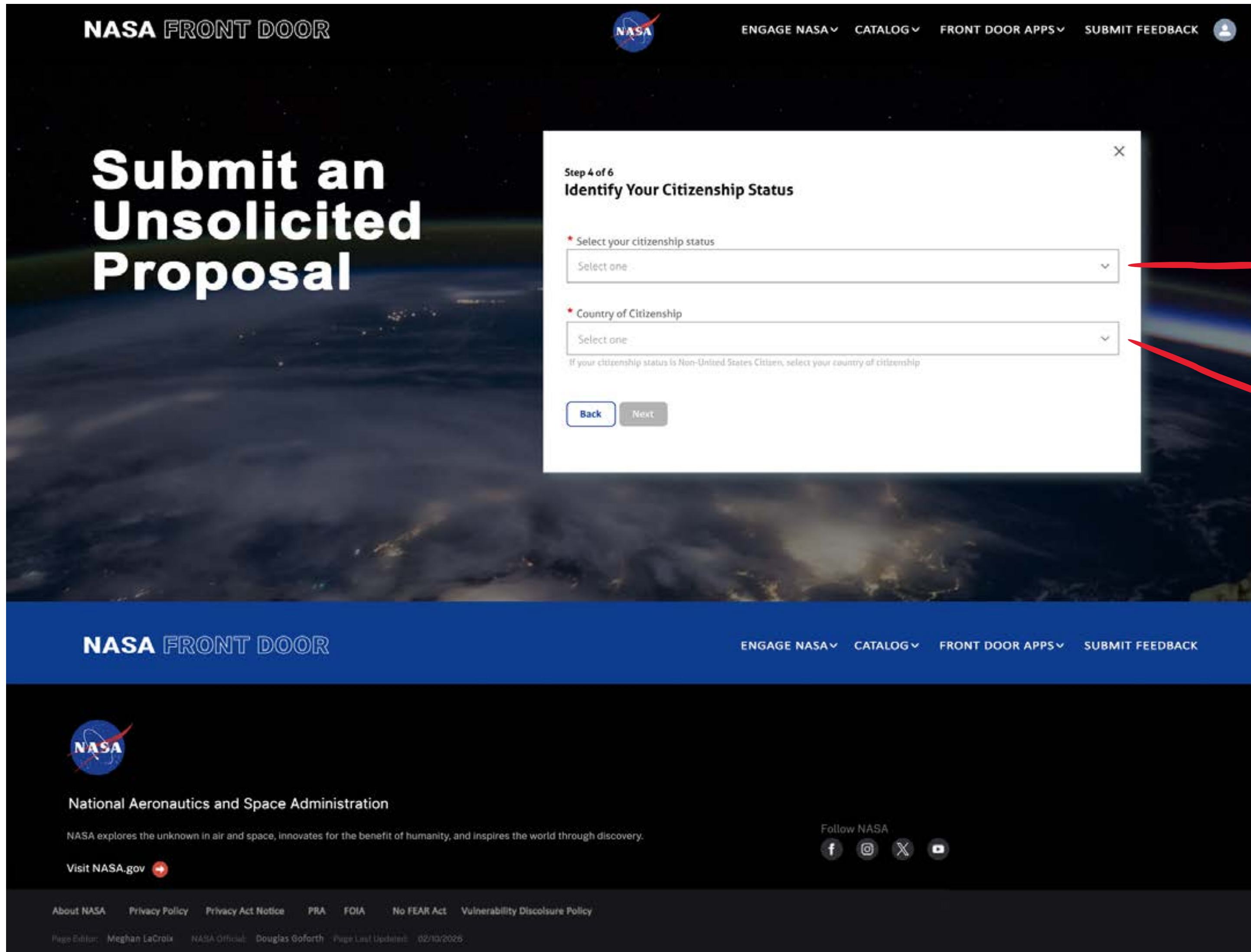
The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Citizenship step collects the requester’s citizenship status as part of NASA Front Door-managed data collection workflows when citizenship information is needed to support validation rules, routing logic, or eligibility screening for services and opportunities that may have citizenship-based requirements or restrictions.

This step reduces burden by collecting citizenship information only when required within a NASA Front Door workflow, auto-populating the most recently saved value in future intake workflows, and allowing the requester to confirm or update the value as needed. Rather than requiring the requester to re-enter citizenship information for each new request, the system displays the most recently saved value in editable format when a prior value exists. The requester may leave the existing value unchanged and continue, or update the value if their status has changed or was previously entered incorrectly.

NASA Front Door and the NASA Front Door Apps use the same citizenship fields on the shared contact record. As a result, citizenship information can be reused across experiences. If a requester previously provided citizenship status through a NASA Front Door App, that value can be auto-populated when they later initiate a NASA Front Door workflow. Conversely, if the requester first provides or updates citizenship status in NASA Front Door, that same value can later be displayed in editable format within a NASA Front Door App registration or workflow.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.



Single-select picklist with the following values:

- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

If Non-United States Citizen is selected above, the Country of Citizenship field will appear and will require users to choose their country of citizenship from a standard set of countries from the Department of State.

This field is hidden from view if any other value is selected above.

This step collects the core proposal information NASA needs to understand the submission and identify potential Center matches for review. It focuses on the unsolicited proposal itself, including mission alignment, why the proposal is being submitted outside of a NASA solicitation or Notice of Funding Opportunity, relevant compliance considerations, artificial intelligence involvement, and optional NASA point-of-contact information.

The information collected supports NASA's internal concierge review and routing process while limiting the intake to what is needed for initial evaluation and Center matching. At this point in the workflow, NASA Front Door automatically saves the request in Draft status so the requester can save progress, leave the workflow, and return later to complete or update the submission.

This reduces burden by not requiring the full proposal submission to be completed in one session. The requester can gather needed information, review responses before submission, and avoid re-entering information if they need to pause the process.

Hide Mission Directorate Information

**Mission Directorate Descriptions**

**Aeronautics Research Mission Directorate (ARMRD):** Conducts research to advance U.S. leadership in aeronautics, including aircraft systems, autonomous systems, aviation safety, sustainable aviation, advanced air mobility, hypersonics, and next-generation aircraft technologies. Focuses on developing and validating innovations that improve the performance, efficiency, and integration of future aviation systems.

**Exploration Systems Development Mission Directorate (ESDMD):** Manages the development of NASA's deep space exploration systems and exploration technology, including the Space Launch System (SLS), Orion spacecraft, Exploration Ground Systems (EGS), and integration for Artemis missions. Supports human spaceflight and the development of the Gateway, enabling sustained exploration and execution of complex deep space missions.

**Space Operations Mission Directorate (SOMD):** Oversees NASA's space operations, including International Space Station (ISS) operations, commercial crew and cargo transportation, and the growth of commercial spaceflight capabilities. Manages space communications and navigation (SCaN) services and infrastructure supporting missions in low Earth orbit (LEO) and extending into deep space, while advancing LEO infrastructure.

**Science Mission Directorate (SMD):** Leads NASA's science programs, including astrophysics, Biological and Physical Sciences, Earth science, heliophysics, and planetary science, through research, technology development, and flight missions. Advances discovery using sensors, satellites, and probes, and explores key questions related to astrophysics, planets, and the broader universe.

**Space Technology Mission Directorate (STMD):** Develops and demonstrates cross-cutting, high-risk, high-reward space technology through advanced technology development and innovative development efforts. Builds critical technology capabilities that enable future NASA missions and accelerate the commercialization of space technologies.

**Mission Support Directorate (MSD):** Provides agency-wide mission support functions, including procurement, human capital, infrastructure, facilities, IT, security, safety, and institutional operations. Ensures the effective management of NASA's resources and capabilities to enable mission success.

**Federal / Interagency (Non-NASA Mission):** Supports U.S. federal or interagency mission needs that may not directly align to a specific NASA mission area.

**Other:** Does not clearly align to a specific NASA mission area or national defense objective. Select this option only if no other mission area applies.

Expandable/ Collapsible help text provides mission directorate descriptions and mission alignment guidance.

Hide Alignment Information

Consider how your request supports NASA's mission priorities and outcomes, such as:

- Advancing aeronautics and aviation capabilities (e.g., safety, sustainability, next generation flight)
- Developing and enabling space exploration systems (e.g., human exploration, deep space systems, integrated architectures)
- Supporting space operations and infrastructure (e.g., low Earth orbit platforms, communications, crew and cargo transportation)
- Driving scientific research and discovery (e.g., Earth, space, and biological/physical sciences)
- Maturing and demonstrating new technologies (e.g., high-impact, cross-cutting innovations that enable future missions)
- Providing mission-enabling support capabilities (e.g., facilities, infrastructure, workforce, logistics, and institutional operations)

**Strong responses clearly describe:**

- The activity or use being proposed
- The capabilities or assets involved
- The mission outcomes being supported

You may reference:

- NASA Strategic Plan
- NASA Science Strategy
- NASA Moon-to-Mars Objectives
- NASA Technology Strategy

The contact fields are pre-populated from the requester's registered profile where available, reducing repeat entry.

The fields remain editable so the requester can correct outdated or context-specific information without needing to leave the workflow and update a separate profile page.

The short description helps the requester distinguish this request from other active or future requests on their NASA Front Door homepage. This is especially useful because generic requests are not tied to a specific catalog opportunity, service, or capability at the time of submission.

- Single-select picklist with the following values:
- Aeronautics Research Mission Directorate (ARMRD)
  - Exploration Systems Development Mission Directorate (ESDMD)
  - Space Operations Mission Directorate (SOMD)
  - Science Mission Directorate (SMD)
  - Space Technology Mission Directorate (STMD)
  - Mission Support Directorate (MSD)
  - Federal / Interagency (Non-NASA Mission)
  - Other

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

Because unsolicited proposals may require users to verify compliance information, proposal alignment, and supporting details, the workflow allows the requester to save progress and return later.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and follow-up burden.

This step allows the requester to upload the proposal document associated with the unsolicited proposal submission. The upload step is separated from the proposal details form to make the process clearer: the requester first provides structured intake information needed for routing and then uploads the formal proposal document for review.

The upload requirements are intentionally constrained and clearly displayed. Requesters are instructed to combine their materials into a single PDF, with one upload allowed per request and a file size limit displayed in the workflow. This approach reduces ambiguity, avoids multiple partial attachments, and helps ensure NASA receives a complete proposal package in a consistent format.

**NASA FRONT DOOR**

ENGAGE NASA ▾ CATALOG ▾ FRONT DOOR APPS ▾ SUBMIT FEEDBACK

# Submit an Unsolicited Proposal

Step 6 of 6  
**Upload Your Proposal**

Combine your materials into a single PDF and upload it here.  
File size limit: 50 MB

[Upload Files](#) Or drop files

Test.pdf  
19 KB

You have reached the file upload limit. To upload a new document, please remove the existing file and try again.

[Back](#) [Submit](#)

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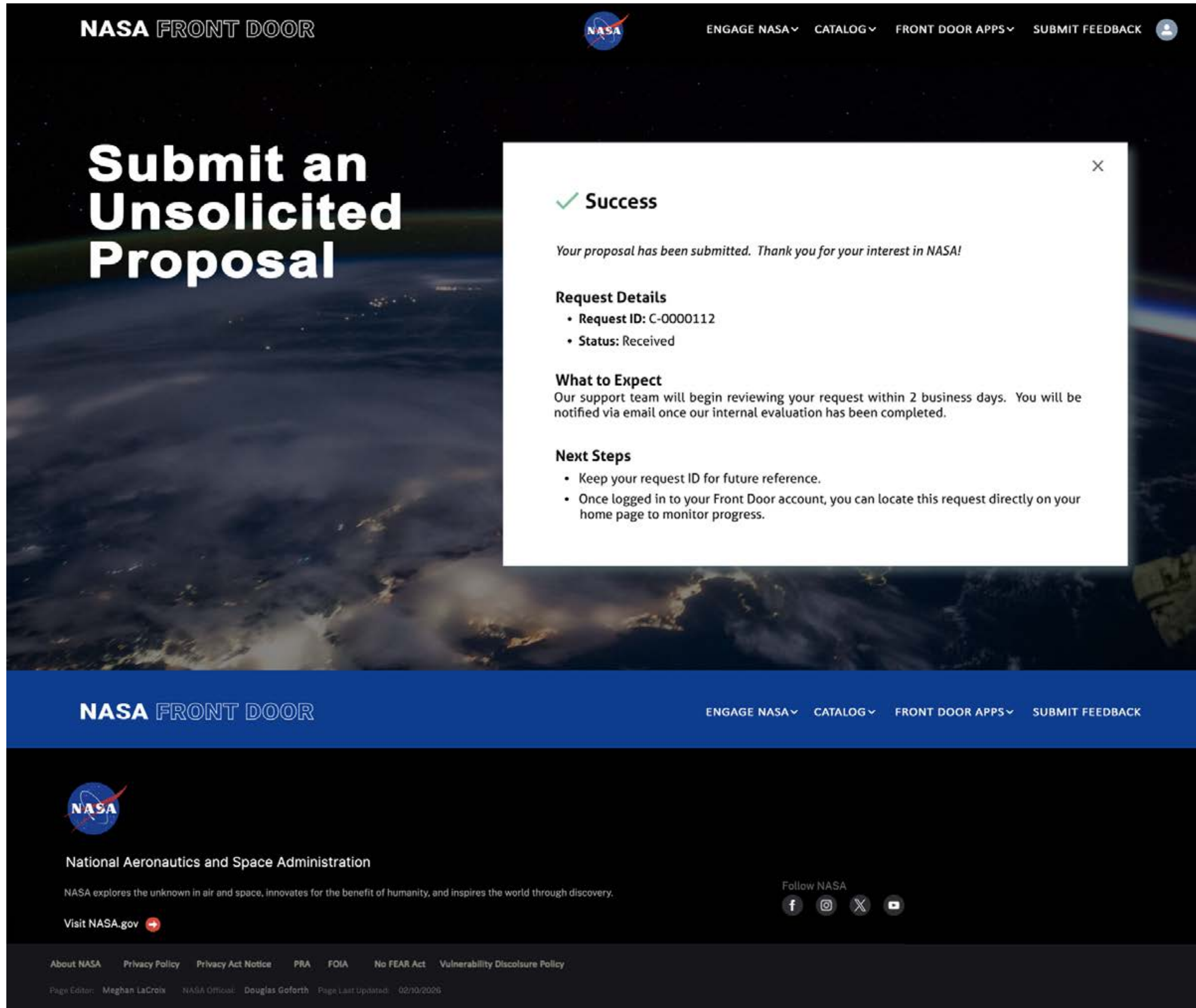
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Page Editor: Meghan LaCroix NASA Official: Douglas Goforth Page Last Updated: 02/10/2020

After the requester submits the Unsolicited Proposal workflow, NASA Front Door displays a confirmation message indicating that the proposal has been successfully submitted. This confirmation step does not collect any additional information from the requester. It closes the workflow, confirms receipt, and explains what the requester can expect next.

The confirmation page is consistent with the other NASA Front Door workflows and supports transparency by displaying the request ID, current status, expected review timeframe, and next steps for tracking progress through the requester's NASA Front Door account.



# SUBMITTING A CATALOG SERVICE REQUEST

This workflow requires the user to be authenticated before submission. **Authenticated / Logged-in** users proceed directly to the intake workflow. **Unauthenticated** users are routed to [Login/Create Account](#) and are returned to the workflow after login or registration.

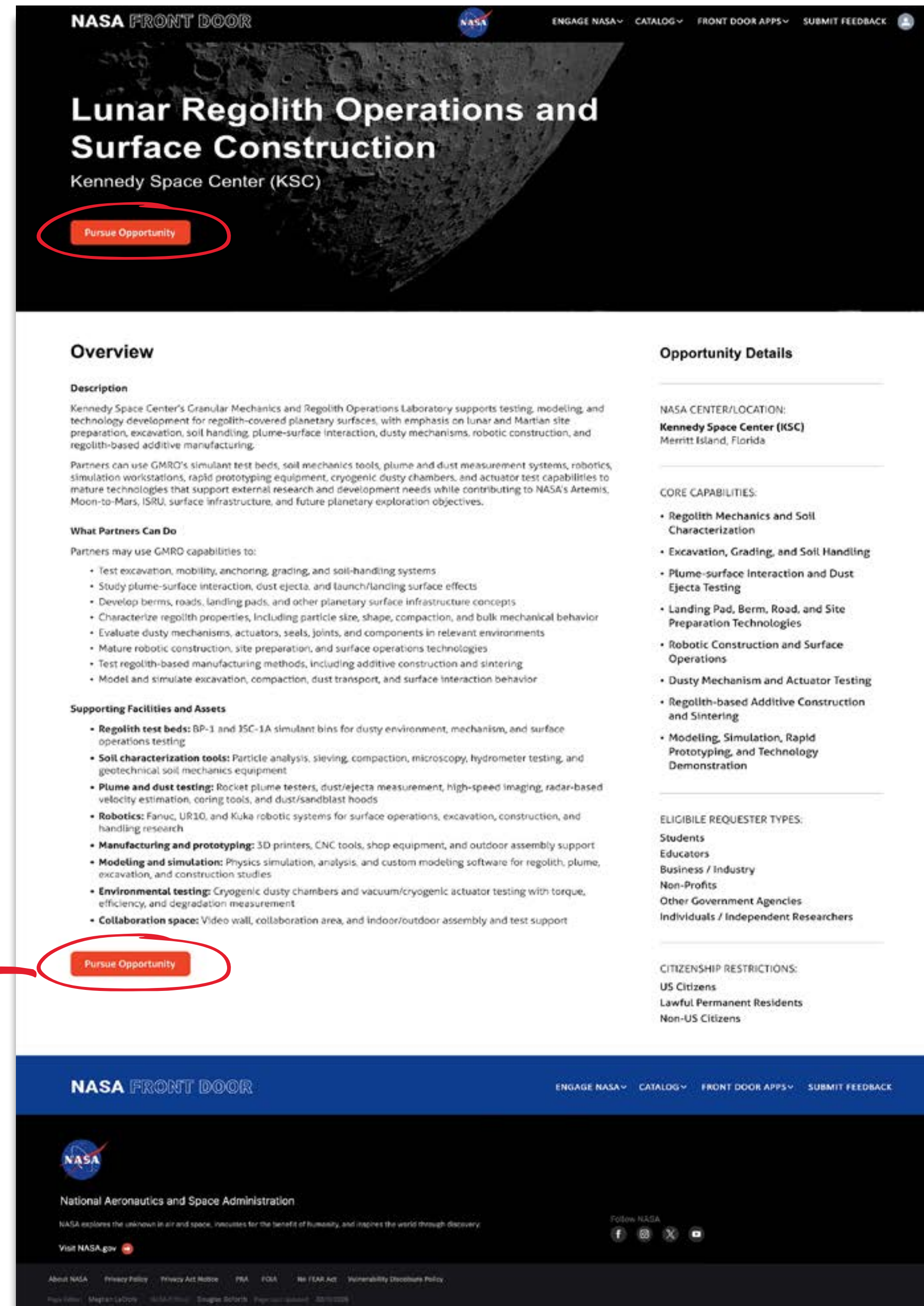
The Service Request workflow provides a standardized intake path for users who pursue a specific capability, service, facility, or opportunity listed in the NASA Front Door catalog. Unlike the general Partnership Exploration workflow, which is designed for users who may not know where their request should be routed, catalog requests begin from a specific service offering that is already associated with a NASA Center, team, capability area, or opportunity.

This workflow is intentionally standardized across catalog offerings to create a consistent user experience and reduce burden. NASA Front Door uses a common request structure that collects core contact information, mission alignment, existing NASA relationship context, collaboration details, and any additional information needed for the supporting team to review the request.

The catalog request workflow reduces burden by using the information already available from the selected catalog listing, pre-populating requester profile information where available, limiting the intake to a concise set of fields, and avoiding duplicate or service-specific forms. This approach supports consistent intake, routing, review, and reporting across NASA Front Door catalog opportunities.

The Service Catalog Offering page provides users with information about a specific NASA capability, service, facility, or opportunity before they decide whether to initiate a request. The page is designed to help users self-assess whether the opportunity appears relevant to their needs before they enter an intake workflow.

The front-end information helps reduce burden by giving users enough context to determine whether they should pursue the opportunity before they begin entering request information.



When the user selects **Pursue Opportunity**, NASA Front Door initiates the catalog request workflow for that specific offering.

NASA Front Door allows users to align themselves to multiple organizations with various role affiliations, allowing them to navigate between different services while maintaining data continuity and context specific organizational information. This approach allows users to maintain a single profile that can be associated to multiple organizations and switch between roles without creating duplicate records.

For example, a person may participate in one NASA experience as a student, submit a separate request as an employee of a business or non-profit, and later engage with NASA on behalf of a community organization. NASA Front Door uses Account Contact Relationships to support these different contexts without requiring the user to create separate personal accounts or repeatedly re-enter the same organization information.

Hide Requester Information

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

**Business / Industry:** Individuals from the private sector who represent for-profit commercial enterprises focused on generating economic value, such as:

- Corporations
- Small Businesses
- Retail shops
- Startups
- Manufacturing Firms
- Consulting Firms
- Management Consulting
- IT Consulting
- Franchises

**Non-Profit:** Representatives from non-profit entities that are mission-driven organizations aiming to advance knowledge and promote public engagement, such as:

- Charitable Organizations
- Advocacy Groups
- Cultural Institutions
- Professional Associations
- Trade Associations
- Faith-Based Organizations

**Other Government Agency:** Representatives from federal, state, local, tribal, and foreign government organizations, such as:

- U.S. Federal Agencies
- State Government Departments
- Municipal/County Government Representatives
- Tribal Government Councils/Representatives
- Foreign Government Research Institutions
- Diplomatic/Governmental Liaison Personnel

**Individual / Independent Researcher:** Individuals who are submitting a request with NASA on their own behalf and not as a representative of an academic institution, organization, government agency, or company.

The user types eligible to engage NASA through the current request are displayed to help individuals to determine if they qualify before entering detailed request information

Individuals will identify the user type they are representing through a single picklist with values that match the list of eligible requester types above:

- Student
- Educator
- Business/Industry
- Non-Profit
- Other Government Agency
- Individual/Independent Researcher

The value selected in this picklist will drive what screen the user will see next in the workflow.

Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

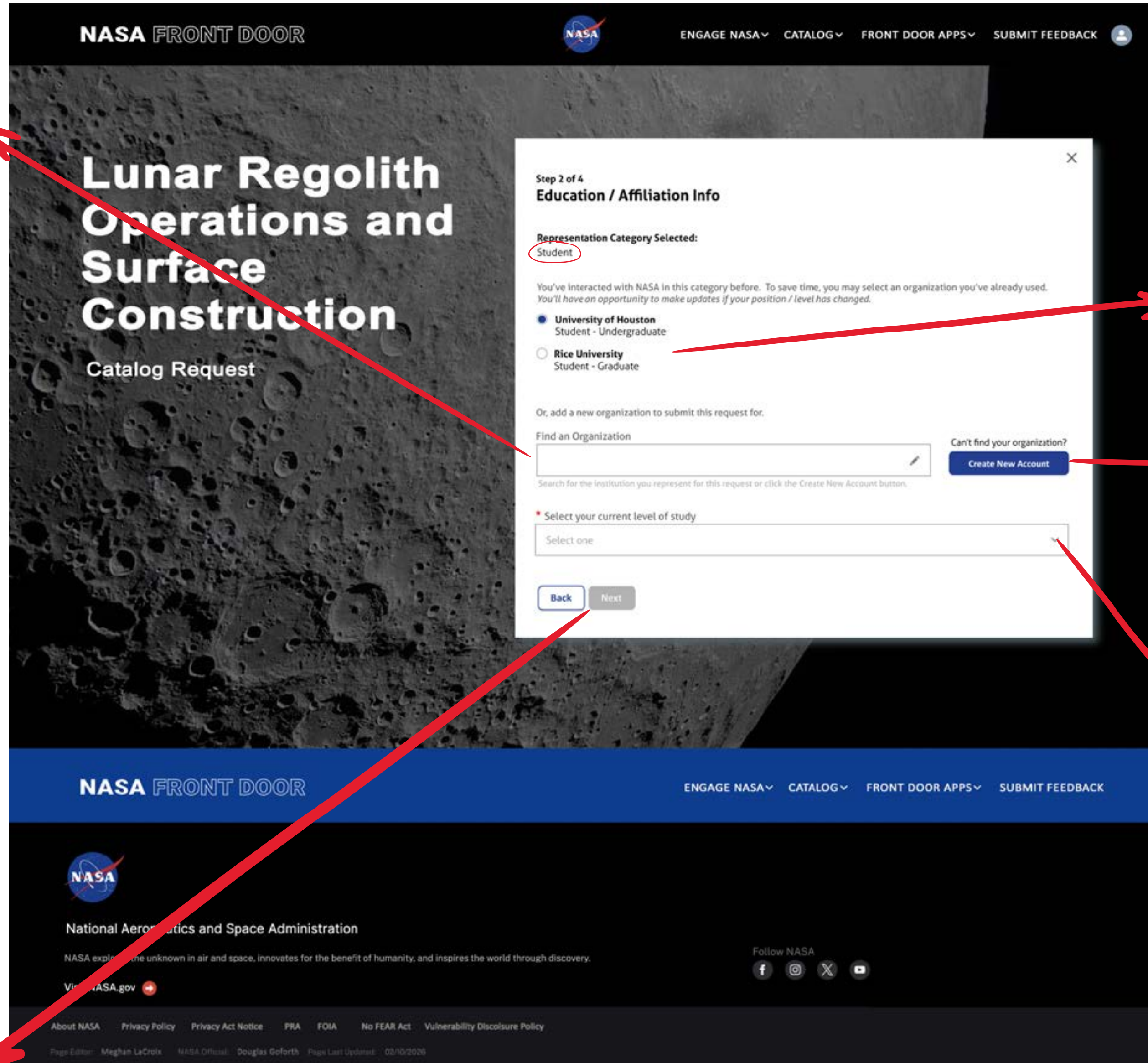
The Next button will remain inactive until a user type is selected.

This conditional section is only displayed when the requester identifies as a Student within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses a Student Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created a Student affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the student information needed for the current workflow, while allowing other Front Door Apps to collect additional student-specific fields only when required for their own use cases.



Allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.



Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Current Level of Study is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Student relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Single picklist with the following values:

- High School
- Community College
- Undergraduate
- Graduate
- Post Doctoral

The Next button will remain inactive until an Organization and Grade Level are identified through one of the three available methods.

This conditional section is only displayed when the requester identifies as an Educator within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Educator Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

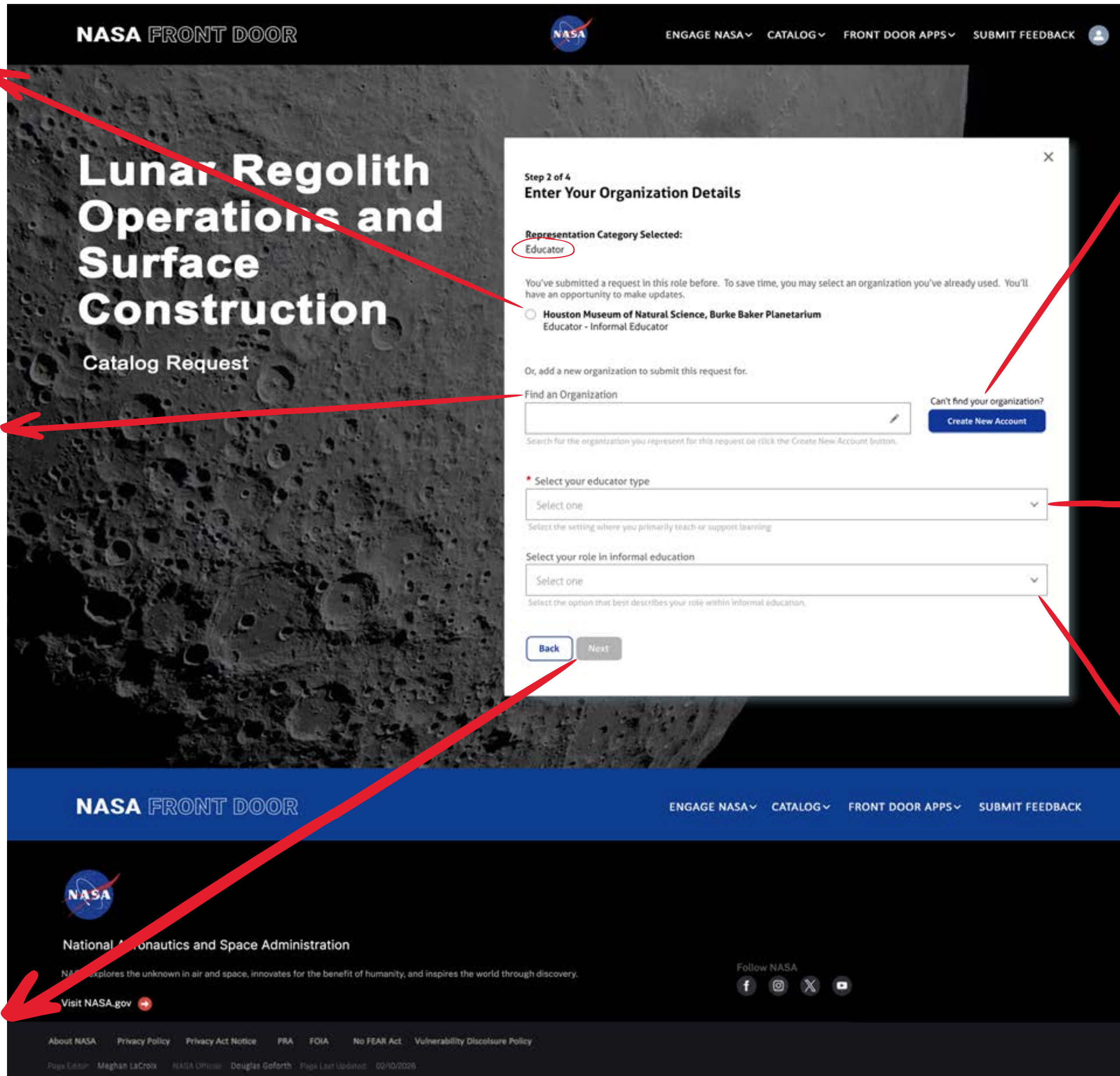
NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created an Educator affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the educator information needed for the current workflow, while allowing other Front Door Apps to collect additional educator-specific fields only when required for their own use cases.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.



If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

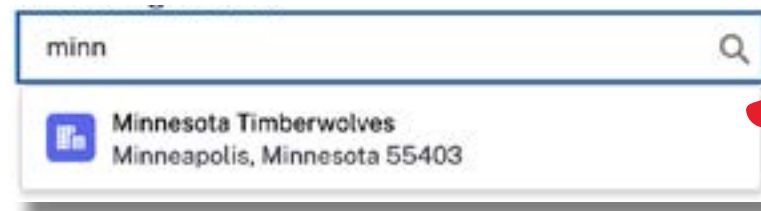
- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if **Informal Educators** is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This section is displayed when the requester selects Business / Industry. It creates or reuses a Business / Industry Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Business / Industry users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade

Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size and revenue are collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

Size is a conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

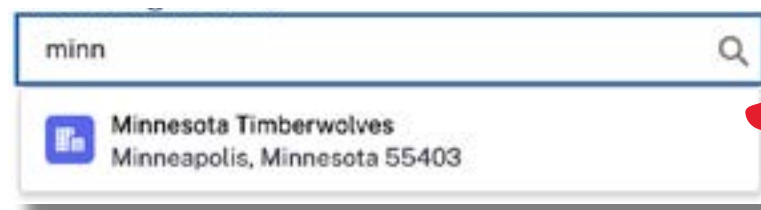
Gross Revenue is a conditionally displayed single-select picklist with the following values:

- Less than \$250,000
- \$250,000-\$1 million
- \$1 million-\$10 million
- \$10 million-\$100 million
- \$100 million-\$500 million
- Over \$500 million

The Next button will remain inactive until all required fields are completed.

This section is displayed when the requester selects Non-Profit. It creates or reuses a Non-Profit Account Contact Relationship so the requester can represent the same organization across future NASA Front Door workflows and integrated Front Door Apps without re-entering the same affiliation details.

NASA Front Door first surfaces existing Non-Profit affiliations for reuse. If no existing relationship applies, the requester may search for a verified organization or create a temporary organization account if the organization cannot be found. Additional vetting fields are displayed only when the organization has not already been vetted, reducing duplicate collection while still supporting NASA review, routing, and eligibility screening.



Allows the requester to search for and select an existing, verified non-profit organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted in **BLUE** are always required for Non-Profit users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

Optional multi-select picklist conditionally displayed with the following values:

- Accommodation and Food Services
- Administrative and Support Services
- Aerospace and Defense
- Agriculture, Forestry, Fishing, and Hunting
- Arts, Entertainment, and Recreation
- Automotive Industry
- Chemicals Manufacturing
- Construction
- Education Services
- Environmental Services
- Finance and Insurance
- Food Manufacturing
- Healthcare and Social Assistance
- Information Technology (IT)
- Insurance and Risk Management
- Logistics and Supply Chain Management
- Manufacturing
- Media and Publishing
- Mining, Quarrying, and Oil and Gas Extraction
- Other Services (except Public Administration)
- Pharmaceuticals and Biotechnology
- Professional, Scientific, and Technical Services
- Public Administration
- Real Estate and Rental & Leasing
- Retail Trade
- Semiconductors and Electronics
- Telecommunications
- Transportation and Warehousing
- Utilities
- Wholesale Trade

Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select picklist populated with a standard country list from the State Department.

Conditionally displayed single-select picklist containing Yes and No values.

If the requester indicates the organization has foreign relationships, additional fields are displayed to collect the country or countries involved and a brief description. If No is selected, these fields are hidden.

Size is collected through structured picklists to support routing, eligibility screening, and matching to appropriate NASA opportunities, capabilities, or services.

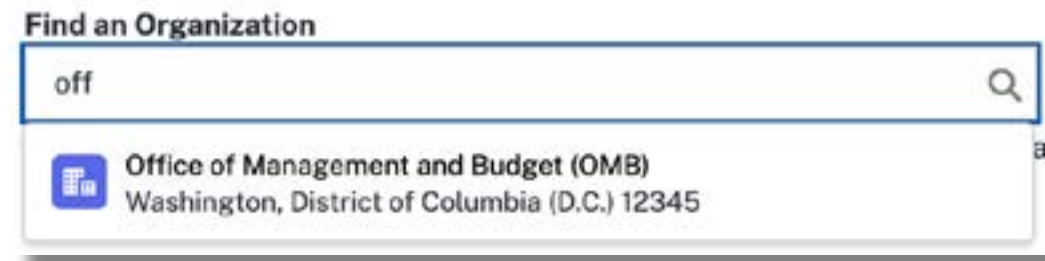
Conditionally displayed single-select picklist with the following values:

- Less than 50 employees
- 50-500 employees
- 500-1000 employees
- 1000-10,000 employees
- Over 10,000 employees

The Next button will remain inactive until all required fields are completed.

This conditional section is only displayed when the requester identifies as Other Government Agency within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Other Government Agency Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created Other Government Agency affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new entity, they may search for an existing account or create a temporary account if the organization is not found. The workflow collects only the Other Government Agency information needed for the current workflow, while allowing other Front Door Apps to collect additional fields only when required for their own use cases.

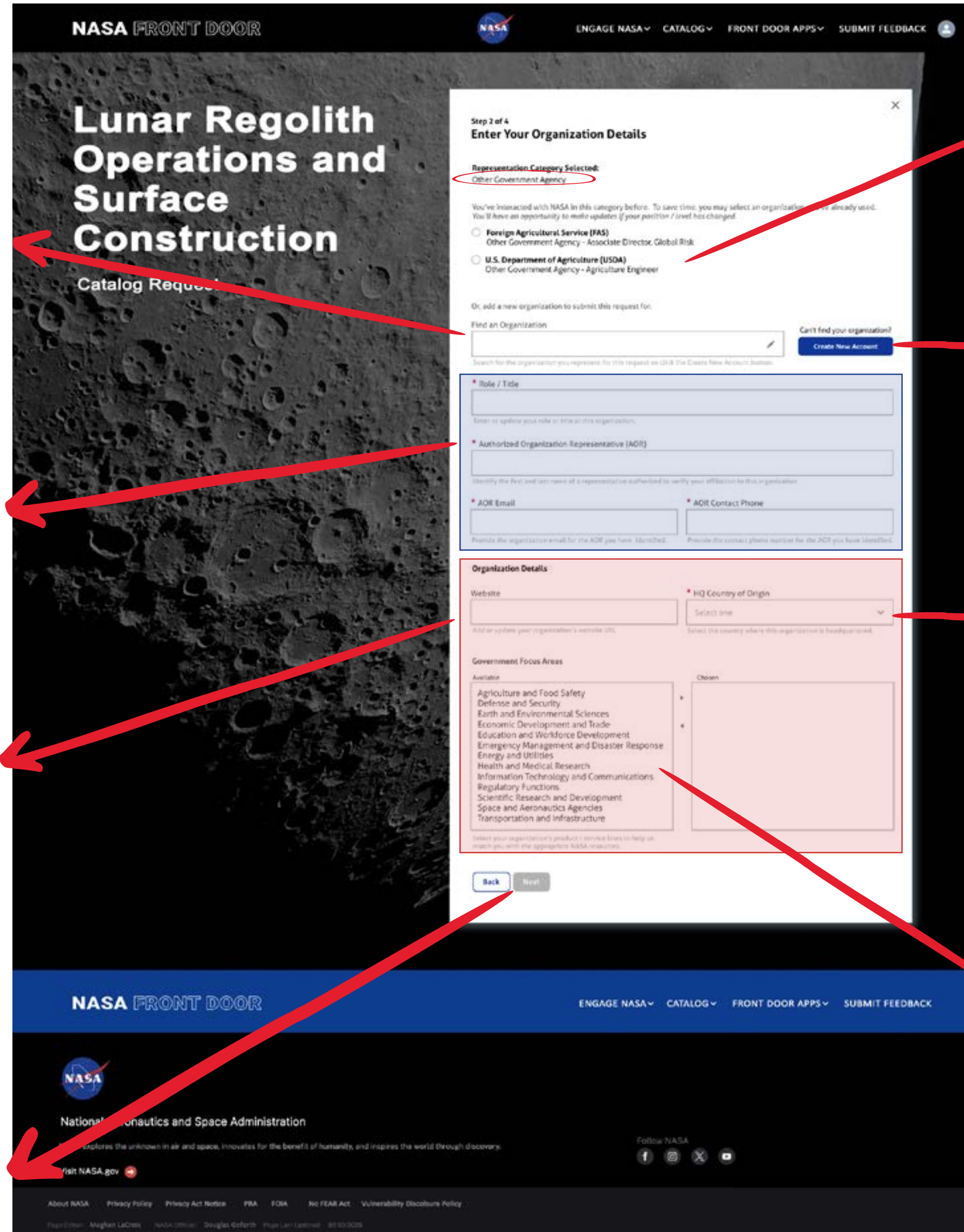


Allows the requester to search for and select an existing, verified government organization from the shared account database. After selection, the requester provides only the relationship-specific metadata required for this workflow. Once submitted, the system creates a reusable Other Government Agency Account Contact Relationship that can be selected in future workflows when the requester represents the same organization.

Core relationship fields highlighted **BLUE** are always required for Other Government Agency users. Role / Title and Authorized Organization Representative contact information support review of the requester's relationship to the organization they are representing. These fields help NASA understand who is submitting on behalf of the organization without requiring the requester to complete a full organization-vetting profile unless it is needed.

Additional vetting fields highlighted in **RED** are displayed only when the selected organization has not already been vetted. These fields collect organization-level information needed to support NASA review, eligibility screening, and routing. Once NASA completes vetting and the organization status is updated, future requesters representing the same organization will not see this section because the organization-level information has already been collected and reviewed.

The Next button will remain inactive until all required fields are completed.



Existing Other Government Agency affiliations are surfaced for reuse. If selected, the organization is reused and saved relationship-specific information is displayed in editable format so the requester can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the requester may create a temporary organization account. Once submitted, the temporary organization can be associated with the user's Other Government Agency relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Conditionally displayed single-select populated with a standard country list from the State Department.

Optional multi-select picklist picklist conditionally displayed with the following values:

- Agriculture and Food Safety
- Defense and Security
- Earth and Environmental Sciences
- Economic Development and Trade
- Education and Workforce Development
- Emergency Management and Disaster Response
- Energy and Utilities
- Health and Medical Research
- Information Technology and Communications
- Regulatory Functions
- Scientific Research and Development
- Space and Aeronautics Agencies
- Transportation and Infrastructure

The Create New Temporary Account workflow allows a requester to continue a NASA Front Door intake when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because NASA Front Door requests must be associated with the organization the requester is representing in most cases, this step provides a limited write-in path to create a temporary organization record for the current request.

This workflow is intentionally used only after the requester has attempted to identify an existing organization. It prevents the requester from being blocked, abandoning the intake, or contacting NASA separately when their organization is not yet available in the Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the request, and support later NASA review, stewardship, and reconciliation.

This process supports burden reduction by allowing the requester to proceed through the intake without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests through Account Contact Relationships. While the temporary account is awaiting data steward review, the requester can continue selecting that same temporary organization for future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a *Home School* is only available to those requesters who have initiated a new record as a Student or Educator. With this selection, the following fields are hidden from view because they are no longer applicable:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users will always have the option to identify Online Only institutions where there is no physical address. When this option is selected, the following fields are hidden from view because they are no longer applicable:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

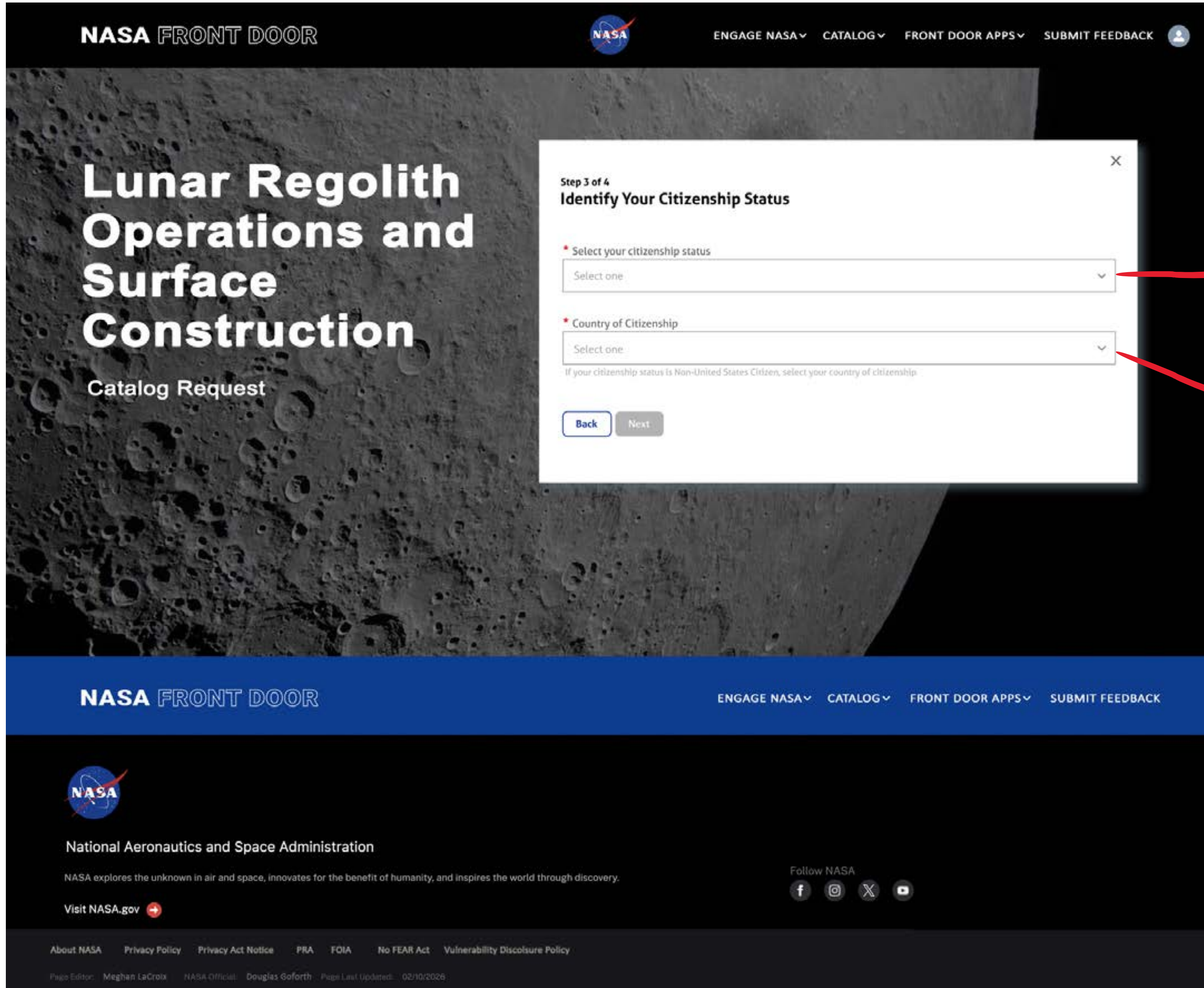
The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Citizenship step collects the requester’s citizenship status as part of NASA Front Door-managed data collection workflows when citizenship information is needed to support validation rules, routing logic, or eligibility screening for services and opportunities that may have citizenship-based requirements or restrictions.

This step reduces burden by collecting citizenship information only when required within a NASA Front Door workflow, auto-populating the most recently saved value in future intake workflows, and allowing the requester to confirm or update the value as needed. Rather than requiring the requester to re-enter citizenship information for each new request, the system displays the most recently saved value in editable format when a prior value exists. The requester may leave the existing value unchanged and continue, or update the value if their status has changed or was previously entered incorrectly.

NASA Front Door and the NASA Front Door Apps use the same citizenship fields on the shared contact record. As a result, citizenship information can be reused across experiences. If a requester previously provided citizenship status through a NASA Front Door App, that value can be auto-populated when they later initiate a NASA Front Door workflow. Conversely, if the requester first provides or updates citizenship status in NASA Front Door, that same value can later be displayed in editable format within a NASA Front Door App registration or workflow.

This approach keeps the collection visible and editable, reduces repeat entry, supports shared-profile consistency, and improves data quality across NASA Front Door and related Front Door App experiences.



Single-select picklist with the following values:

- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

If Non-United States Citizen is selected above, the Country of Citizenship field will appear and will require users to choose their country of citizenship from a standard set of countries from the Department of State.

This field is hidden from view if any other value is selected above.

This step collects the information needed for NASA to review a request submitted from a specific catalog offering. At this point in the experience, the user has already selected a defined capability, service, facility, or opportunity from the NASA Front Door catalog. This means NASA already has key routing context from the selected offering, allowing the intake form to remain shorter and more focused than a general exploratory workflow.

This step collects only the core information needed to understand the requester's interest, confirm NASA mission alignment, identify any existing NASA agreements or contracts, and understand the proposed collaboration or use of the selected offering. The form is intentionally generic and standardized so it can support many catalog opportunities without requiring a separate custom intake process for each one.

The workflow reduces burden by using pre-populated contact information, structured mission alignment fields, expandable help text, and targeted narrative questions. It avoids asking the requester to re-enter information already represented by the catalog listing itself, such as the NASA Center, capability, or service area associated with the opportunity.

The contact fields are pre-populated from the requester's registered profile where available, reducing repeat entry.

The fields remain editable so the requester can correct outdated or context-specific information without needing to leave the workflow and update a separate profile page.

Single-select picklist with the following values:

- Aeronautics Research Mission Directorate (ARMD)
- Exploration Systems Development Mission Directorate (ESDMD)
- Space Operations Mission Directorate (SOMD)
- Science Mission Directorate (SMD)
- Space Technology Mission Directorate (STMD)
- Mission Support Directorate (MSD)
- Federal / Interagency (Non-NASA Mission)
- Other

Single-select picklist containing Yes and No values.

This field is conditionally displayed if Yes is selected in the previous question, (otherwise it is hidden from view).

Because the offering itself already provides substantial context, the form remains focused on the requester's proposed use, contribution, and desired outcome.

Open-text fields are limited to the information that cannot be captured through the selected catalog offering or structured picklists.

The Submit button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

Hide Mission Directorate Information

**Mission Directorate Descriptions**

**Aeronautics Research Mission Directorate (ARMD):** Conducts research to advance U.S. leadership in aeronautics, including aircraft systems, autonomous systems, aviation safety, sustainable aviation, advanced air mobility, hypersonics, and next-generation aircraft technologies. Focuses on developing and validating innovations that improve the performance, efficiency, and integration of future aviation systems.

**Exploration Systems Development Mission Directorate (ESDMD):** Manages the development of NASA's deep space exploration systems and exploration technology, including the Space Launch System (SLS), Orion spacecraft, Exploration Ground Systems (EGS), and integration for Artemis missions. Supports human spaceflight and the development of the Gateway, enabling sustained exploration and execution of complex deep space missions.

**Space Operations Mission Directorate (SOMD):** Oversees NASA's space operations, including International Space Station (ISS) operations, commercial crew and cargo transportation, and the growth of commercial spaceflight capabilities. Manages space communications and navigation (SCaN) services and infrastructure supporting missions in low Earth orbit (LEO) and extending into deep space, while advancing LEO infrastructure.

**Science Mission Directorate (SMD):** Leads NASA's science programs, including astrophysics, Biological and Physical Sciences, Earth science, heliophysics, and planetary science, through research, technology development, and flight missions. Advances discovery using sensors, satellites, and probes, and explores key questions related to astrophysics, planets, and the broader universe.

**Space Technology Mission Directorate (STMD):** Develops and demonstrates cross-cutting, high-risk, high-reward space technology through advanced technology development and innovative development efforts. Builds critical technology capabilities that enable future NASA missions and accelerate the commercialization of space technologies.

**Mission Support Directorate (MSD):** Provides agency-wide mission support functions, including procurement, human capital, infrastructure, facilities, IT, security, safety, and institutional operations. Ensures the effective management of NASA's resources and capabilities to enable mission success.

**Federal / Interagency (Non-NASA Mission):** Supports U.S. federal or interagency mission needs that may not directly align to a specific NASA mission area.

**Other:** Does not clearly align to a specific NASA mission area or national defense objective. Select this option only if no other mission area applies.

Hide Alignment Information

Consider how your request supports NASA's mission priorities and outcomes, such as:

- Advancing aeronautics and aviation capabilities (e.g., safety, sustainability, next generation flight)
- Developing and enabling space exploration systems (e.g., human exploration, deep space systems, integrated architectures)
- Supporting space operations and infrastructure (e.g., low Earth orbit platforms, communications, crew and cargo transportation)
- Driving scientific research and discovery (e.g., Earth, space, and biological/physical sciences)
- Maturing and demonstrating new technologies (e.g., high-impact, cross-cutting innovations that enable future missions)
- Providing mission-enabling support capabilities (e.g., facilities, infrastructure, workforce, logistics, and institutional operations)

**Strong responses clearly describe:**

- The activity or use being proposed
- The capabilities or assets involved
- The mission outcomes being supported

You may reference:

- NASA Strategic Plan
- NASA Science Strategy
- NASA Moon-to-Mars Objectives
- NASA Technology Strategy

Expandable/ Collapsible help text provides mission directorate descriptions and mission alignment guidance.

After a requester submits a catalog request, NASA Front Door displays a confirmation message indicating that the request has been received. This step does not collect additional information. It provides the requester with a system-generated request ID, current status, estimated review timeframe, and instructions for monitoring progress through their NASA Front Door account.

This reduces burden by providing immediate confirmation, clear follow-up expectations, and a way to track progress without submitting duplicate requests or contacting NASA separately for status.

The screenshot shows the NASA Front Door website interface. The top navigation bar includes the NASA logo and links for ENGAGE NASA, CATALOG, FRONT DOOR APPS, and SUBMIT FEEDBACK. The main content area features a large background image of the lunar surface with the text "Lunar Regolith Operations and Surface Construction Catalog Request". A white confirmation modal is displayed in the center, titled "Success" with a green checkmark. The modal contains the following text: "Thank you for interest with NASA!", "Request Details" (Request ID: C-0000112, Status: Received), "What to Expect" (review within 3-5 business days), and "Next Steps" (keep ticket number, locate request on home page, and email notification).

**NASA FRONT DOOR**

ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

# Lunar Regolith Operations and Surface Construction

## Catalog Request

**Success**

Thank you for interest with NASA!

**Request Details**

- Request ID: C-0000112
- Status: Received

**What to Expect**

Our team will begin reviewing your request within 3–5 business days. NASA evaluates each submission to identify potential collaboration opportunities based on mission alignment and availability. While we aim to find a path forward whenever possible, submission of this request represents an exploration of partnership and may not result in a formal agreement.

**Next Steps**

- Keep your ticket number for future reference.
- Once logged in to your Front Door account, you can locate this request directly on your home page to monitor progress.
- You will be notified via email once our internal evaluation has been completed.

**NASA FRONT DOOR**

ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

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Page Editor: Meghan LaCroix NASA Official: Douglas Goforth Page Last Updated: 02/10/2026

# **FRONT DOOR APP - NASA STEM GATEWAY REGISTRATION**

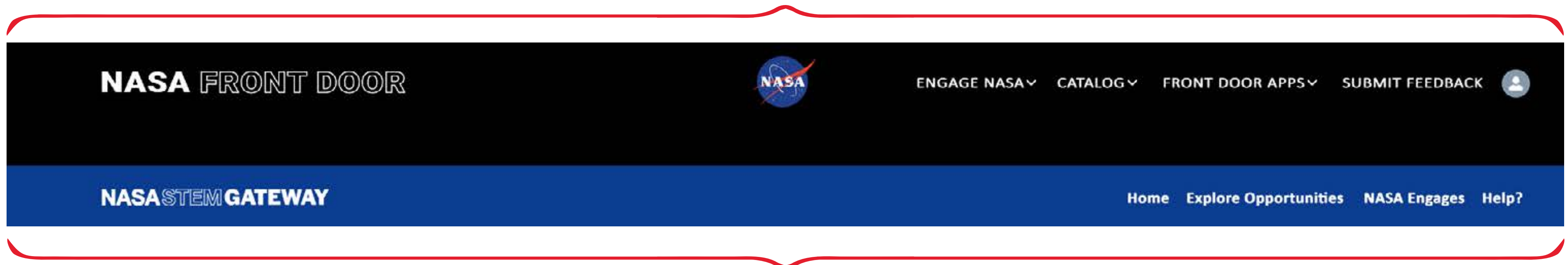
NASA Front Door uses a persistent parent header across the broader Front Door environment. When users navigate into NASA STEM Gateway, the NASA Front Door header remains visible, and a NASA STEM Gateway-specific sub-header appears below it. This allows users to retain access to Front Door-wide navigation while also seeing navigation specific to the Gateway application.

The NASA STEM Gateway child header is displayed only while the user is within the Gateway experience. When the user returns to NASA Front Door proper, the Gateway header disappears. This supports a consistent integrated experience while helping users distinguish between parent-level navigation and application-specific navigation.

The headers are navigational only and do not directly collect information. Any data collection occurs only after a user selects a workflow, registration path, or application-specific process.

Overall, the parent/child header structure supports orientation, consistency, and reduced navigation burden across NASA Front Door and integrated applications. The persistent NASA Front Door header reinforces the shared environment, while the NASA STEM Gateway sub-header provides application-specific navigation only when relevant. This approach helps users move between NASA Front Door and Gateway without losing context and without introducing additional information collection from the header itself.

### PARENT NASA FRONT DOOR HEADER



### CHILD NASA STEM GATEWAY HEADER

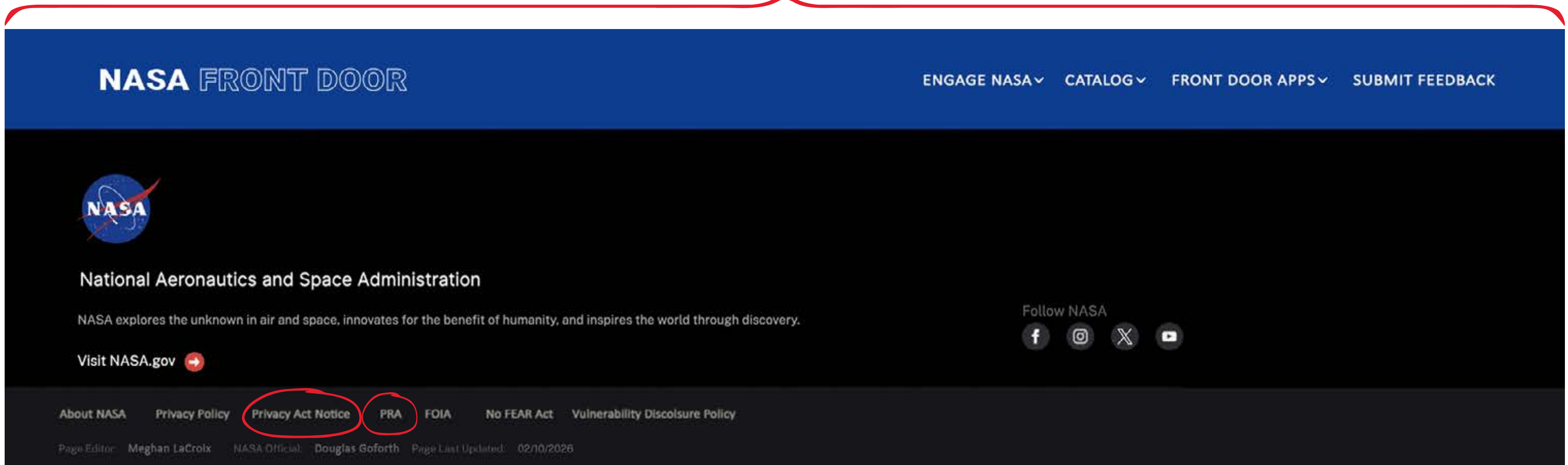
NASA Front Door uses footer display logic to ensure users have access to the correct Privacy Act Notice and PRA statement for the data collection they are completing. During NASA STEM Gateway registration initiated through NASA Front Door, the NASA Front Door footer is displayed because the registration collection is covered under the NASA Front Door PRA package.

Once the user is authenticated into NASA STEM Gateway, or if the user navigates through Gateway as an unauthenticated visitor, the NASA STEM Gateway footer is displayed. That footer links to Gateway’s approved Privacy Act Notice and PRA statement for Gateway-specific data collections.

This approach preserves the clearance boundary between NASA Front Door registration and NASA STEM Gateway’s application-specific collections while giving users persistent, context-appropriate access to required privacy and PRA notices.

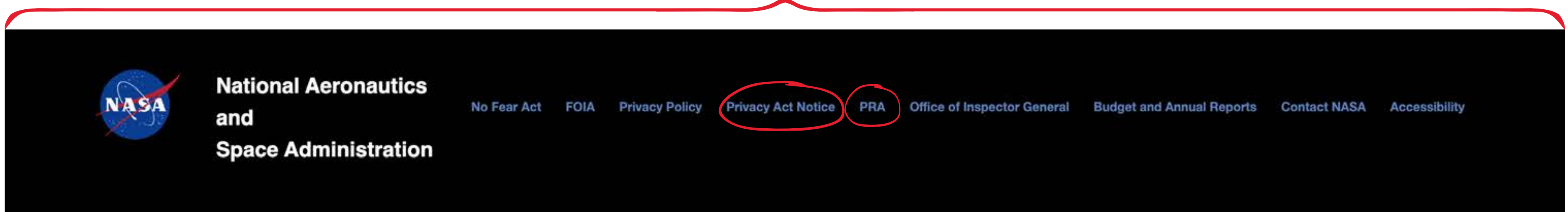
Overall, the footer treatment supports PRA and privacy transparency by displaying the correct notice links for the active collection context. The NASA Front Door footer is used when the user is completing NASA Front Door-covered registration, while the NASA STEM Gateway footer is used for Gateway-specific experiences covered by Gateway’s existing clearance. This design avoids conflicting notices, reduces user confusion, and ensures users have persistent access to the applicable Privacy Act Notice and PRA statement throughout the relevant data collection experience.

### PARENT NASA FRONT DOOR FOOTER



The displayed footer corresponds to the collection being completed. During NASA Front Door-managed registration or account creation, the NASA Front Door footer and related [Privacy Act Notice](#) and [PRA](#) links are shown.

### CHILD NASA STEM GATEWAY FOOTER

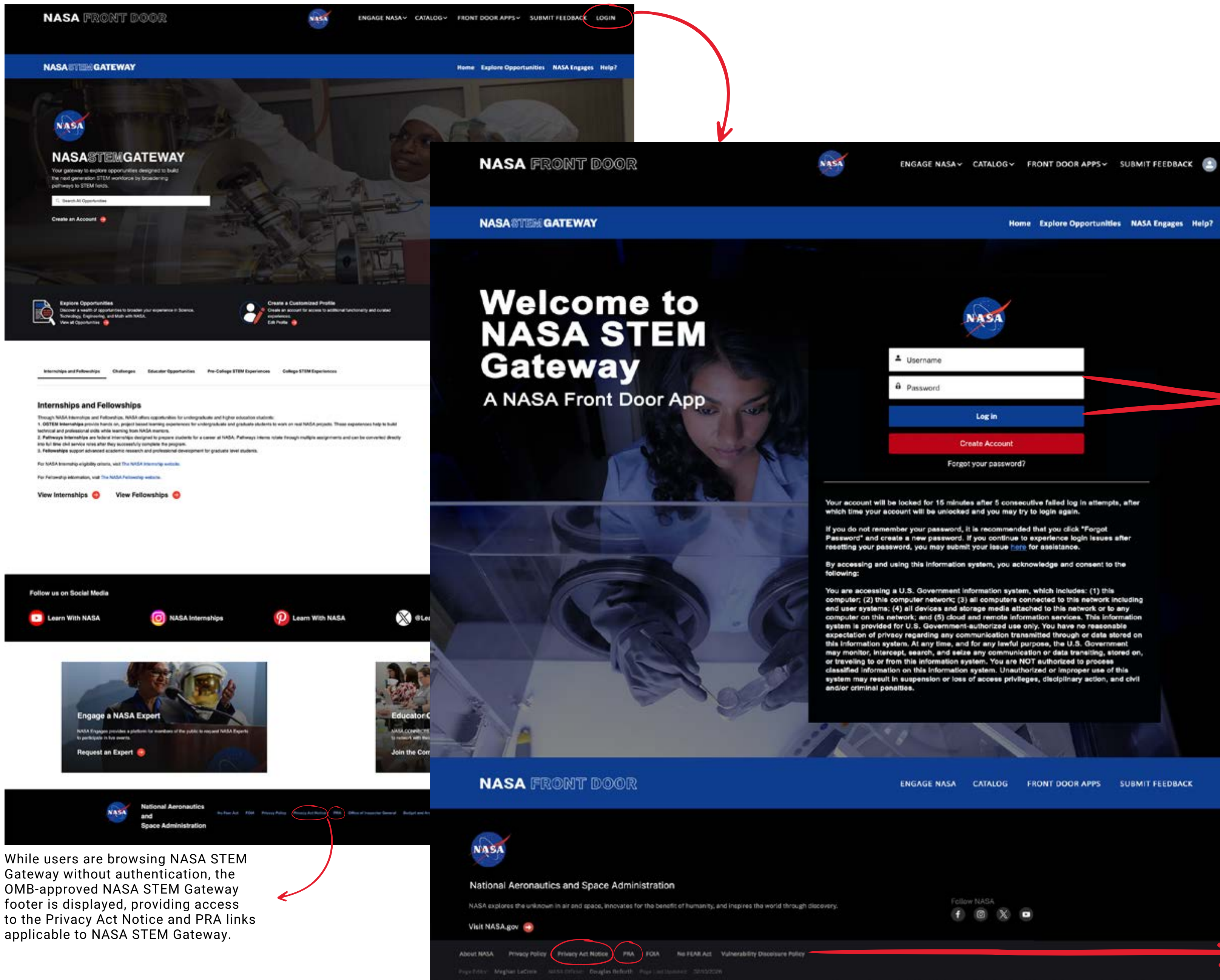


Once the user is operating within NASA STEM Gateway-specific screens, the applicable data collections remain under the app’s approved clearance and display its footer with the required Privacy Act Notice and PRA links.

When a user accesses NASA STEM Gateway in an unauthenticated guest state, they may browse the public NASA STEM Gateway experience without logging in or creating an account. In this guest view, the NASA Front Door parent header and NASA STEM Gateway sub-header are displayed, while the footer displays the approved NASA STEM Gateway footer with Privacy Act Notice and PRA links managed under OSTEM's OMB clearance.

If the user selects Login from the NASA STEM Gateway guest experience, they are routed into the NASA Front Door-managed login and registration experience for NASA STEM Gateway. Because the NASA STEM Gateway registration workflow collects the minimum information required for NASA Front Door registration, along with additional NASA STEM Gateway-specific profile information, the user does not complete a separate NASA Front Door registration workflow first. Instead, NASA STEM Gateway registration serves as the shared registration path and supports account creation for both NASA Front Door and NASA STEM Gateway.

This approach reduces burden by avoiding duplicate registration steps, allowing users to move directly from the NASA STEM Gateway guest experience into the applicable shared registration workflow, and collecting required profile information once through the NASA STEM Gateway registration process.



The Login area allows users to access an existing account or begin account creation through the NASA STEM Gateway registration workflow.

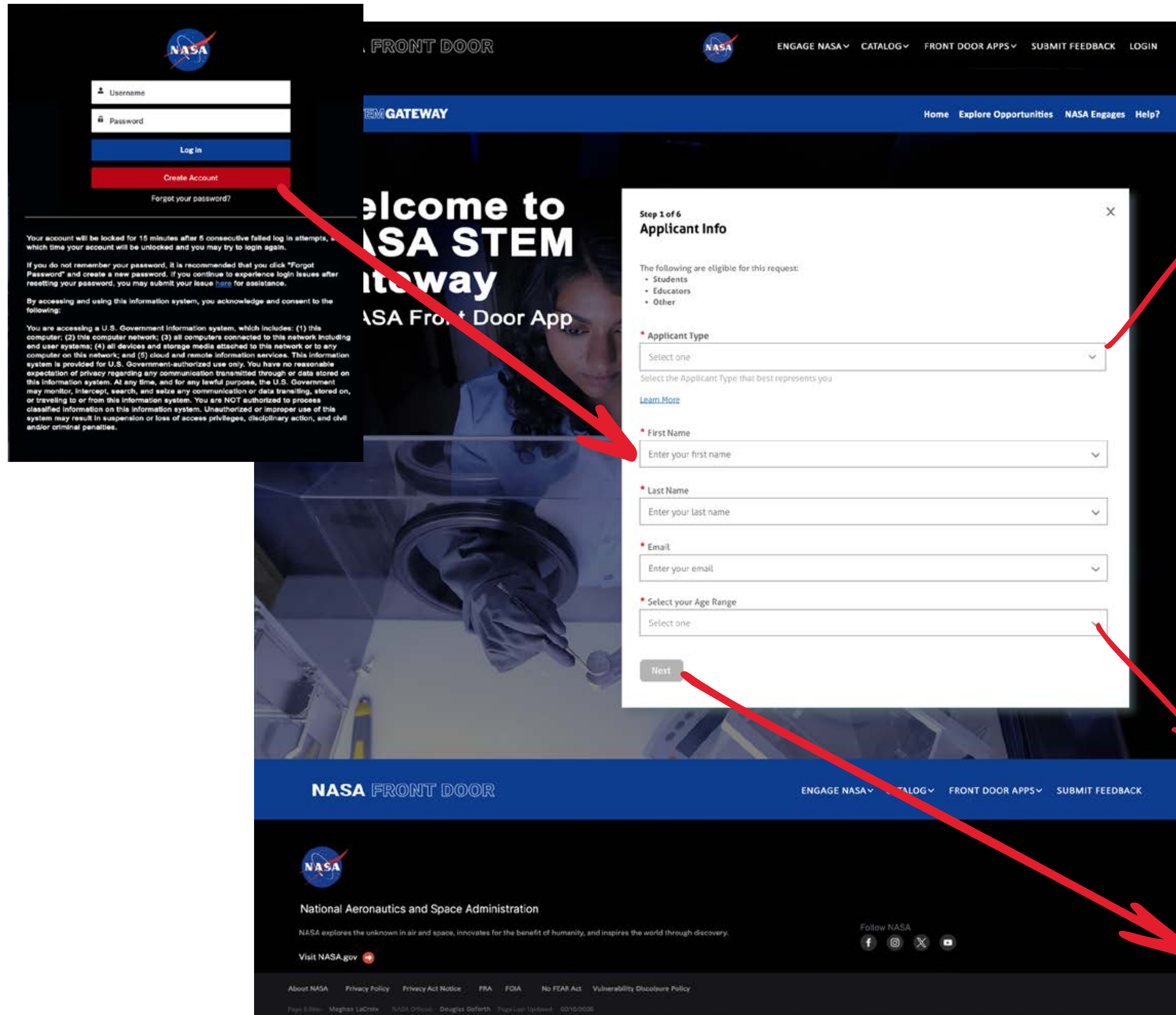
While users are browsing NASA STEM Gateway without authentication, the OMB-approved NASA STEM Gateway footer is displayed, providing access to the Privacy Act Notice and PRA links applicable to NASA STEM Gateway.

When the user enters the NASA Front Door-managed NASA STEM Gateway login/registration workflow, the NASA Front Door footer is displayed with the required NASA Front Door [Privacy Act Notice](#) and [PRA](#) links are shown.

When a user selects Create Account from the NASA Front Door-managed login screen for NASA STEM Gateway, the workflow routes them to the first step of the NASA STEM Gateway registration process. This view is used when the user is creating a new account rather than logging in with existing credentials.

Because the user has elected to create a new account, the workflow displays the identity fields needed to establish the shared NASA Front Door / NASA STEM Gateway profile, along with the initial applicant information needed to determine the appropriate registration path. This allows NASA STEM Gateway to collect the minimum information required to begin account creation, perform duplicate account validation, and apply any applicable eligibility checks before additional registration data is collected.

This approach reduces burden by using one shared registration path for NASA Front Door and NASA STEM Gateway, rather than requiring the user to complete separate account creation steps. It also prevents unnecessary downstream collection by validating the user's account and applicant information before routing them into the remaining registration workflow.



Determines the appropriate NASA STEM Gateway registration path. It also controls whether the Age Range field is displayed.

Single-select picklist with the following values:

- Student
- Educator
- Other

First Name, Last Name, and Email are only displayed if the registration is initiated by someone who is unauthenticated or unregistered.

The name is used to support creation of the shared contact record and the email is used to establish the unique login ID and to check for an existing NASA experience account before additional registration data is collected, reducing duplicate account creation.

Age Range is conditionally displayed only when **Applicant Type = Student** and is used to validate minimum age eligibility before the user proceeds.

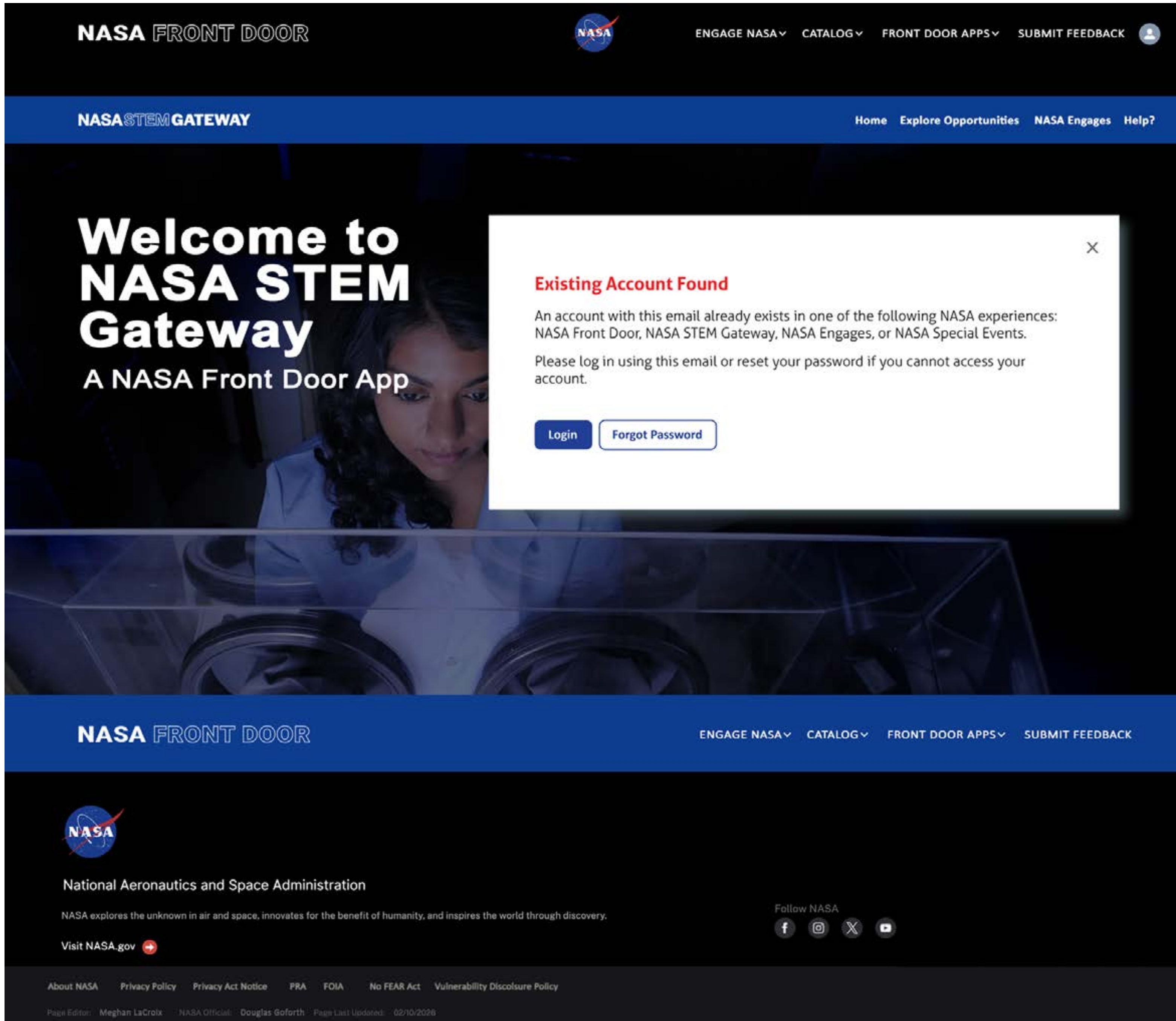
Single-select picklist with the following values:

- 13 or under
- 14 - 17
- 18 or over

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

Before an unauthenticated or unregistered user continues through NASA STEM Gateway registration, NASA Front Door checks whether the email address entered is already associated with an account in NASA Front Door or another integrated NASA experience. If a match is found, the user is notified that an account already exists and is directed to either log in or reset their password.

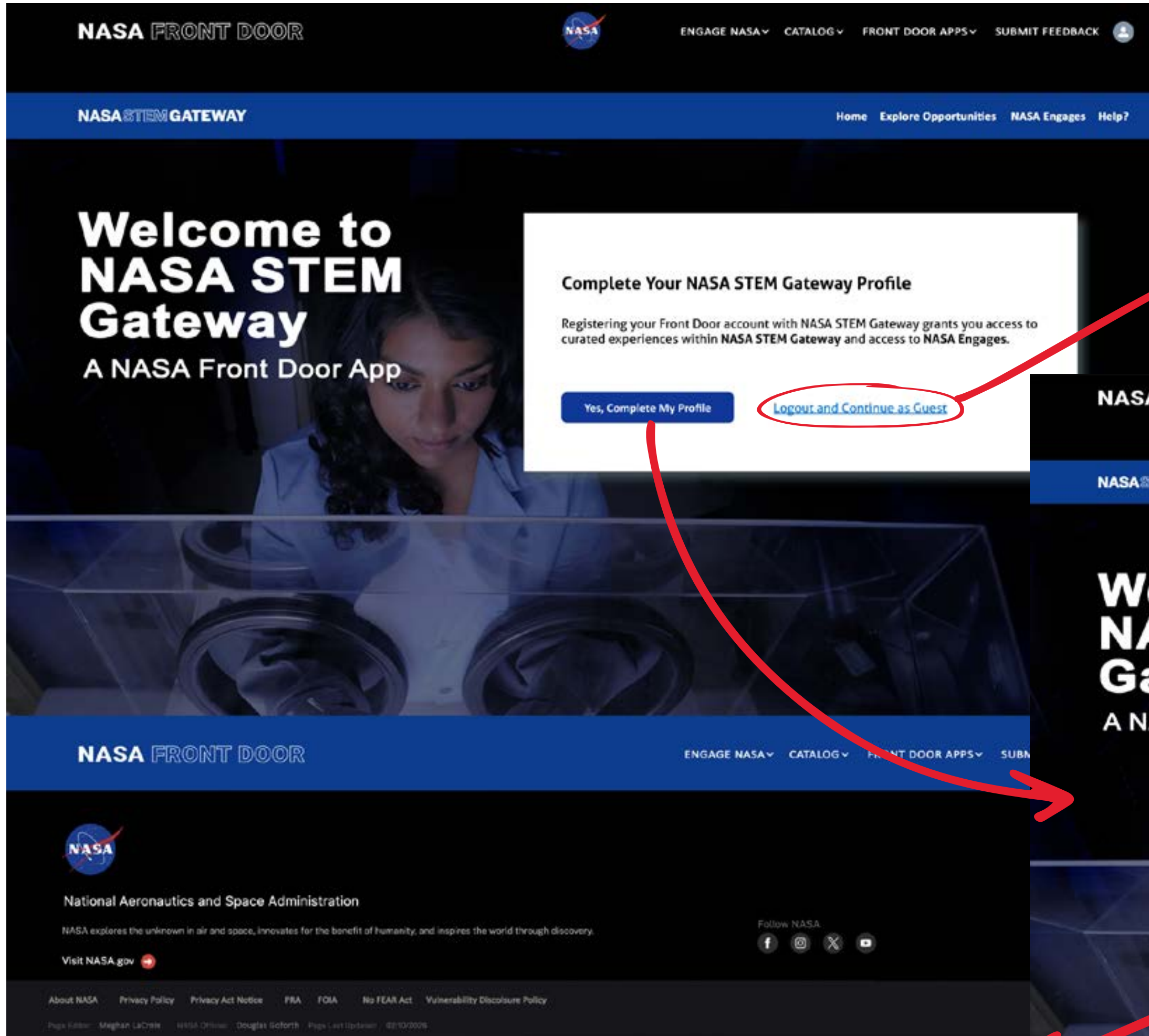
This reduces burden by preventing duplicate account creation, avoiding unnecessary downstream registration steps, and helping the user regain access to an existing account rather than creating a second profile.



Duplicate account validation is based on the email address entered. If the email already exists, the workflow stops the new registration path and displays an Existing Account Found message. The user may log in with existing credentials or reset their password, avoiding duplicate accounts and redundant registration collection.

When a user is already registered and authenticated in NASA Front Door and then accesses NASA STEM Gateway, the system recognizes that the user's basic identity information has already been collected. Because NASA STEM Gateway supports both authenticated registration and unauthenticated browsing, NASA Front Door first gives the user a clear choice: complete the NASA STEM Gateway profile or log out and continue as a guest.

This approach reduces burden by not forcing an authenticated Front Door user to complete Gateway registration simply because they accessed the Gateway app. If the user chooses to continue with registration, the workflow reuses identity information already collected through NASA Front Door and only displays the Gateway-specific information still needed to continue. This avoids duplicate entry, preserves the existing Gateway guest-browsing experience, and ensures additional registration data is collected only when the user intentionally chooses to complete a Gateway profile.

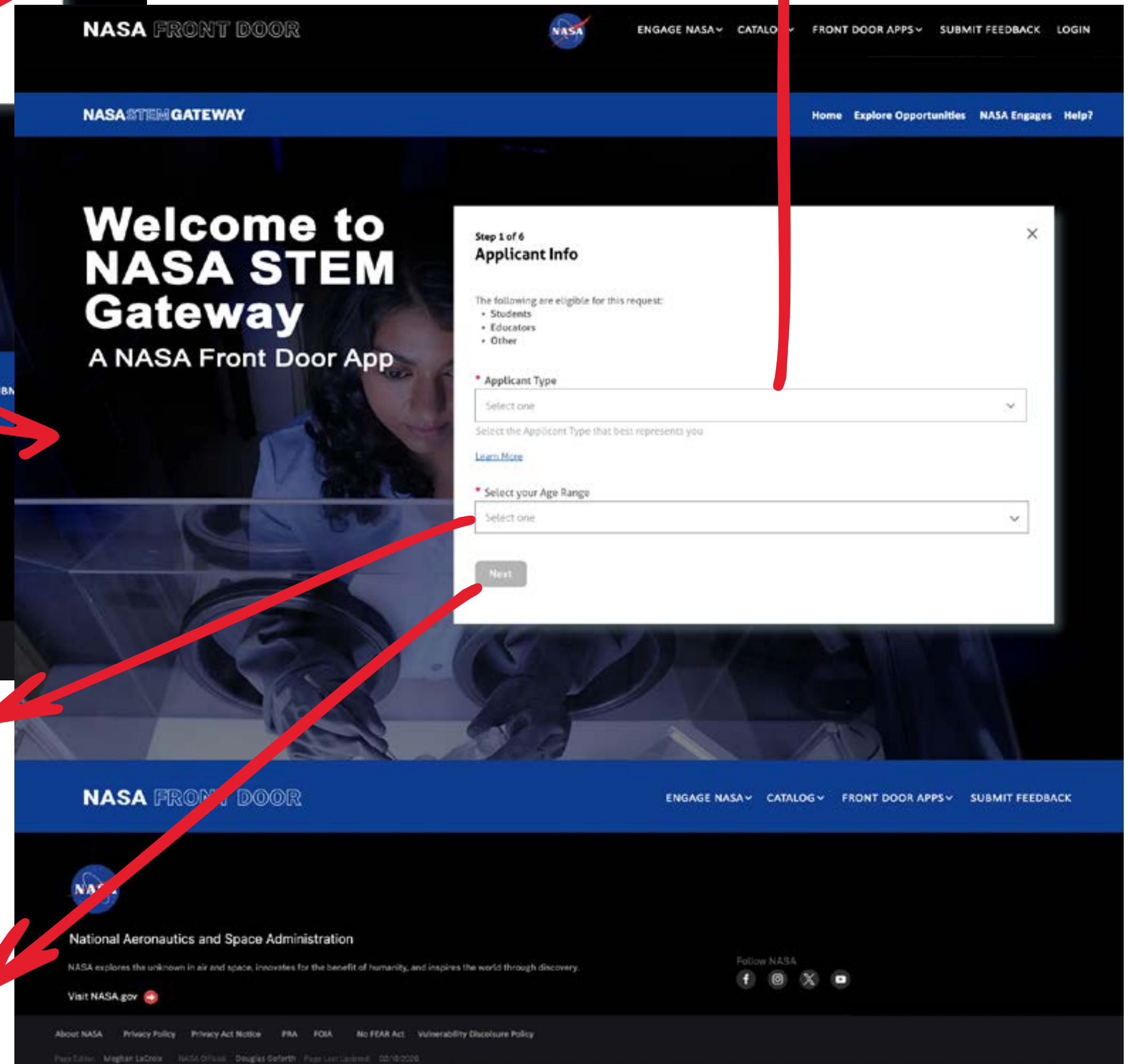


If selected, the user exits the authenticated session and continues browsing NASA STEM Gateway without completing NASA STEM Gateway registration.

This preserves NASA STEM Gateway's unauthenticated experience and avoids unnecessary profile completion for users who are not ready to register.

Determines the appropriate Gateway registration path. It also controls whether the Age Range field is displayed. Single-select picklist with the following values:

- Student
- Educator
- Other



When the **Yes, Complete My Profile** button is selected, the user continues into the NASA STEM Gateway registration workflow using their existing authenticated NASA Front Door profile.

The workflow reuses the user's existing Front Door identity information instead of asking them to re-enter First Name, Last Name, or Email.

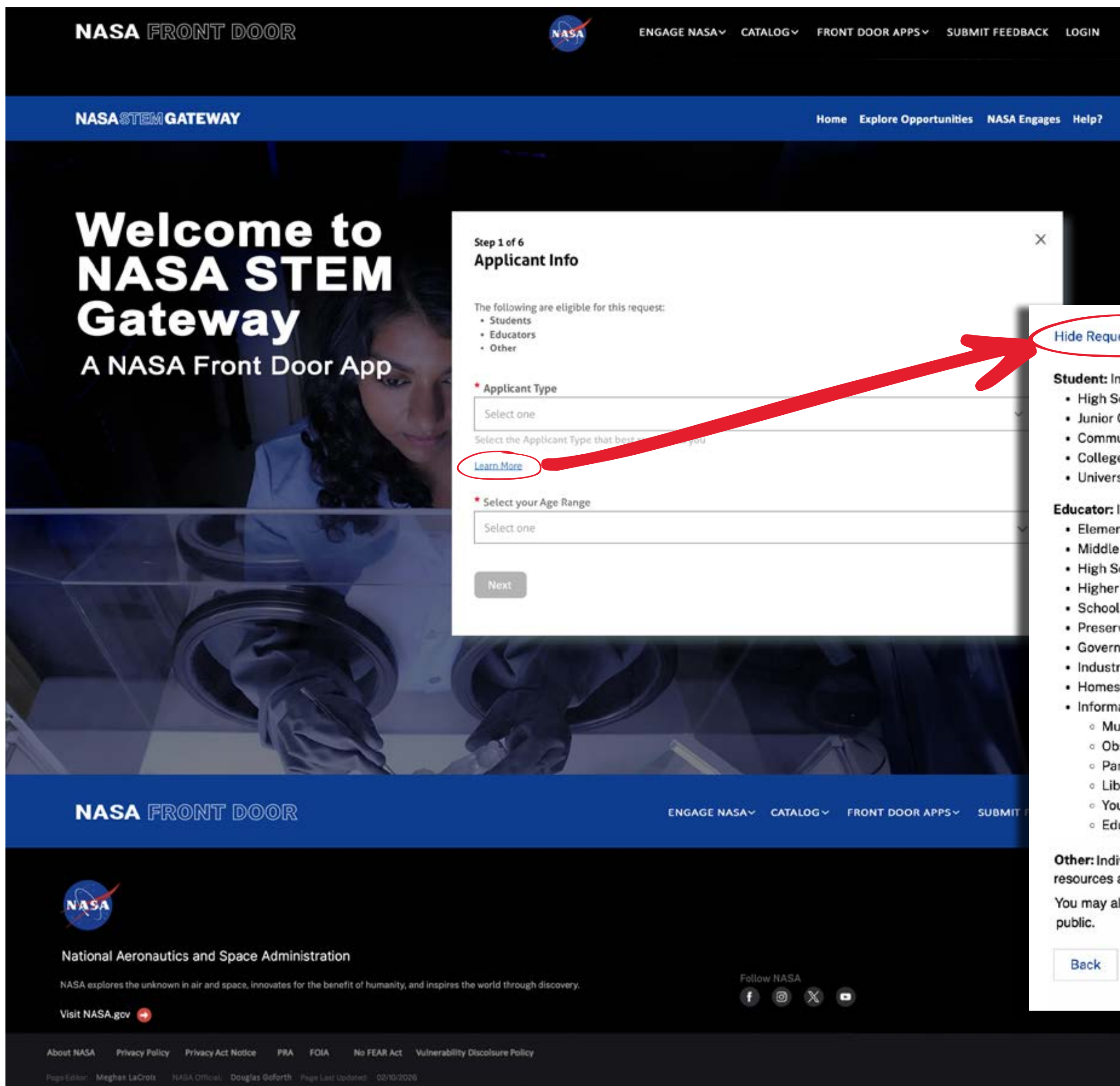
Age Range is conditionally displayed only when **Applicant Type = Student** and is used to validate minimum age eligibility before the user proceeds. Single-select picklist with the following values:

- 13 or under
- 14 - 17
- 18 or over

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

The Applicant Type help text provides optional guidance to help users select the registration path that best reflects their current role in NASA STEM Gateway.

This guidance is intentionally presented as expandable/collapsible content rather than permanent on-screen text. Users who need clarification can review the definitions, while users who already understand the available options can continue without additional reading burden. This supports more accurate applicant type selection without lengthening the default registration experience.



Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

Hide Requester Information

Learn More

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

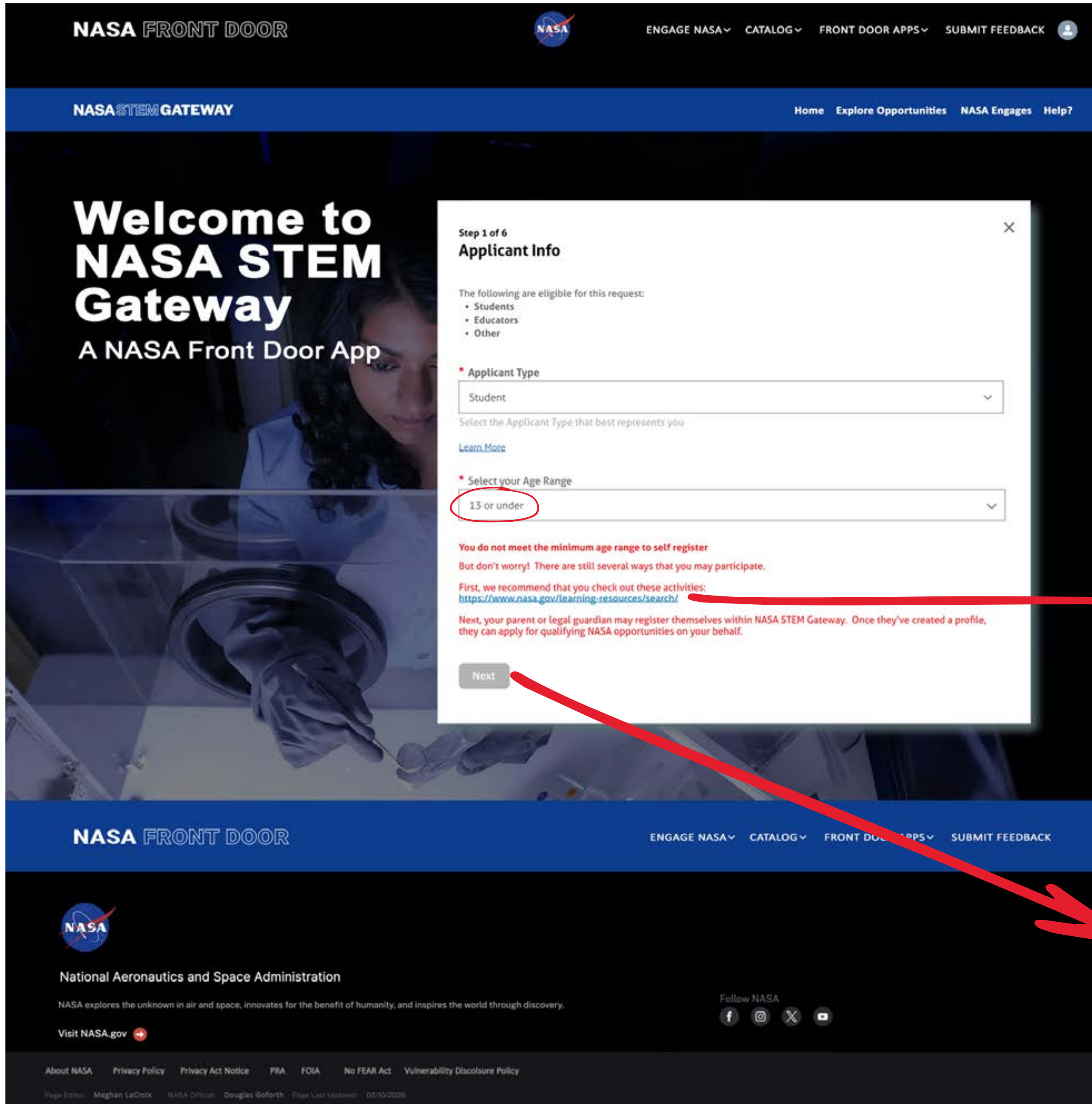
**Other:** Individuals who do not fall under any other user group, but are interested in obtaining and/or interacting with resources as a parent or interested member of the general public.

You may also Apply/Register for STEM Opportunities that you are interested in participating in if they are open to the general public.

Back Next

If a user identifies as a Student and selects 13 or under as their age range, NASA STEM Gateway displays an eligibility message and prevents the user from continuing with self-registration. No registration information is stored for the user when this ineligible age range is selected.

The message provides alternate guidance by directing the user to public NASA STEM resources and explaining that a parent or legal guardian may register and apply for qualifying NASA opportunities on the student's behalf. This reduces burden by stopping the workflow before additional data is collected while still providing a helpful path for younger students to engage with NASA resources.

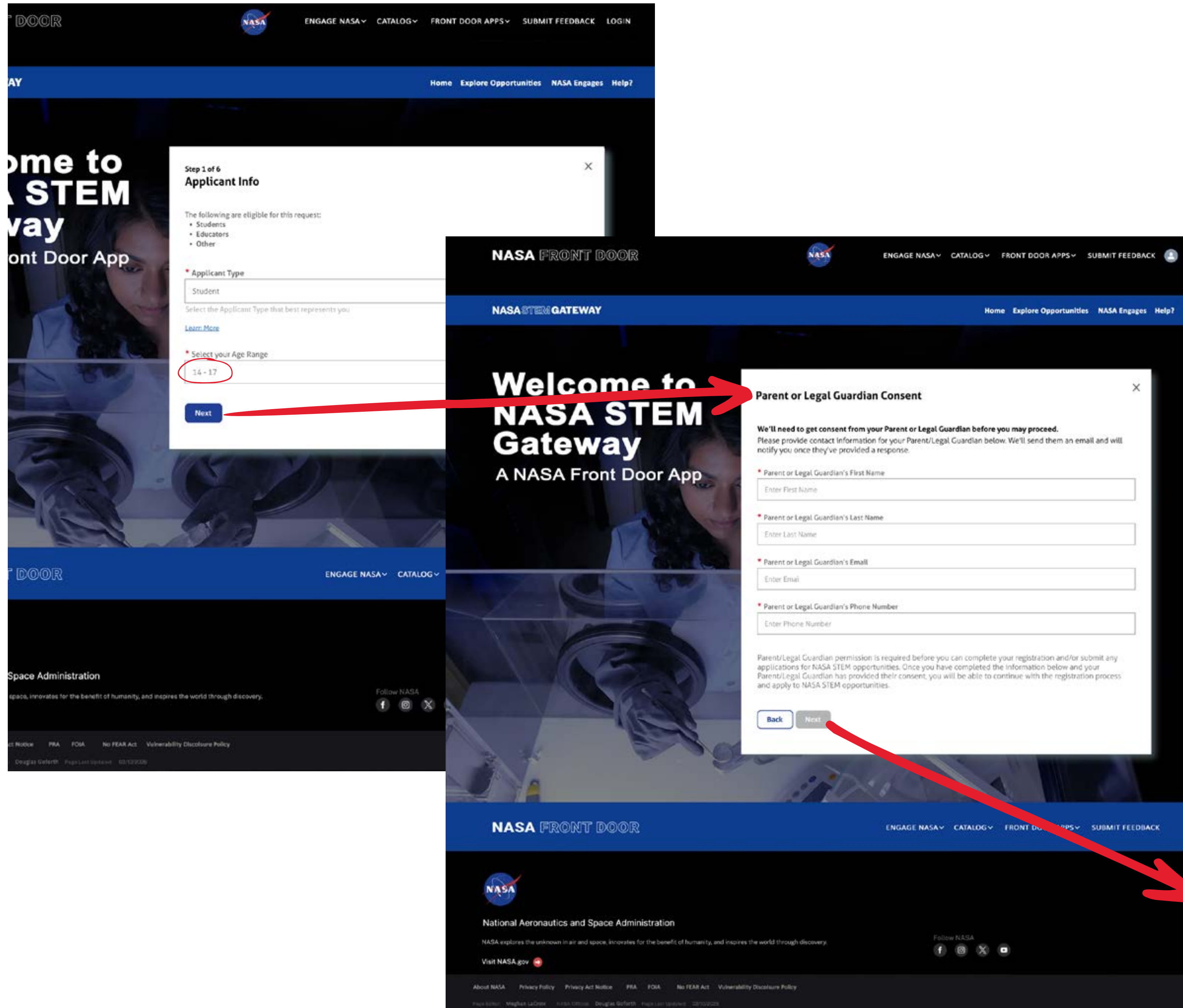


If the requester clicks the hyperlink included in them message, it will automatically route them to the public STEM Resources and Opportunities page on nasa.gov.

The Next button will remain inactive, reducing incomplete submissions and user rework.

When a student applicant selects an age range of 14–17, NASA STEM Gateway conditionally routes the user to a parent or legal guardian consent step before allowing them to continue with profile creation. This step is designed to ensure that students in this age range do not proceed into additional registration or opportunity-application data collection until a parent or legal guardian has been identified for consent.

This approach reduces burden and supports appropriate eligibility controls by collecting only the minimum parent/legal guardian contact information needed to initiate the consent process. Rather than allowing the student to complete the full registration and then addressing consent later, the workflow pauses the registration path early and clearly explains what is required before the student may continue.



The workflow collects only the minimum information needed to initiate the consent process: the parent/legal guardian's name, email address, and phone number, giving NASA STEM Gateway the contact information needed to request consent directly.

Clear messaging explains that parent/legal guardian permission is required before the student can complete registration or submit applications for NASA STEM opportunities.

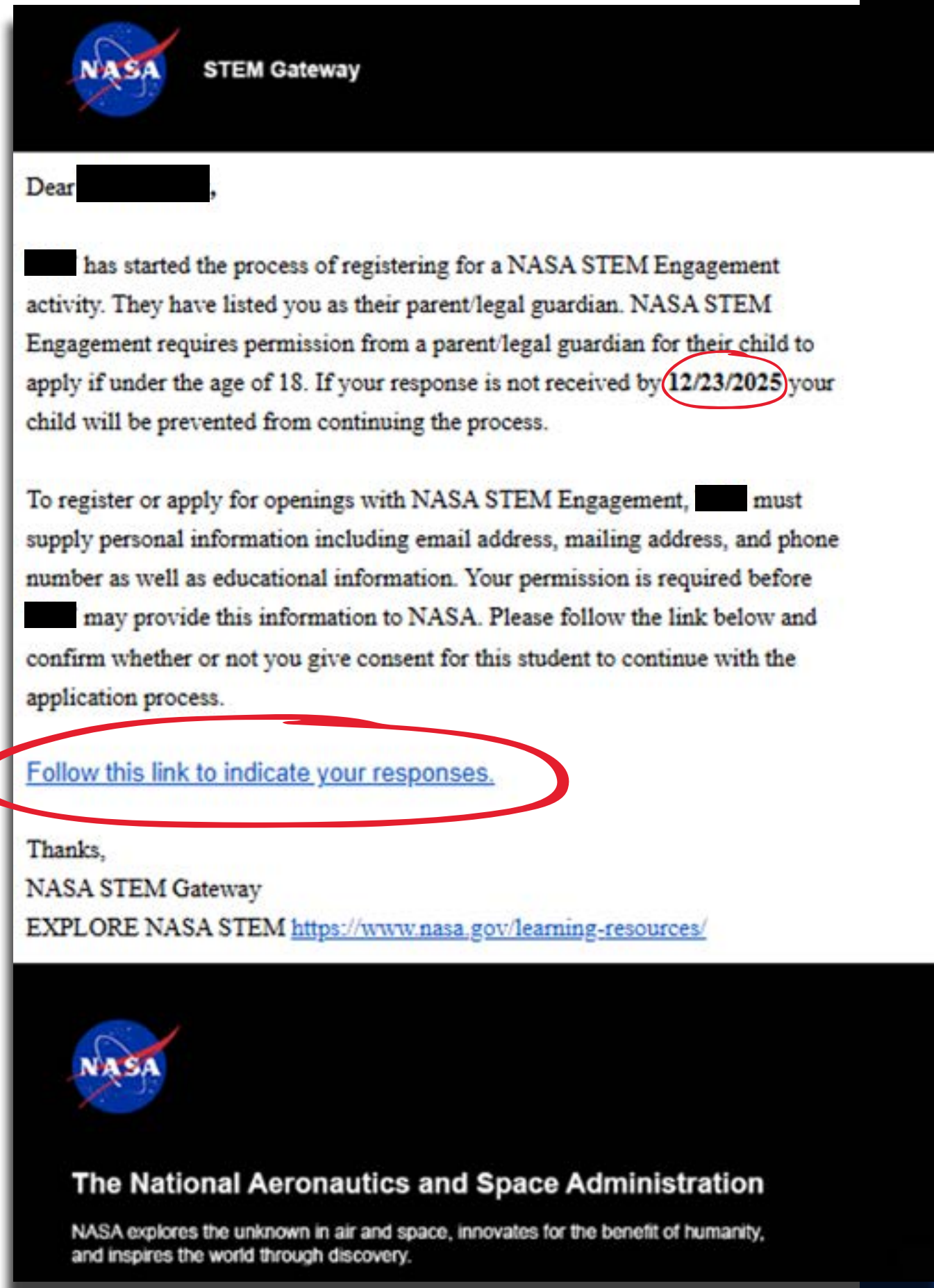
Telling the user why the information is needed before entering it, improves transparency and reduces confusion.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

After a student requester age 14–17 submits parent/legal guardian contact information, NASA STEM Gateway creates a temporary profile and pauses the registration process until consent is received. The student receives an in-system confirmation that the consent request has been sent and is provided with next steps explaining what will happen after authorization is received.

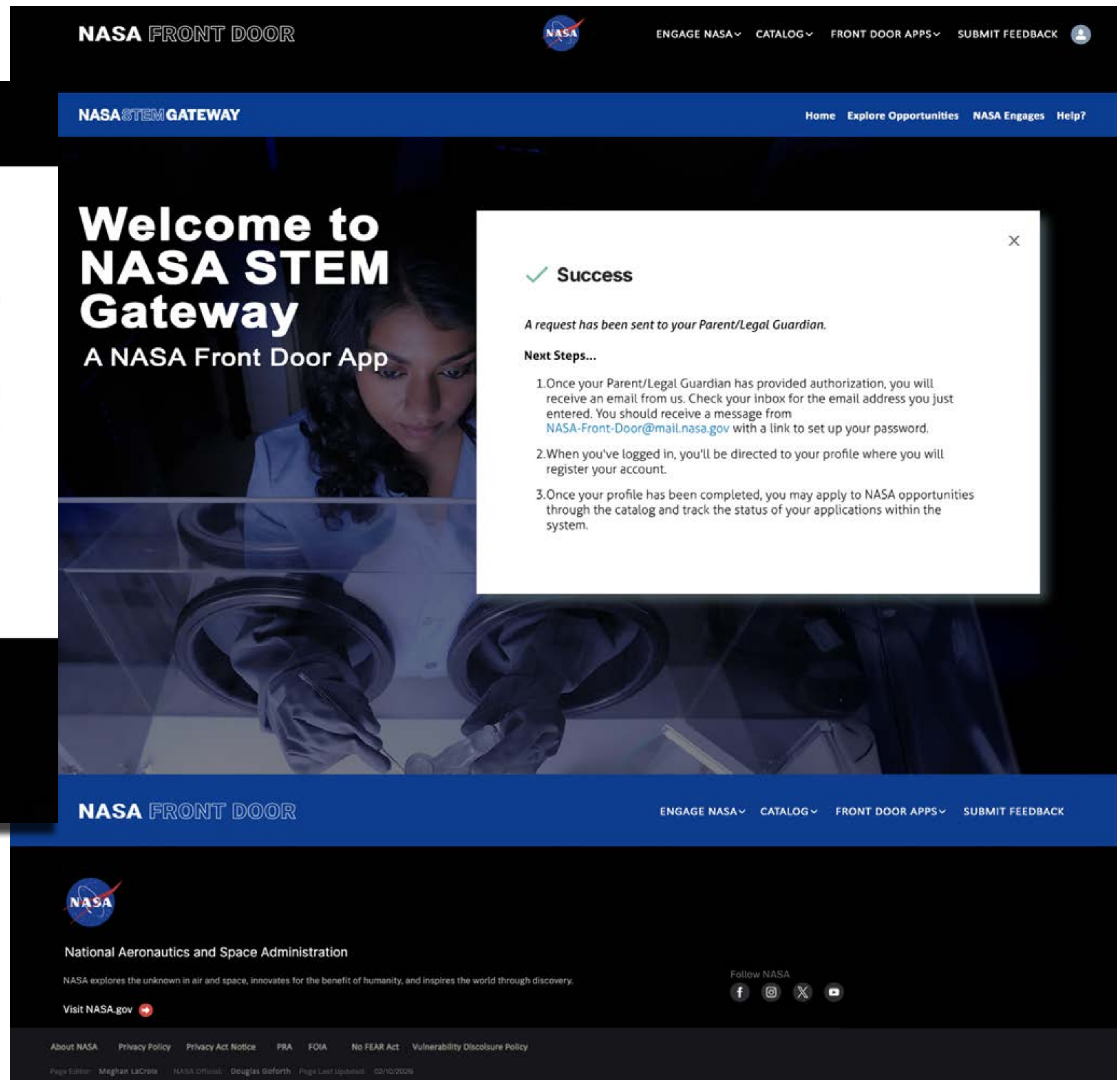
At the same time, the system automatically sends the identified parent/legal guardian an email explaining that the student has initiated NASA STEM Gateway registration and that consent is required before the student may continue. The email includes a direct link to a dedicated consent form for that student’s registration request.

This approach reduces burden by preventing additional student data collection before consent is obtained, preserving the student’s temporary profile while consent is pending, and giving the parent/legal guardian a direct path to respond without requiring manual coordination outside the system.



The email includes a direct link to a dedicated consent form for that student’s registration request. The parent/legal guardian *does not* need to create an account, search for the student, or navigate through multiple pages to provide a response.

The email includes a response deadline and explains that the student will be prevented from continuing if consent is not received by that date, setting clear expectations and that help to avoid an indefinite pending status.



After selecting the consent link from the email, the parent or legal guardian is routed to a dedicated consent form for the minor's NASA STEM Gateway registration request. The form first asks whether the minor has permission to register an account with NASA and submit applications, service requests, or activity participation requests.

If the parent or legal guardian selects No, no additional consent sections are displayed and the form can be submitted. If Yes is selected, the form displays the additional consent decisions that are only relevant once the minor is authorized to proceed, including text message authorization, media release authorization, and survey participation authorization.

This progressive display reduces burden by preventing parents from completing unnecessary consent sections when the minor is not authorized to continue, while still collecting the necessary consent decisions when participation is approved.

If Yes is selected for text message authorization, the workflow displays an additional disclaimer explaining that message/data rates may apply and that the parent/legal guardian's decision will not affect the minor's chances of selection.

The screenshot shows a multi-step consent form. The first step is a modal window titled 'Authorization for Registration / Application / Activity Participation' with 'No' selected. The main form behind it has 'Yes' selected for the first question. The second question, 'Authorization to Receive Text Messages', has 'Yes' selected, and a red circle highlights a disclaimer: 'By selecting YES, I agree to allow my child to receive text message updates from NASA STEM Gateway 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 Gateway.' The third question, 'Authorization for NASA Media Release for STEM Engagement Opportunities', has 'Yes' selected. The fourth question, 'Authorization for Survey Participation for STEM Engagement Opportunities', has 'Yes' selected. A 'Submit Consent' button is at the bottom right.

This is a close-up of the first modal window. It contains the text: 'My child [redacted] has my permission to register an account with NASA and submit applications to/service requests for opportunities offered by NASA. If selected, [redacted] is authorized to participate. \* Please select your consent decision below:  Yes  No'. A red circle highlights the 'No' option. At the bottom right is a 'Submit Consent' button.

The first consent decision determines whether the minor is authorized to register, apply, or participate in NASA opportunities. This primary decision is collected first so the system can determine whether any additional consent sections are applicable.

If the parent/legal guardian selects No, the submit button is activated and no additional consent sections are displayed, preventing them from completing the additional consent decisions that are not applicable if the minor is not authorized to proceed.

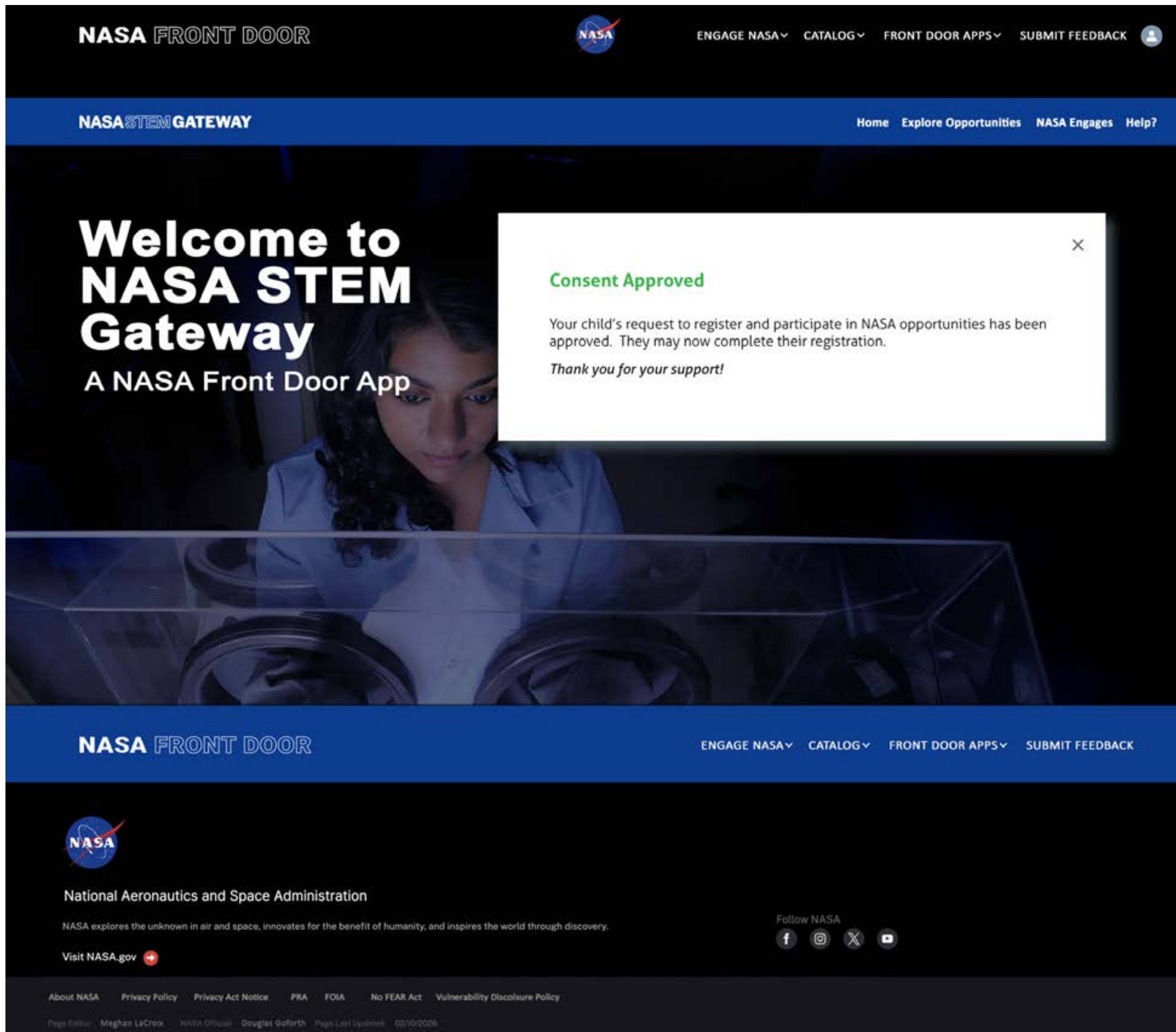
If Yes is selected, three additional consent decisions are required to be completed before the minor can proceed with registration for:

- Authorization to Receive Text Messages
- Authorization for NASA Media Release
- Authorization for Survey Participation

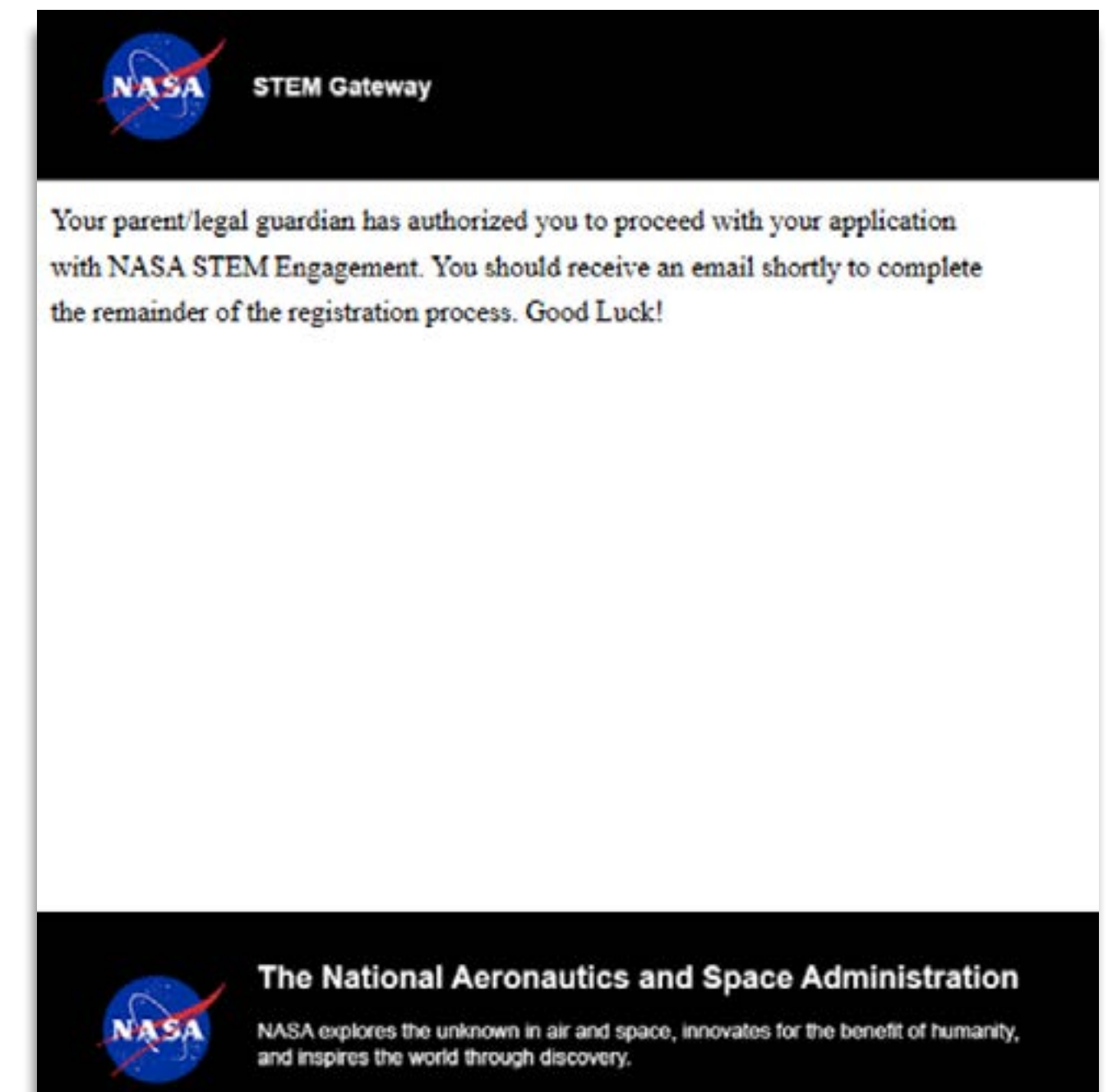
The Submit Consent button will remain inactive until all required consent decisions are completed, reducing incomplete submissions and user rework.

If the parent or legal guardian approves the minor's request to register and participate, NASA STEM Gateway displays a confirmation message to the parent/legal guardian and automatically notifies the minor that consent was granted. The minor receives a system-generated authorization email and a separate password setup email with a direct link to continue registration.

This approach reduces burden by preserving the temporary profile created during the consent process, avoiding duplicate entry, and allowing the minor to continue registration without starting over. It also keeps the parent/legal guardian's involvement focused on the consent decision, while the system handles the notifications and next-step instructions automatically.



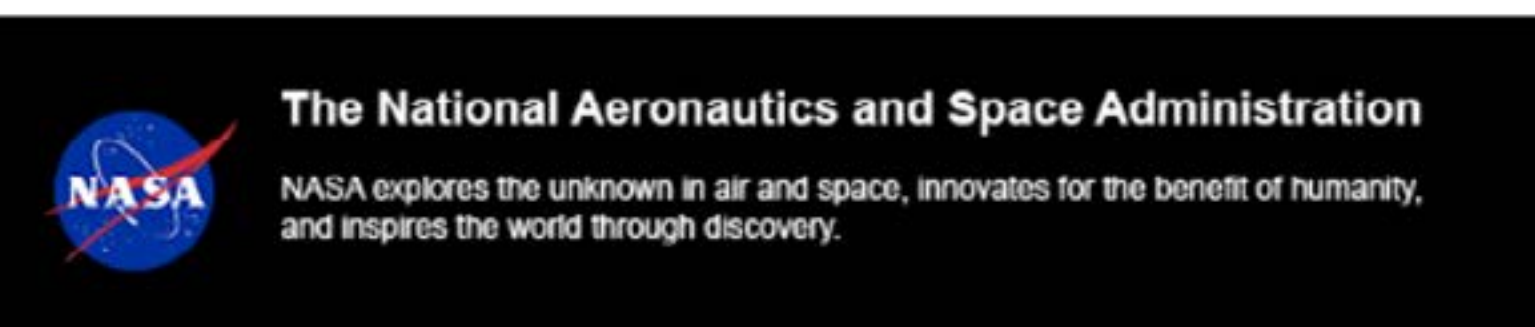
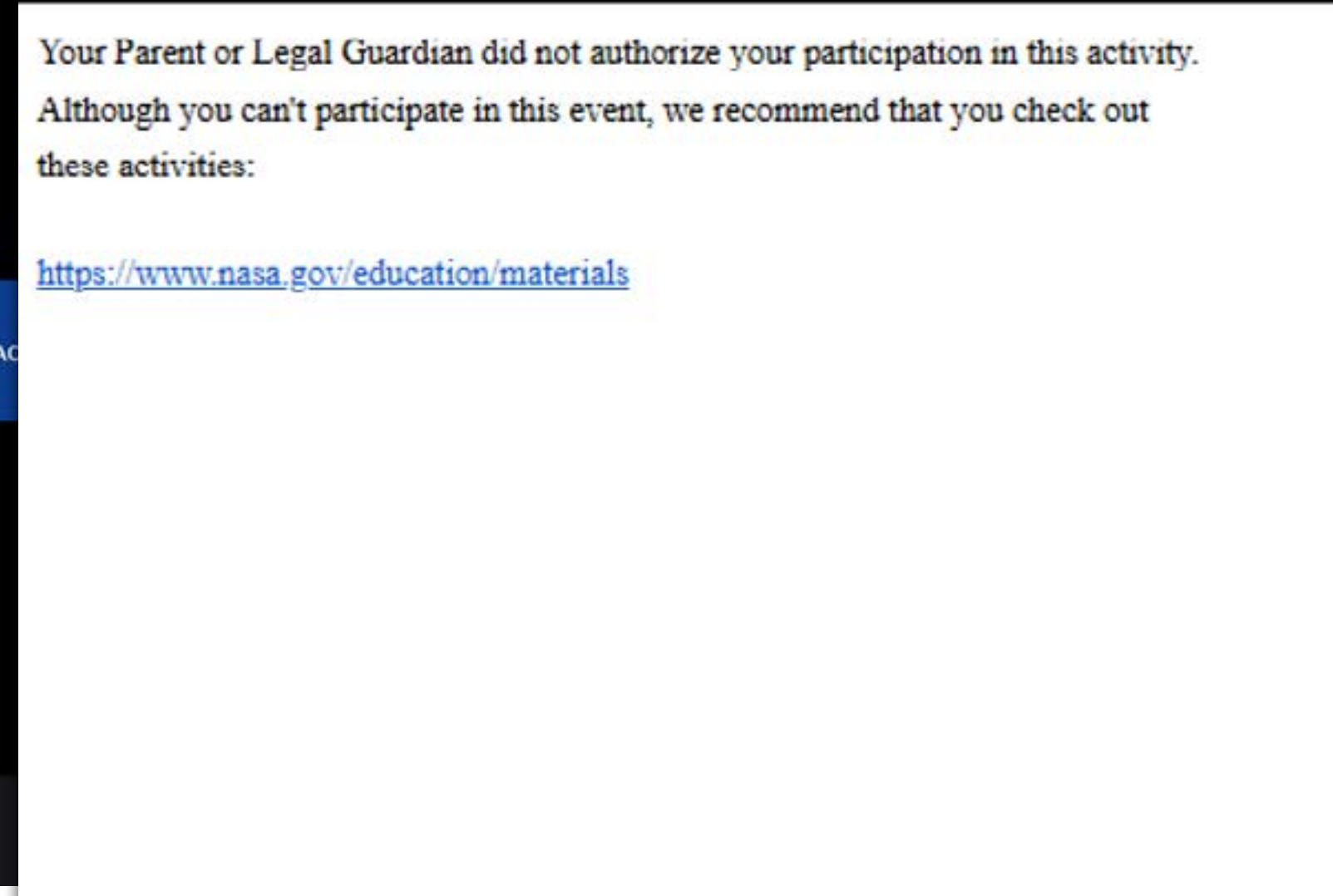
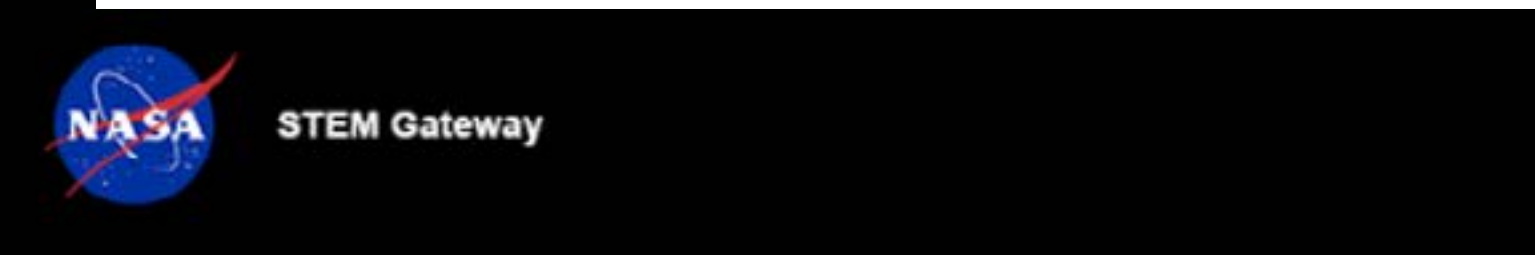
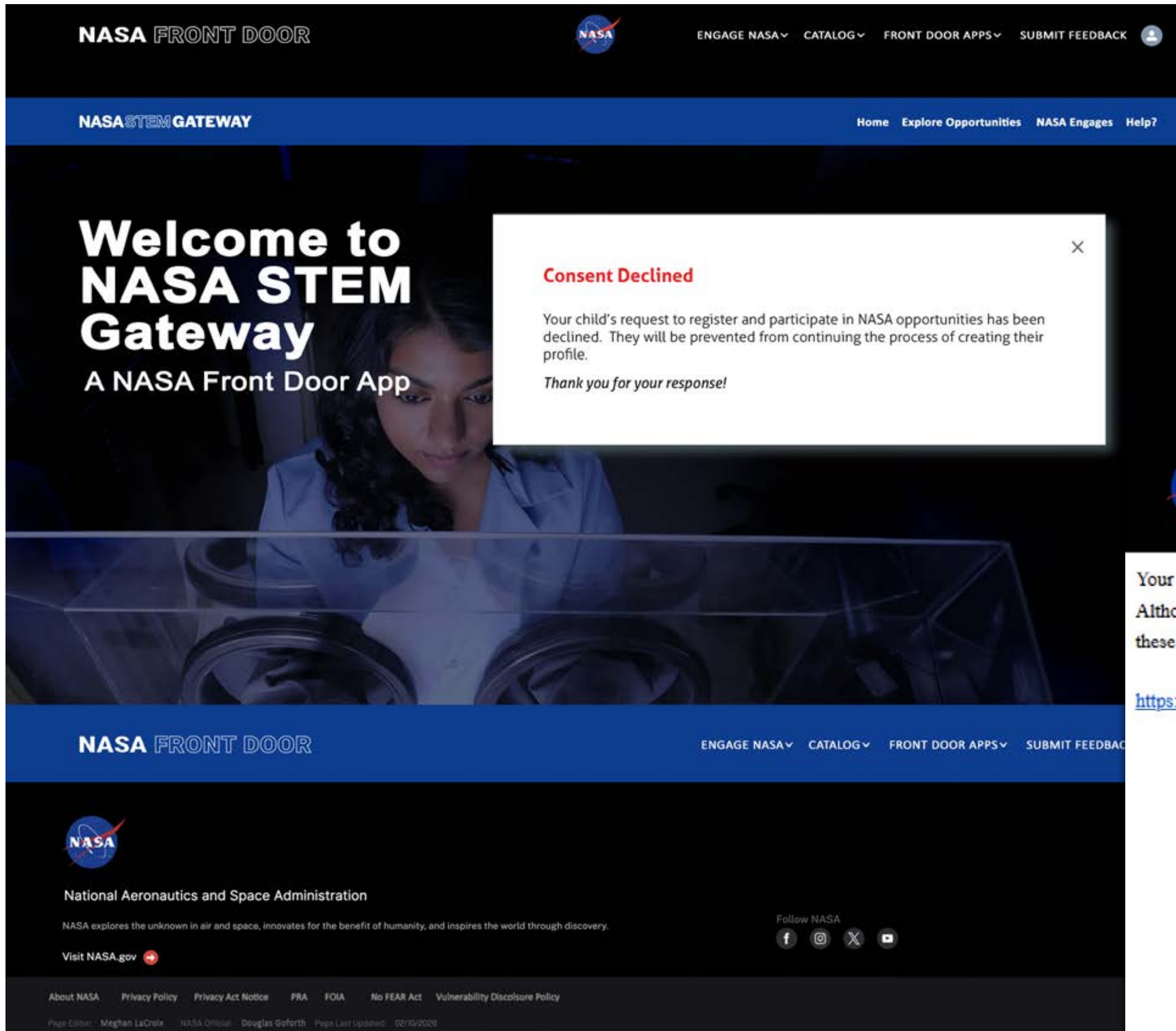
NASA STEM Gateway automatically sends the minor an email confirming that parent/legal guardian authorization was provided. The parent/legal guardian does not need to separately notify the minor, and the minor receives a clear system-generated status update.



If a parent or legal guardian does not authorize the minor to register or participate, NASA STEM Gateway displays a confirmation message to the parent/legal guardian and closes the minor's registration path. The minor is prevented from continuing with profile creation, and the temporary profile created during the pending consent process is automatically deleted.

NASA STEM Gateway also sends the minor a system-generated email explaining that consent was not provided and that they cannot continue with registration. The email includes a link to public NASA STEM resources so the minor can still explore publicly available learning materials without creating an account.

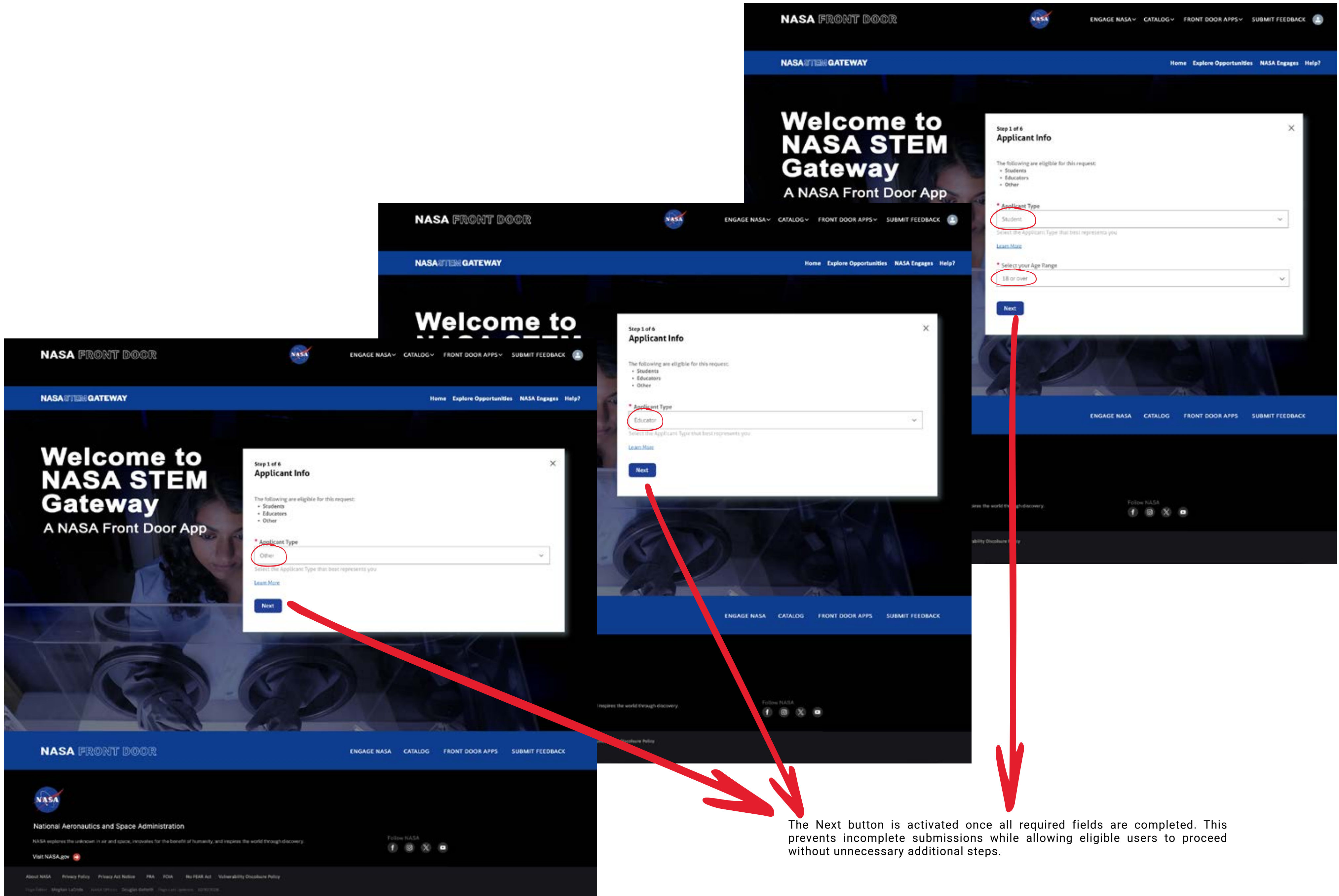
This approach reduces burden by ending the process cleanly after consent is denied, avoiding unnecessary additional consent questions, preventing further data collection, and providing both parties with clear next steps.



This step establishes the registrant's NASA STEM Gateway applicant path after the user identifies as a Student age 18 or over, Educator, or Other. For these registrant types, the workflow does not require parent/legal guardian consent and does not display additional eligibility screens at this stage.

For Educator and Other applicants, the user selects their Applicant Type and may proceed once required fields are complete. For Student applicants, the Age Range field is displayed to confirm that the user is 18 or over before they continue. This allows NASA STEM Gateway to apply the appropriate registration path while limiting the first step to only the information needed to determine whether the user can proceed.



This approach reduces burden by avoiding unnecessary fields or consent steps for adult users and non-student registrants, while still applying age-based validation where it is relevant.



This account setup step is used across the OSTEM registration experience after the user's initial registration path has been validated. All registrants who need to create or activate an account are routed to this same password setup step, including minor students ages 14–17 after parent/legal guardian consent is received, students age 18 or older, educators, and other registrants.

This step does not collect additional profile, eligibility, organizational, or request information. It is limited to the account-access action needed for the user to establish their password and continue with the remaining registration workflow.

Using a common password setup step reduces burden by providing one consistent account activation process across registrant types, while keeping the collection focused only on what is needed to complete account access before the user proceeds.

**NASA FRONT DOOR**  ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK 

**NASA STEM GATEWAY** Home Explore Opportunities NASA Engages Help?


# Welcome to NASA STEM Gateway

A NASA Front Door App


**Almost there!**





A temporary password has been generated for your account. Please check your email to reset your password and complete the registration.

**NASA FRONT DOOR** ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

  
National Aeronautics and Space Administration

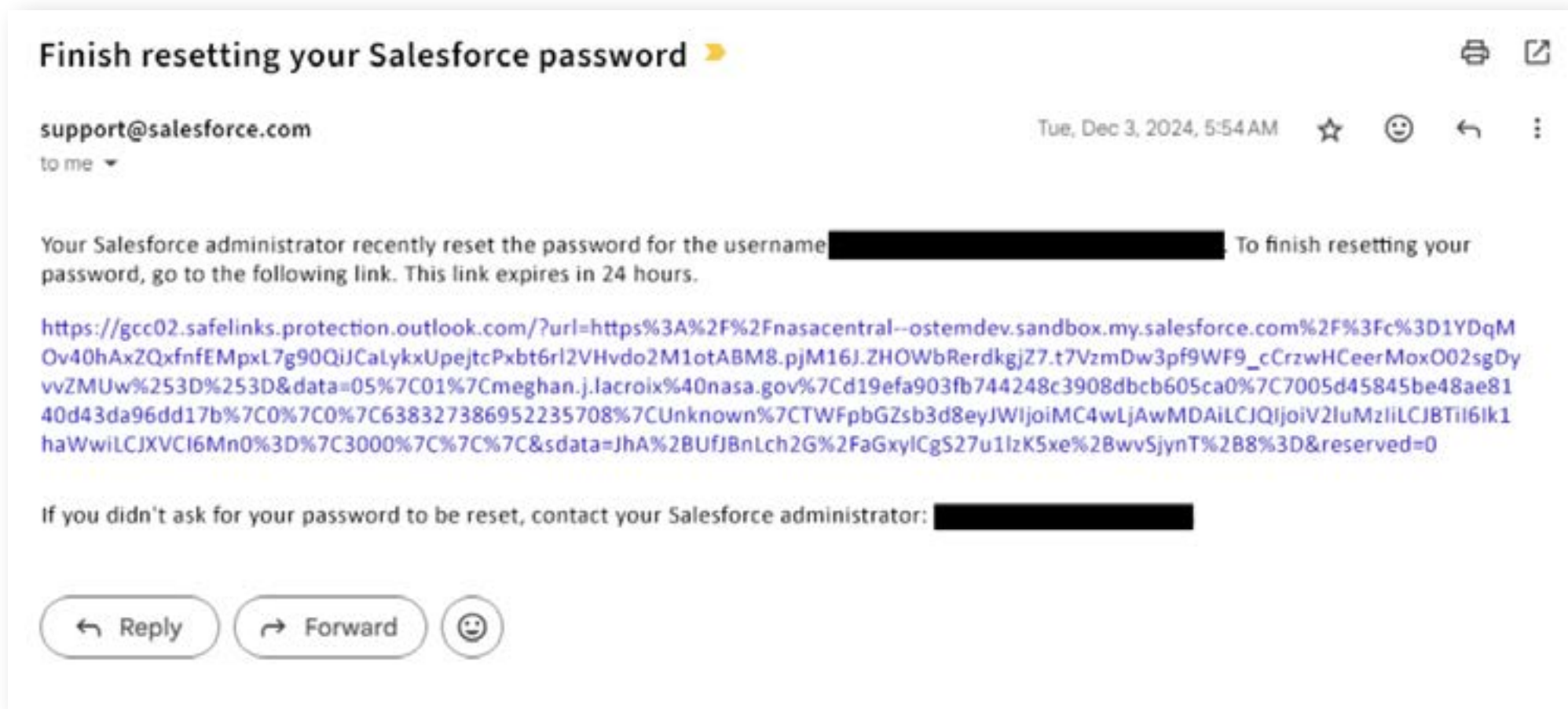
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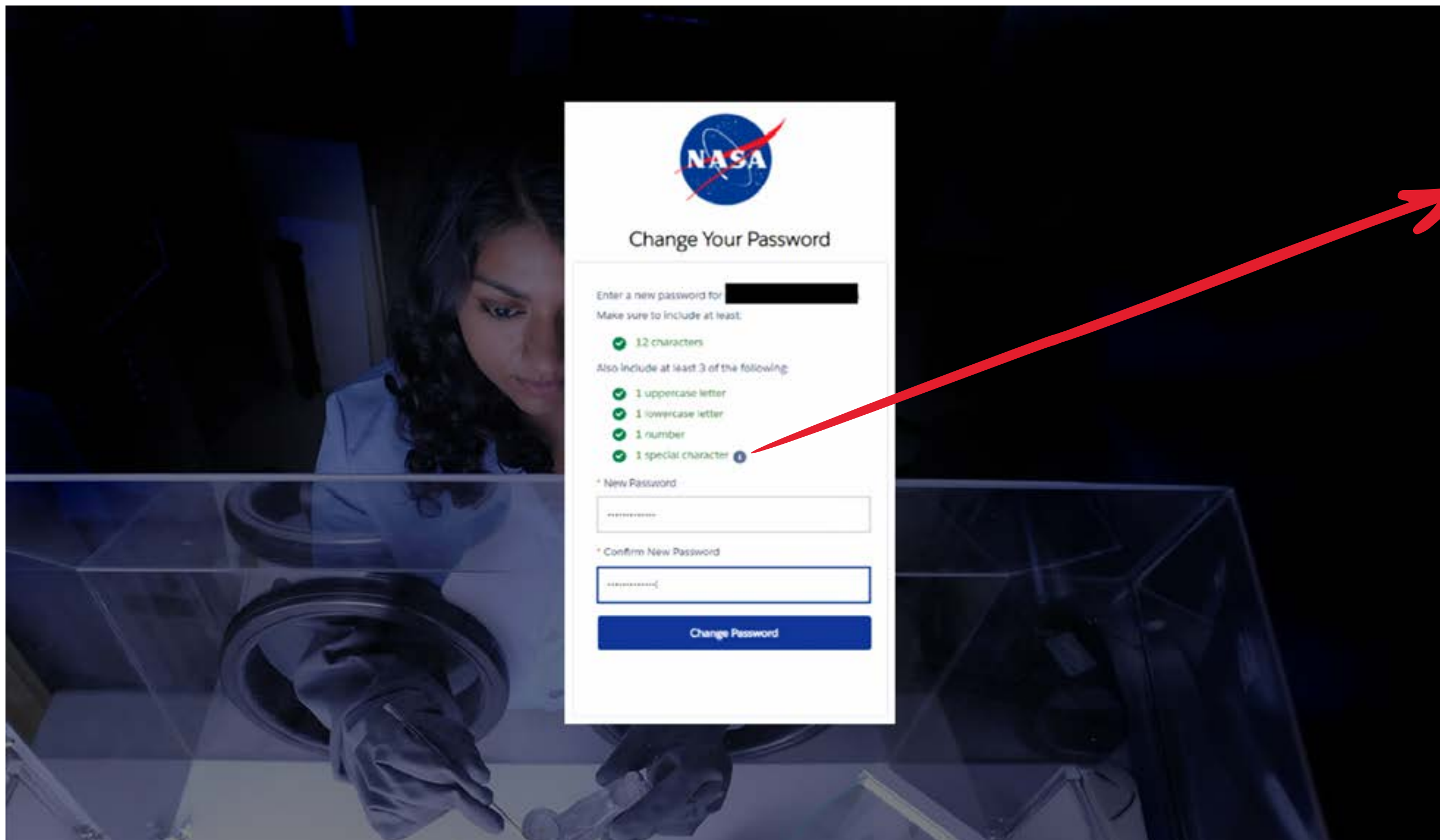
Page Editor: Meghan LaCroix NASA Official: Douglas Goforth Page Last Updated: 02/10/2026



This step allows the user to complete account setup securely through a system-generated password reset email. The email provides the link needed to establish the user's password.

This step is system-generated and does not collect additional form information within NASA Front Door.

The password setup process is handled through a secure reset link rather than asking the user to provide additional identity verification information during registration. The expiration period limits reuse of the setup link and supports account security.



This step is limited to password creation and does not collect additional profile, organizational, or request information.

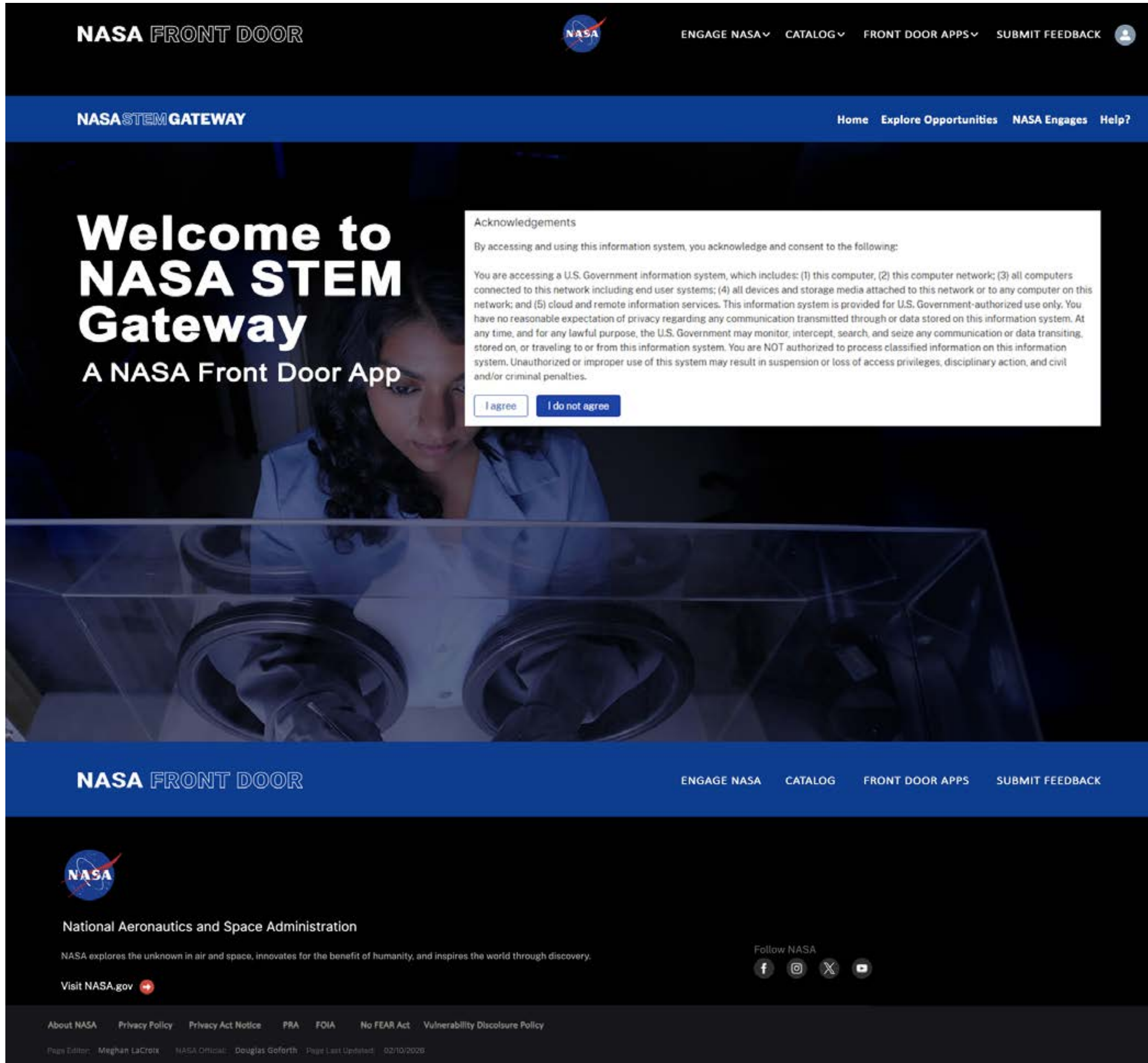
A tool tip is available, helping users to determine the appropriate password to create. Users may use the following characters: !@#\$%^&\*()\_+={|}1;:'<>,.?1~

The password requirements are displayed directly in the workflow, helping users correct issues before submission and reducing failed attempts. The confirmation password field reduces the risk of account setup errors.

Salesforce does not support display of the standard NASA Front Door header and footer during password setup. As a result, the password setup page is the only page within NASA STEM Gateway registration workflow where the header and footer are not displayed. Required Privacy Act and PRA notices remain accessible before and after this system-controlled password setup step.

This section presents the required system access acknowledgement before a newly registered user is authenticated into NASA STEM Gateway. The acknowledgement informs users of the conditions associated with accessing and using the government information system, including system monitoring and rules of behavior.

This is the only point in the registration workflow where the acknowledgement is displayed as a pop-up. The same acknowledgement language is also displayed on the Login screen for returning users. Returning users provide acknowledgement by choosing to log in after the message has been presented.

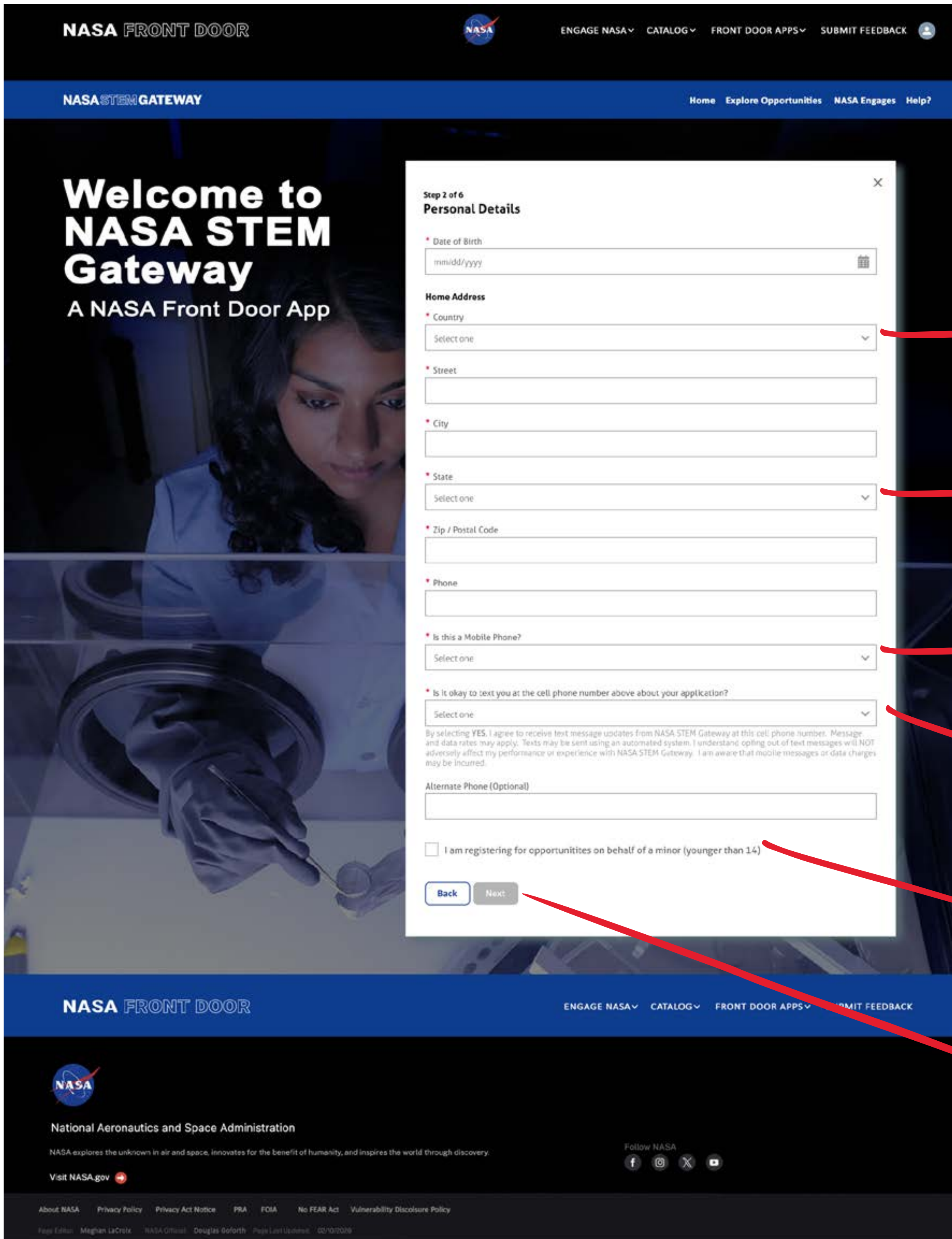


This step does not collect additional profile or request information.

The acknowledgement is limited to system access terms and user consent associated with accessing the information system.

Users who do not agree are not required to continue and are returned to the unauthenticated experience.

The step supports transparency and appropriate system access controls before the user proceeds into authenticated NASA Front Door functionality.



The Personal Details step begins after the user has completed password setup and entered the authenticated NASA STEM Gateway profile creation workflow. This page collects the core contact and profile information needed to support Gateway participation, communication, and application processing.

The design reduces burden through validation and conditional display logic. For students, Date of Birth is checked against the age range selected earlier in the workflow before the user can continue. Text message authorization is displayed only when the user provides a mobile number and can provide their own consent; for minors, text message authorization is handled through the parent/legal guardian consent process instead. Optional fields, such as Alternate Phone, allow users to provide additional contact information only if needed.

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

Single picklist with the following values, which determines which field to automatically store the phone number in on the backend:

- Yes
- No

This field is only conditionally displayed if the registrant is an adult. This field will be hidden from minor students (14 - 17) subject to parent/legal guardian consent. Text message authorization for minors is handled through the parent/legal guardian consent process, avoiding duplicate or inappropriate consent collection from the minor.

This field is only conditionally displayed if the registrant is an adult. This field will be hidden from minor students (14 - 17) subject to parent/legal guardian consent.

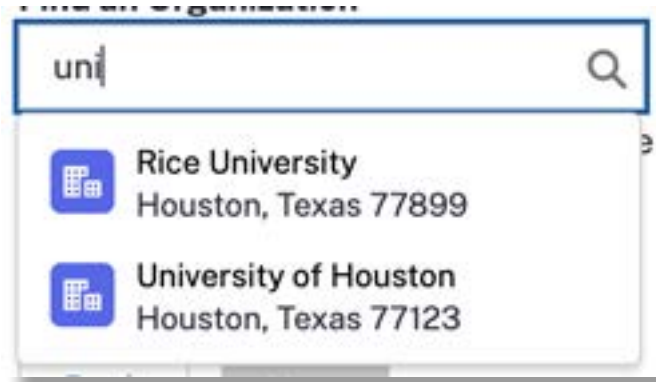
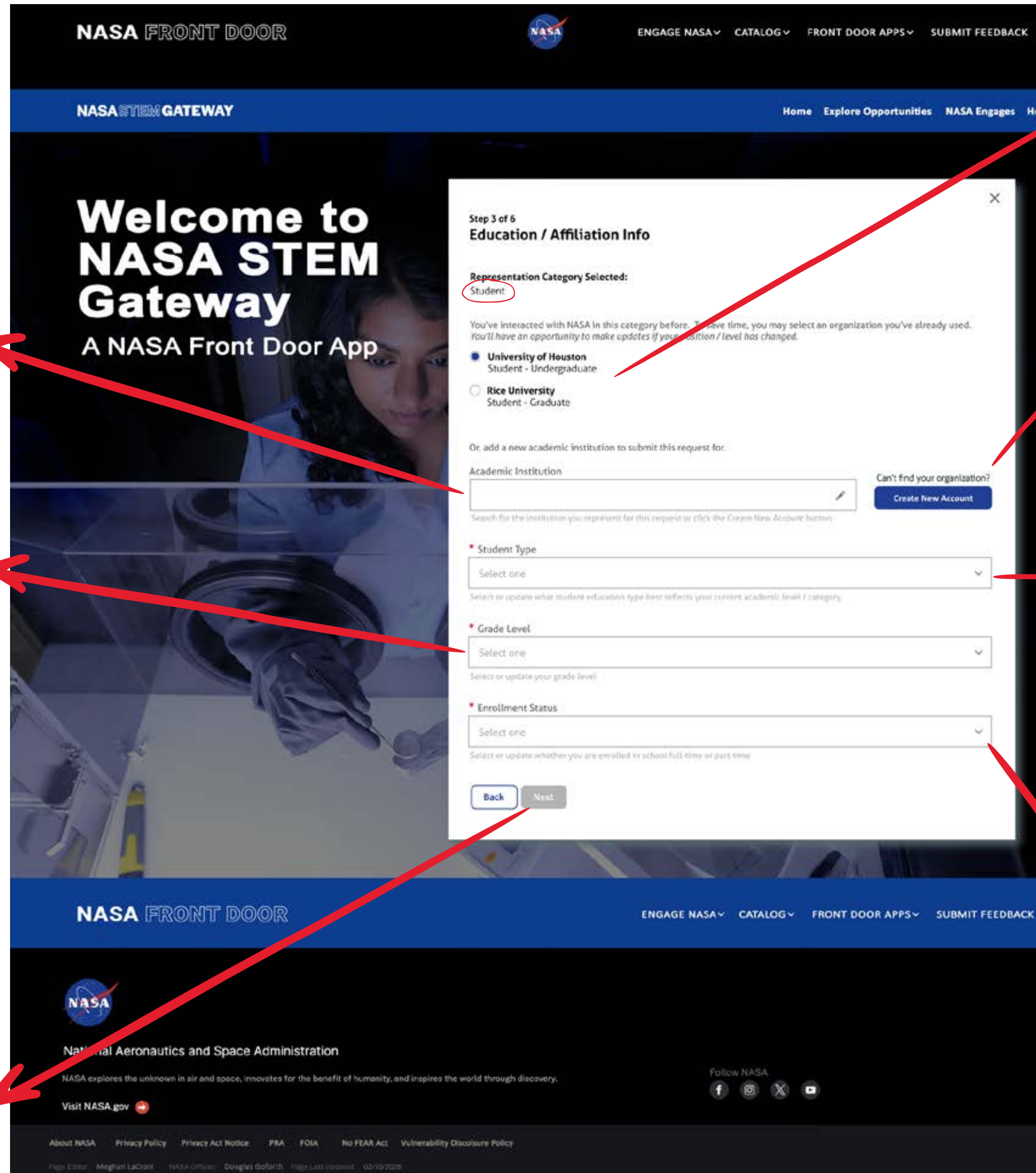
Adult users may indicate that they are registering for opportunities on behalf of a minor younger than 14. This allows NASA STEM Gateway to support parent/legal guardian participation paths without forcing younger minors into self-registration.

The Next button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

This conditional section is displayed when the user identifies as a Student during NASA STEM Gateway registration. It builds on the same Student Account Contact Relationship (ACR) model used across NASA Front Door, allowing the user to reuse an existing academic affiliation, create a new affiliation from an existing institution account, or create a temporary institution account if the school cannot be found.

The key benefit of this approach is that the Student relationship can be shared across NASA Front Door workflows and integrated Front Door Apps, while each workflow only displays the fields needed for its own purpose. NASA STEM Gateway requires additional student-specific information, such as Student Type, Grade Level, and Enrollment Status, to support Gateway reporting, eligibility validation, and downstream opportunity matching. General NASA Front Door workflows do not display these additional Gateway-specific fields when they are not needed.

If a Student affiliation was first created in a NASA Front Door workflow, NASA STEM Gateway can reuse that relationship and collect the additional Gateway-required fields that are missing. If the Student affiliation was first completed in NASA STEM Gateway, later NASA Front Door workflows can reuse the same affiliation without displaying the extra Gateway-specific fields. This reduces duplicate entry, preserves a consistent user profile, and supports context-specific data collection across shared workflows.



Allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.

Single-select picklist with the following conditional values displayed based on the category selected in the Student Type field:

**If Student type = High School:**

- 9
- 10
- 11
- 12

**If Student type = Community College:**

- Undergraduate Freshman
- Undergraduate Sophomore
- Undergraduate Junior
- Undergraduate Senior

**If Student type = Undergraduate:**

- Undergraduate Freshman
- Undergraduate Sophomore
- Undergraduate Junior
- Undergraduate Senior

**If Student type = Graduate:**

- Graduate Master's
- Graduate Doctoral

The Next button will remain inactive until an Organization and Grade Level are identified through one of the three available methods.

Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Student Type, Grade Level, and Enrollment Status are displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Student relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist with the following values:

- High School
- Community College
- Undergraduate
- Graduate
- Post Doctoral

**Note:** NASA STEM Gateway displays this shared field as Student Type to align with its approved registration process and existing user experience. All other NASA Front Door and NASA Front Door App workflows display it as Current Level of Study for broader applicability across request types. The label differs by workflow, but the stored value is shared and reusable across the same Student affiliation record, avoiding duplicate collection.

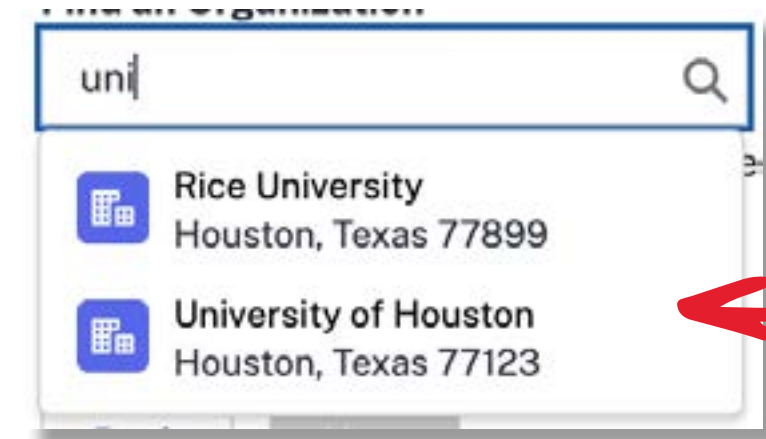
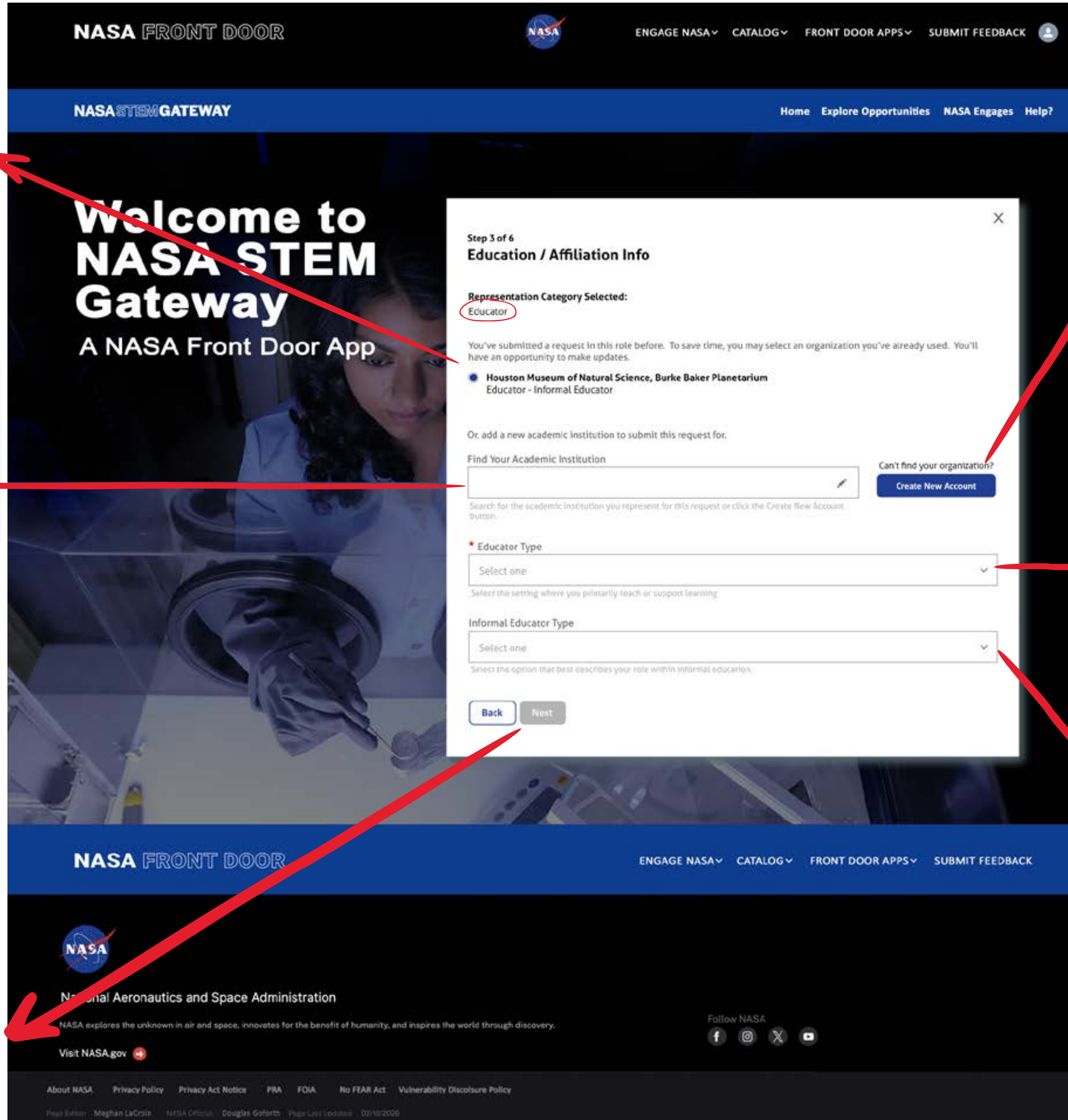
Single-select picklist with the following values conditionally displayed if **Community College**, **Undergraduate**, or **Graduate** have been selected in the Student Type field:

- Part-time
- Full-time

This conditional section is only displayed when the requester identifies as an Educator within the previous screen. The step associates the requester with the academic institution they are representing and creates or reuses an Educator Account Contact Relationship (ACR) that can be used across future NASA Front Door workflows and integrated Front Door Apps.

NASA Front Door uses this shared relationship model to reduce repeat entry. If the requester has already created an Educator affiliation in another workflow, the existing relationship can be selected and reused. If the requester needs to represent a new institution, they may search for an existing account or create a temporary account if the institution is not found. The workflow collects only the educator information needed for the current workflow, while allowing other Front Door Apps to collect additional educator-specific fields only when required for their own use cases.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.

If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if *Informal Educators* is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

The Create New Temporary Account workflow allows a requester to continue through the NASA STEM Gateway registration when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because the NASA STEM Gateway profile must be associated with the organization the requester is representing, this step provides a limited write-in path to create a temporary organization record for the current request.

This workflow is intentionally used only after the requester has attempted to identify an existing organization. It prevents the requester from being blocked, abandoning the intake, or contacting NASA separately when their organization is not yet available in the Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the request, and support later NASA review, stewardship, and reconciliation.

This process supports burden reduction by allowing the requester to proceed through the intake without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests through Account Contact Relationships. While the temporary account is awaiting data steward review, the requester can continue selecting that same temporary organization for future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a *Home School* is only available to those requesters who have initiated a new record as a Student or Educator. With this selection, the following fields are hidden from view because they are no longer applicable:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users will always have the option to identify Online Only institutions where there is no physical address. When this option is selected, the following fields are hidden from view because they are no longer applicable:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

Single picklist populated from a standard state list from the State Department. The State field is displayed only when the user selects *United States of America* as the country. Otherwise, this field is hidden from view.

The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

## Demographics

No selection or approval decisions are made based on this information. It will not adversely affect the applications or requests for services that you submit if you choose not to provide this information.

[Hide Details](#)

The data collected in this section enables NASA to better serve our users by making informed decisions that reflect the needs and characteristics of our diverse citizens, ensure equitable access to programs or services, and support continuous improvement efforts. Demographic information is only reported in aggregate.

**American Indian or Alaska Native:** Individuals with origins in any of the original peoples of North, Central, and South America, including for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya.

**Asian:** Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, or Japanese.

**Black or African American:** Individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.

**Hispanic or Latino:** Individuals with origins of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.

**Middle Eastern or North African:** Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.

**Native Hawaiian or Pacific Islander:** Individuals with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, including, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, and Marshallese.

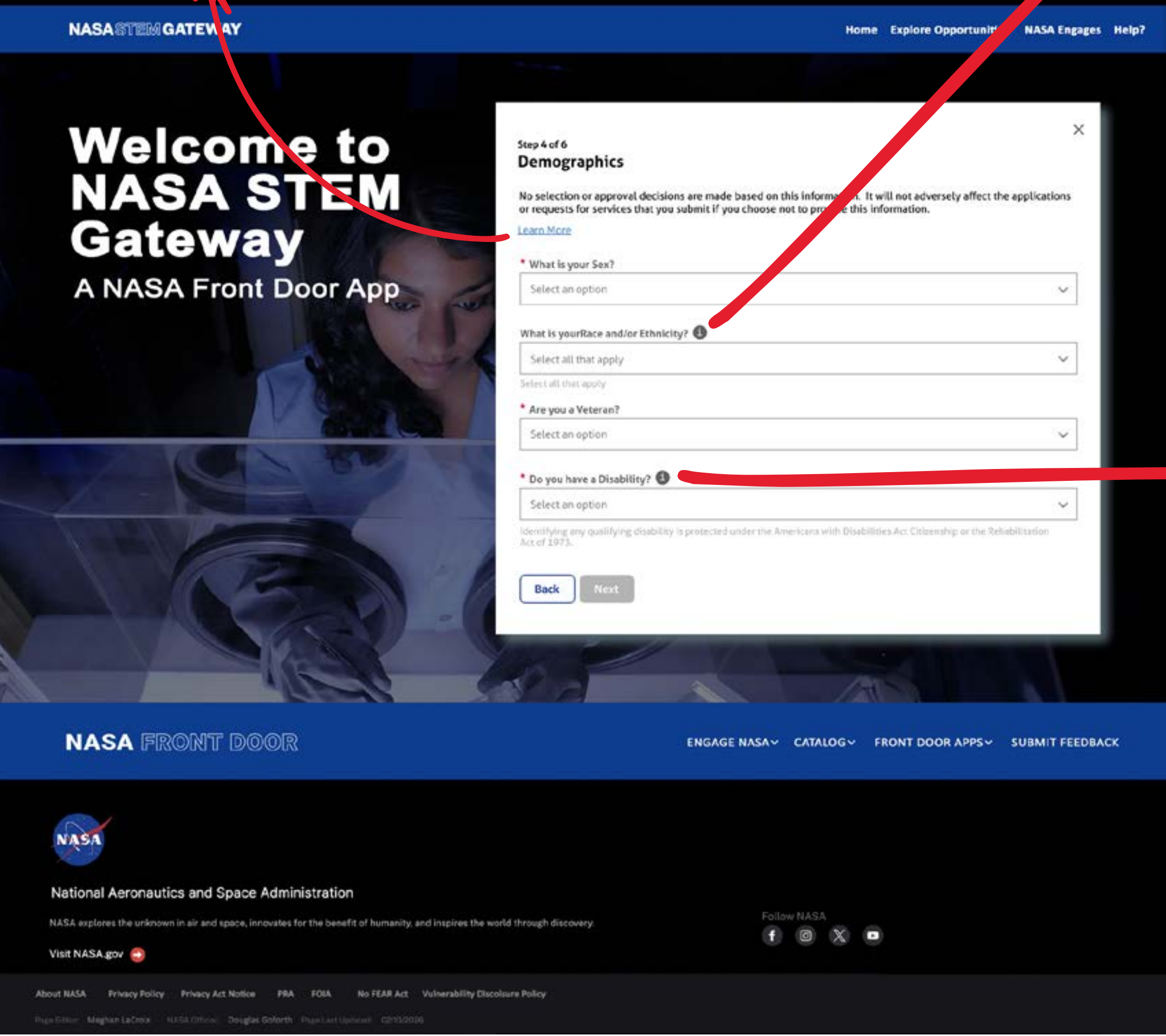
**White:** Individuals with origins in any of the original peoples of Europe, including, for example, English, German, Irish, Italian, Polish, and Scottish.

### 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, dysphagia
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis
- Liver disease, for example, hepatitis or cirrhosis
- 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



The Demographics step is designed to standardize demographic data collection across NASA Front Door Apps while aligning the user experience with current federal requirements and policy direction. The design supports implementation of **Executive Order 14168, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government**, for sex-related data collection, and **OMB Statistical Policy Directive No. 15, Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity**, for race and ethnicity data collection.

For NASA Front Door Apps that collect demographic information, the same demographic collection approach will be used across the shared environment. This provides users with a consistent set of questions, definitions, response options, and support text regardless of which integrated application they are registering for. Because the apps operate within a shared Salesforce environment, demographic values are stored as part of the user's unified profile and can be reused across future NASA Front Door App registration workflows.

This design reduces burden by avoiding repeated demographic data entry across applications. If a user has already provided a demographic value in one registration workflow, that value can be displayed in editable format in a later workflow, allowing the user to confirm, update, or change the response as needed. The page also explains that demographic information is not used to make selection or approval decisions, that non-response will not adversely affect applications or service requests, and that demographic information is reported only in aggregate.

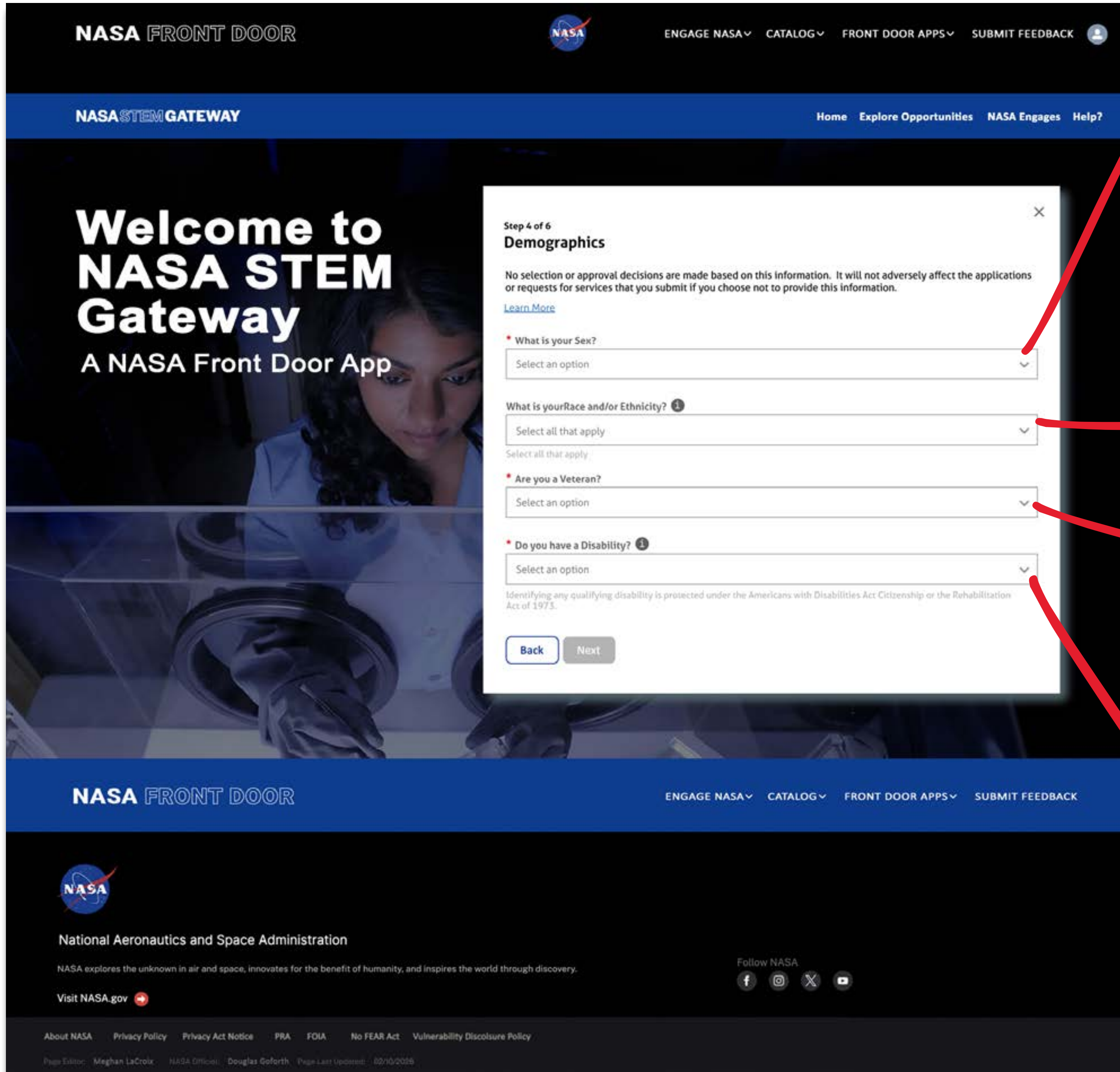
To support informed responses, NASA Front Door provides help text in multiple formats, including expandable/collapsible overview text, field labels, supplemental field instructions, and hover-text definitions. This keeps the default registration screen concise while still making the policy context, definitions, and response guidance available when users need it.

The NASA STEM Gateway registration workflow uses a standardized top-tier demographics screen to collect the primary demographic values stored on the user's shared NASA Front Door profile. These fields are presented in a consistent question format and are designed to support aggregate reporting, demographic analysis, and future reuse across NASA Front Door Apps that collect demographics.

The Sex field uses the term sex, not gender, and includes the same Do not wish to provide opt-out approach that NASA STEM Gateway has used under its existing approved clearance. The Veteran and Disability fields also include Do not wish to provide, allowing users to complete the registration step without disclosing the underlying demographic value.

The Race and/or Ethnicity field has been updated to align with OMB SPD 15. It is presented as a single combined multi-select question and does not include a Do not wish to provide option. Instead, users may select one or more applicable categories from the required top-tier race and ethnicity values. Those selections determine whether additional detailed race/ethnicity fields are displayed in the next tier of the workflow.

Because this page is part of the NASA STEM Gateway registration workflow within the shared NASA Front Door environment, values entered here can be reused in future NASA Front Door App registration workflows and displayed in editable format. This reduces repeat entry while allowing users to confirm, update, or change their responses as needed.



**\* What is your Sex?**

Select an option

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

**What is your Race and/or Ethnicity?**

Select all that apply

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or Pacific Islander
- White

**\* Are you a Veteran?**

Select an option

- None--
- No
- Yes
- Do not wish to provide

**\* Do you have a Disability?**

Select an option

- None--
- No
- Yes
- Do not wish to provide

**Step 4 of 5 Demographics**

No selection or approval decisions are made based on this information. It will not adversely affect the applications or requests for services that you submit if you choose not to provide this information.

[Learn More](#)

\* What is your Sex?  
Select an option

What is your Race and/or Ethnicity?  
7 selected

Select all that apply

**American Indian or Alaska Native**  
Navajo  
Enter, for example, Navajo Nation, Black-foot Tribe of the Black Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.

**Asian**  
2 selected  
Select all that apply  
Asian - Another Group  
Enter, for example, Pakistani, Bangladeshi, Afghan, etc.

**Black or African American**  
1 selected  
Select all that apply  
Black or African American - Another Group  
Trinidadian  
Enter, for example, Trinidadian and Tobagonian, Ghonlian, Congolese, etc.

**Hispanic or Latino**  
Select all that apply  
Select all that apply  
Hispanic or Latino - Another Group  
Enter, for example, Colombian, Honduran, Spaniard, etc.

**Middle Eastern or North African**  
Select all that apply  
Select all that apply  
Middle Eastern or North African - Another Group  
Enter, for example, Moroccan, Yemeni, Kurdish, etc.

**Native Hawaiian or Pacific Islander**  
Select all that apply  
Select all that apply  
Native Hawaiian or Pacific Islander - Another Group  
Enter, for example, Chamorro, Palauan, Tahitian, etc.

**White**  
Select all that apply  
Select all that apply  
White - Another Group  
Enter, for example, French, Swedish, Norwegian, etc.

\* Are you a Veteran?  
Select an option

\* Do you have a Disability?  
Select an option

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

[Back](#) [Next](#)

NASA Front Door uses a tiered collection approach for the Race and/or Ethnicity question to support OMB SPD 15 implementation. The first tier presents the required minimum race and ethnicity categories in a single multi-select field. Users may select all categories that apply.

When a user selects a top-tier category, the workflow conditionally displays the corresponding detailed race/ethnicity section for that category. For most categories, this detailed section includes two fields:

**1. Detailed Category Picklist**

A multi-select field containing the OMB-recommended detailed groups for that category, plus an *Another Group* option.

**2. Write-In Field**

A text field that allows the user to provide additional detail not already captured by the listed detailed groups. This field remains inactive by default and becomes editable only when the user selects *Another Group* in the corresponding detailed category picklist.

The **American Indian or Alaska Native** category is handled differently because there are no OMB-recommended checkbox subcategories displayed for this group. When a user selects American Indian or Alaska Native from the top-tier field, the workflow displays an editable write-in field directly, allowing the user to enter their detailed identity information without requiring an additional picklist selection.

As users make selections in the top-tier or detailed multi-select fields, the field display updates from "Select all that apply" to show the number of selected values. This helps users confirm that their selections were captured without expanding every field by default.

**Asian**  
2 Selected

Chinese

Asian Indian

Filipino

Vietnamese

Korean

Japanese

Another Group

**Middle Eastern or North African**  
Select all that apply

Lebanese

Iranian

Egyptian

Syrian

Iraqi

Israeli

Another Group

**White**  
Select all that apply

English

German

Irish

Italian

Polish

Scottish

Another Group

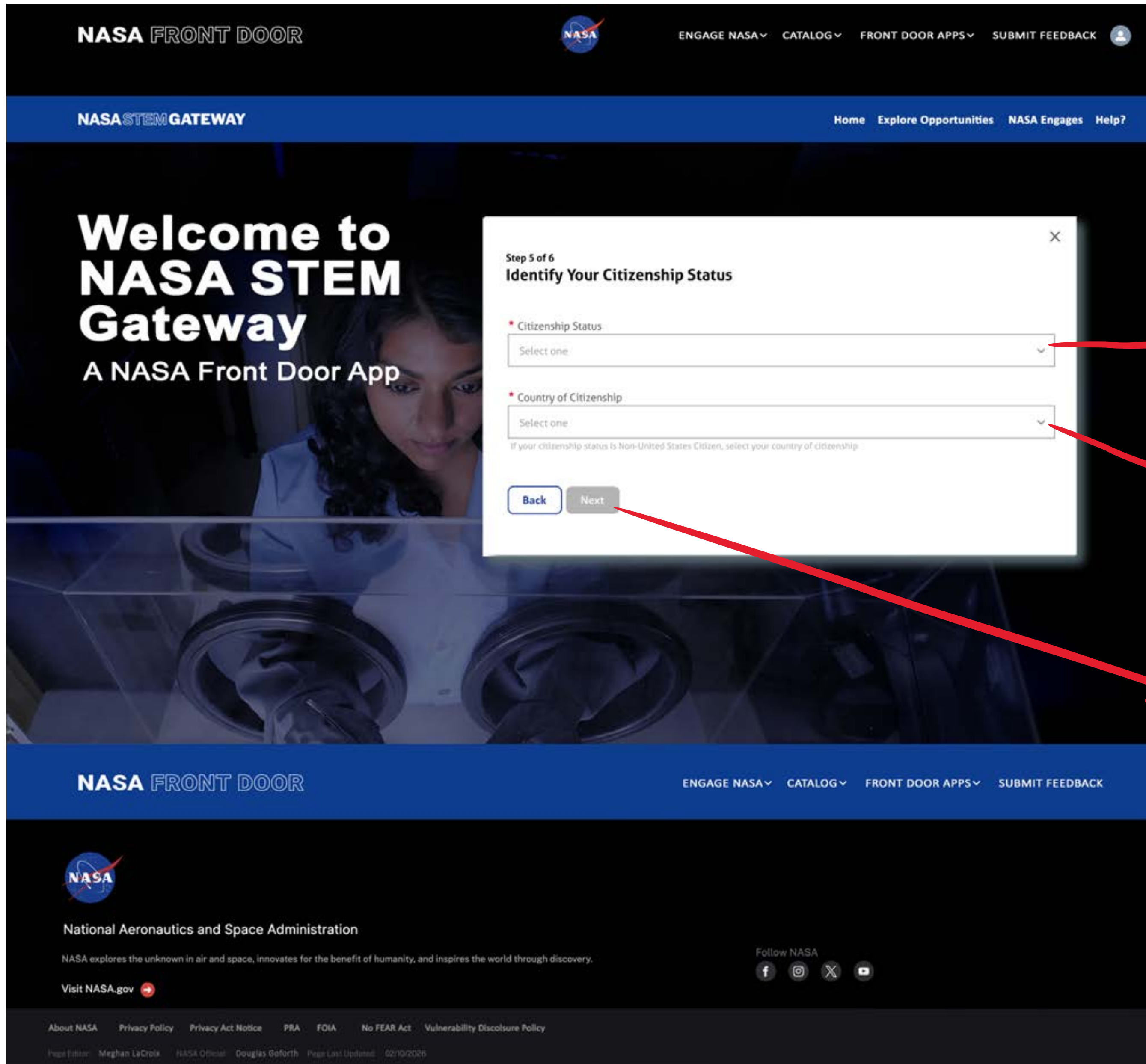
**Note:** The form image displayed here has been cropped and enlarged for readability. The NASA Front Door header and footer, including Privacy Act Notice and PRA links, are displayed on the actual demographics step but are not shown in this cropped view.

The Citizenship step collects citizenship status during NASA STEM Gateway registration to support eligibility validation, routing, and opportunity screening for Gateway experiences that may include citizenship-based requirements or restrictions. Although this field is collected during Gateway registration, it is stored on the shared NASA Front Door contact record so the value can be reused across NASA Front Door and other integrated Front Door App workflows.

This approach reduces burden by maintaining citizenship status as shared profile information rather than requiring the user to re-enter the same value in each workflow. If citizenship status was previously provided through another NASA Front Door workflow or Front Door App registration, the most recently saved value is displayed in editable format during Gateway registration. The user may leave the value unchanged or update it if their status has changed or was previously entered incorrectly.

Conversely, if the user first provides or updates citizenship status during NASA STEM Gateway registration, that value can later be displayed in editable format in NASA Front Door-managed intake workflows, as well as other Front Door App registration workflows that use the same shared field.

This shared-field approach keeps citizenship collection visible and editable, reduces duplicate entry, supports consistent profile data across experiences, and allows each workflow to use the value only when it is relevant to that workflow's eligibility, routing, or validation needs.



Single-select picklist with the following values:

- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

If Non-United States Citizen is selected above, the Country of Country of Citizenship field will appear and will require users to choose their country of citizenship from a standard set of countries from the Department of State.

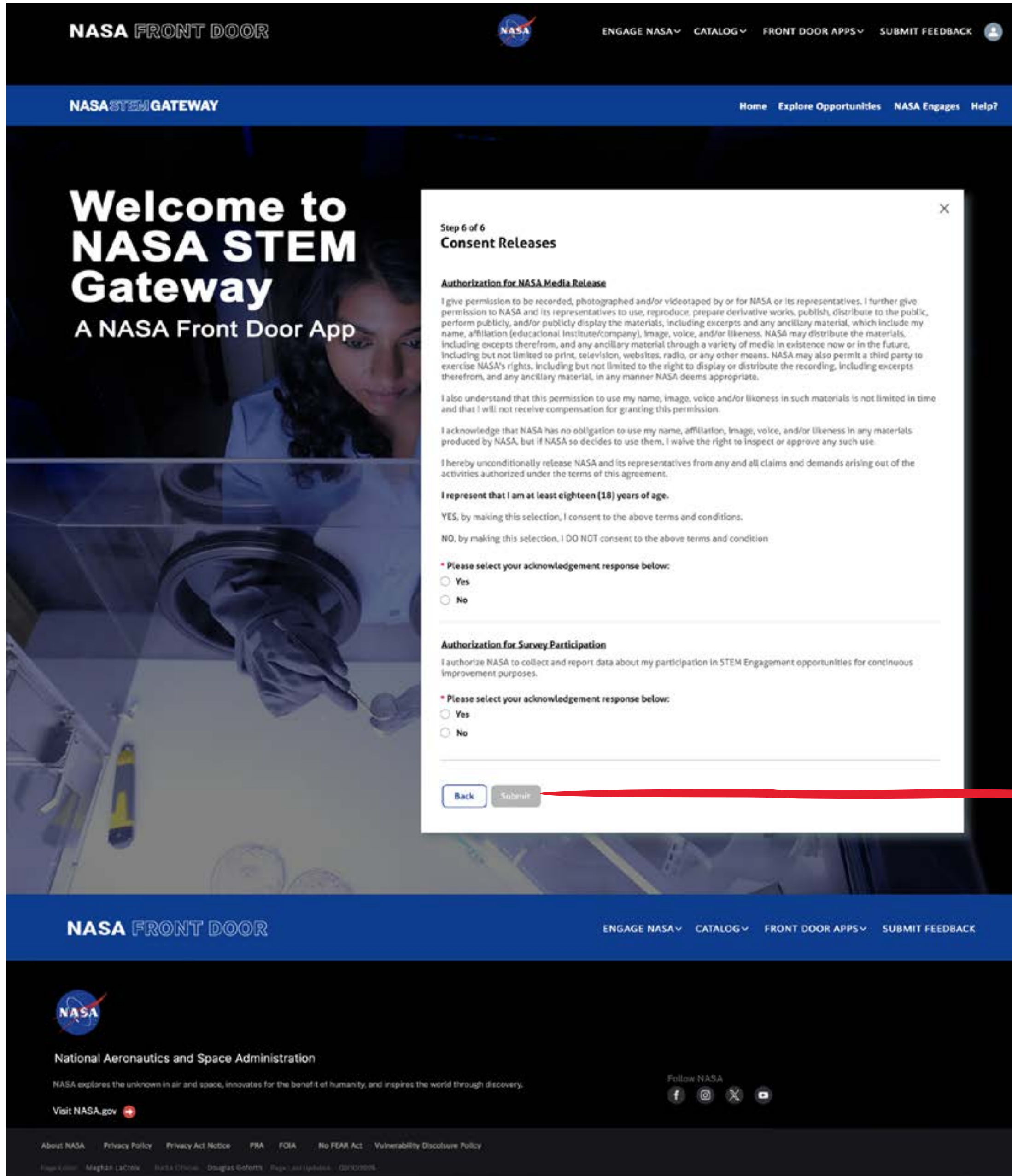
This field is hidden from view if any other value is selected above.

The Next button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Consent Releases step is the final step in the NASA STEM Gateway registration workflow for users who are legally able to provide their own consent. This step is conditionally displayed for adult users and is skipped for minors ages 14–17 because those consent decisions are already collected from the parent/legal guardian during the minor consent process.

This approach reduces burden by collecting consent decisions from the appropriate decision-maker only once. Adult users provide their own NASA Media Release and Survey Participation decisions during registration. For minors, NASA STEM Gateway uses the parent/legal guardian's consent decisions and does not ask the minor to repeat or modify those selections.

NASA STEM Gateway also reduces repeat collection by maintaining these consent decisions on the user's profile. Users may update their consent decisions from their profile when applicable, and each time a user submits an application, the current consent values are archived with that application. This prevents users from having to answer the same consent questions every time they apply for an opportunity while preserving the consent status that was active at the time of each application.



The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The registration workflow will be completed upon submittal and users can navigate the authenticated NASA STEM Gateway upon completion.

# **FRONT DOOR APP - NASA ENGAGES**

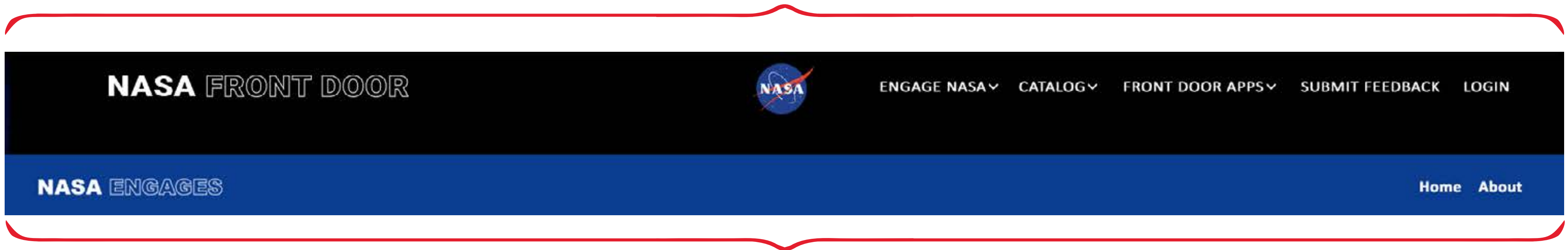
NASA Front Door uses a persistent parent header across the broader Front Door environment. When users navigate into NASA Engages, the NASA Front Door header remains visible, and a NASA Engages-specific sub-header appears below it. This allows users to retain access to Front Door-wide navigation while also seeing navigation specific to the Engages application.

The NASA Engages child header is displayed only while the user is within the Engages experience. When the user returns to NASA Front Door proper, the Engages header disappears. This supports a consistent integrated experience while helping users distinguish between parent-level navigation and application-specific navigation.

The headers are navigational only and do not directly collect information. Any data collection occurs only after a user selects a workflow, registration path, or application-specific process.

Overall, the parent/child header structure supports orientation, consistency, and reduced navigation burden across NASA Front Door and integrated applications. The persistent NASA Front Door header reinforces the shared environment, while the NASA Engages sub-header provides application-specific navigation only when relevant. This approach helps users move between NASA Front Door and Engages without losing context and without introducing additional information collection from the header itself.

### PARENT NASA FRONT DOOR HEADER



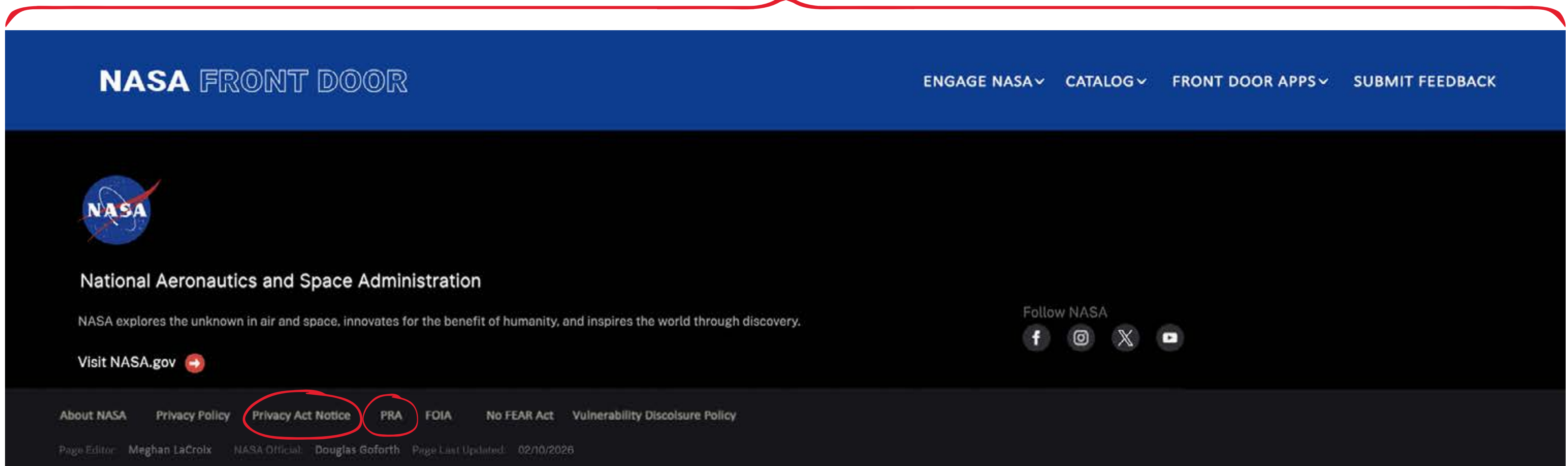
### CHILD NASA ENGAGES HEADER

Once the user is authenticated and operating within the NASA Engages application, the NASA Engages footer is displayed. That footer links to the approved Privacy Act Notice and PRA statement applicable to NASA Engages-specific data collections and workflows.

This approach preserves the clearance boundary between the shared NASA Front Door registration process and NASA Engages application-specific collections. It also ensures users are presented with the correct notice links for the data collection context they are actively completing, while avoiding conflicting or duplicative PRA/privacy notices.

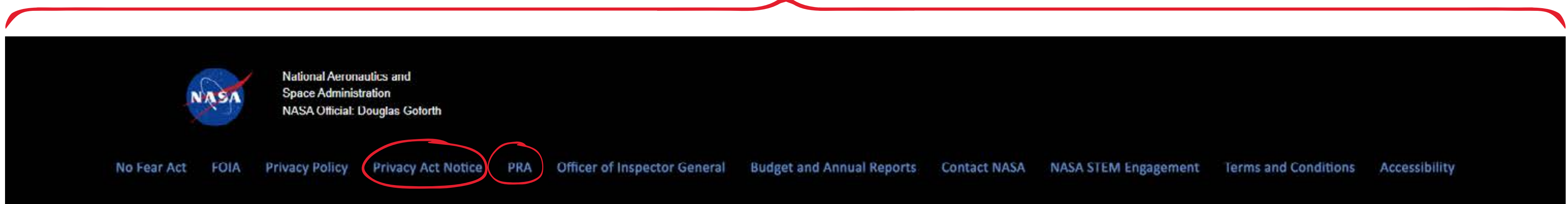
Overall, the footer treatment supports PRA and privacy transparency by displaying the footer associated with the active collection. The NASA Front Door footer is used when the user is completing Front Door-covered registration, including registration initiated from NASA Engages through the shared NASA STEM Gateway registration workflow. The NASA Engages footer is used once the user is interacting with Engages-specific experiences covered by the Engages clearance.

### PARENT NASA FRONT DOOR FOOTER



The displayed footer corresponds to the collection being completed. During NASA Front Door-managed registration or account creation, the NASA Front Door footer and related [Privacy Act Notice](#) and [PRA](#) links are shown.

### CHILD NASA ENGAGES FOOTER

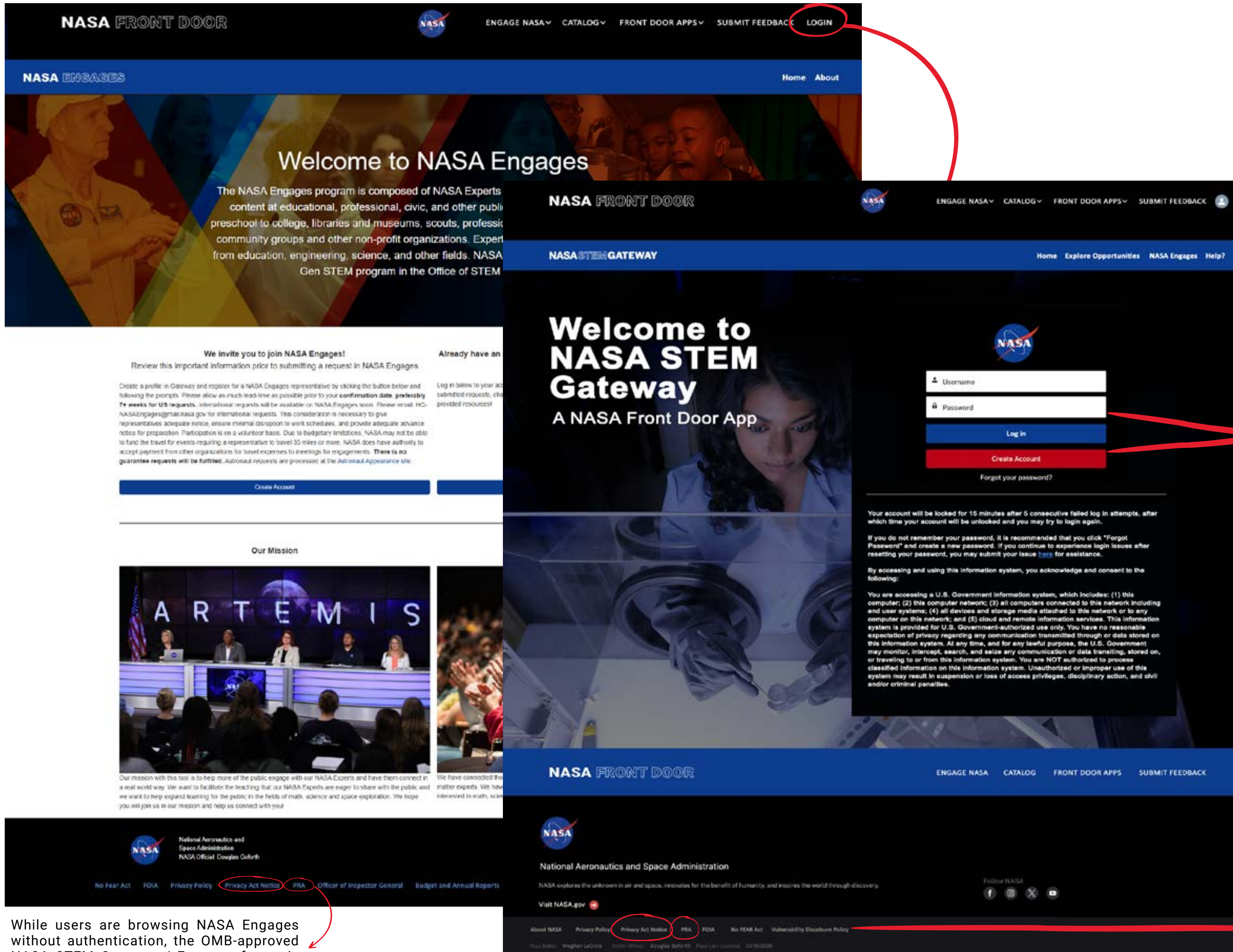


Once the user is operating within NASA Engages-specific screens, the applicable data collections remain under the app's approved clearance and display its footer with the required Privacy Act Notice and PRA links.

When a user accesses NASA Engages without an authenticated NASA Front Door session, either because they have not yet created an account or because they have an account but are not currently logged in, they may browse the public NASA Engages experience as a guest. In this guest view, NASA Engages displays its approved footer with the Privacy Act Notice and PRA links applicable to NASA Engages and NASA STEM Gateway shared clearance for data collections.

If the user selects Login, they are routed into the NASA Front Door-managed login and registration experience used by NASA STEM Gateway and NASA Engages. NASA Engages does not maintain a separate registration workflow; instead, it uses the [NASA STEM Gateway registration workflow](#) because the two experiences share the same registration clearance and account/profile creation process.

This approach reduces burden by avoiding a duplicate NASA Engages registration process and routing users into the established shared registration workflow. It also preserves the appropriate notice context: users see the NASA Engages/ NASA STEM Gateway footer while browsing the unauthenticated NASA Engages site, then see the NASA Front Door footer once they enter the NASA Front Door-managed login and registration workflow.



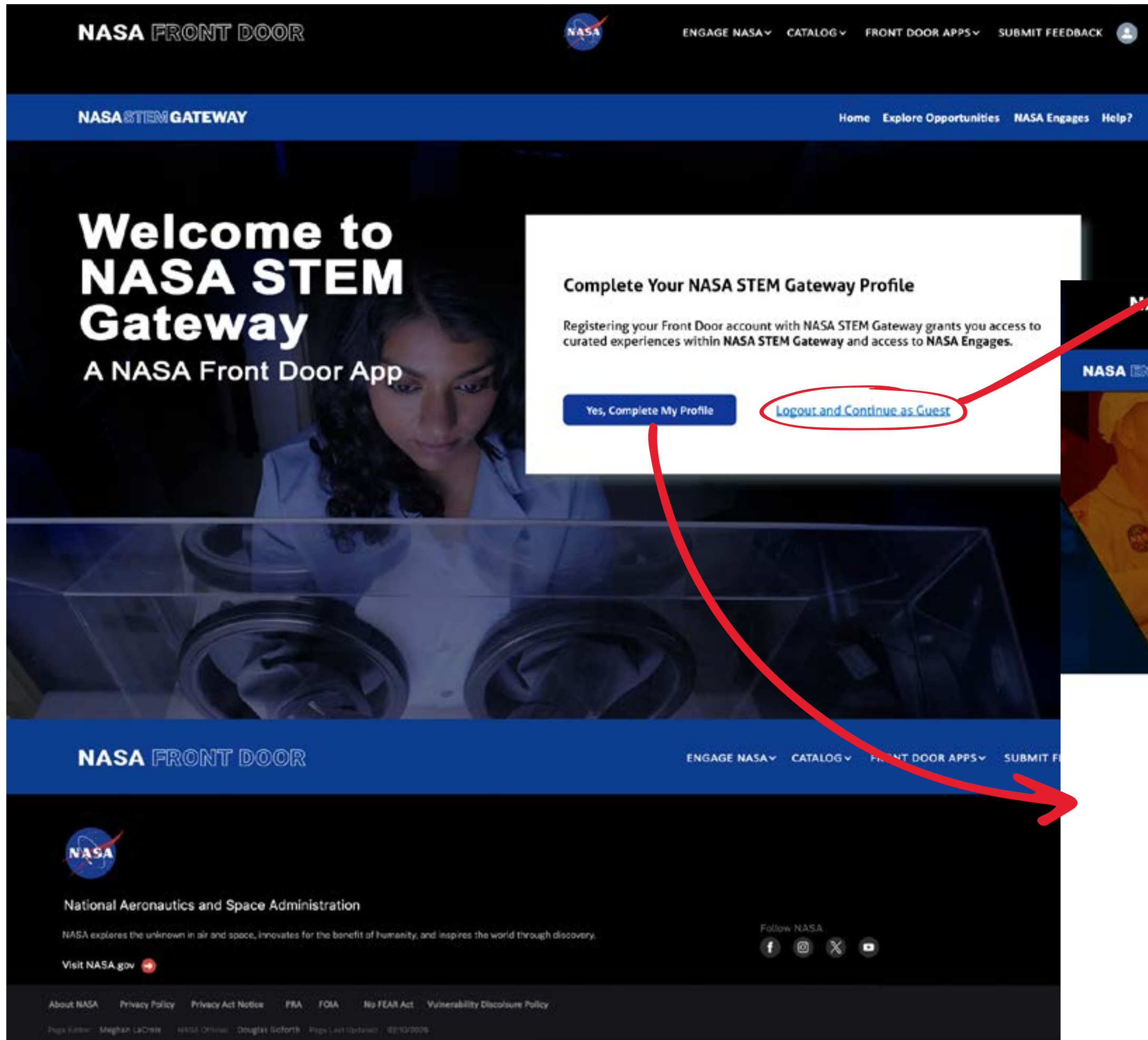
The Login area allows users to access an existing account or begin account creation through the NASA STEM Gateway registration workflow.

While users are browsing NASA Engages without authentication, the OMB-approved NASA STEM Gateway / Engages footer is displayed, providing access to the Privacy Act Notice and PRA links applicable to NASA STEM Gateway & NASA Engages.

When the user enters the NASA Front Door-managed NASA STEM Gateway login/ registration workflow, the NASA Front Door footer is displayed with the required NASA Front Door [Privacy Act Notice](#) and [PRA](#) links are shown.

When a user is already registered and authenticated in NASA Front Door and then accesses NASA Engages, the system recognizes that the user's basic identity information has already been collected. Because NASA Engages uses the NASA STEM Gateway registration workflow but also supports unauthenticated browsing, the user is first given a choice: complete the shared Gateway registration/profile process used by Engages, or log out and continue browsing NASA Engages as a guest.

This approach reduces burden by not forcing an authenticated NASA Front Door user to complete Engages/Gateway registration simply because they accessed the Engages app. If the user chooses to continue registration, the workflow reuses identity information already collected through NASA Front Door and only displays the additional registration fields needed to complete the Gateway/Engages profile. This avoids duplicate entry, preserves the existing guest-browsing experience, and ensures registration data is collected only when the user intentionally chooses to proceed.



If selected, the user exits the authenticated session and continues browsing NASA Engages without completing Gateway registration.

This preserves unauthenticated NASA Engages experience and avoids unnecessary profile completion for users who are not ready to register.



**We invite you to join NASA Engages!**  
Review this important information prior to submitting a request in NASA Engages

**Already have an account? Are you a NASA Employee or Contractor? Choose the Login button below.**

Create a profile in Gateway and register for a NASA Engages representative by clicking the button below and following the prompts. Please allow as much lead-time as possible prior to your confirmation date, preferably 7+ weeks for US requests. International requests will be available on NASA Engages soon. Please email: HQ-NASAEngages@mail.nasa.gov for international requests. This consideration is necessary to give representatives adequate notice, ensure minimal disruption to work schedules, and provide adequate advance notice for preparation. Participation is on a volunteer basis. Due to budgetary limitations, NASA may not be able to fund the travel for events requiring a representative to travel to more than one event. NASA does have authority to accept payment from other organizations for travel expenses to meetings for engagements. There is no guarantee requests will be fulfilled. Subsequent requests are processed at the Subsequent Appearance site.

[Create Account](#) [Login](#)

[Our Mission](#) [Our Success Stories](#)



Our mission with Artemis is to help more of the public engage with our NASA Experts and have their voices heard in a real world way. We want to facilitate the teaching that our NASA Experts are eager to share with the public and we want to help expand learning for the public in the fields of math, science and space exploration. We hope you will join us in our mission and help us connect with you!

We have connected thousands of students, employees, organizations and industry leaders with NASA subject matter experts. We have heard that our speakers have inspired lives and helped propel all ages to become interested in math, science and space exploration. We want to continue to be a positive influence in the world.

When the **Yes, Complete My Profile** button is selected, the user continues into the [NASA STEM Gateway Registration Workflow](#) using their existing authenticated NASA Front Door profile.

The workflow reuses the user's existing Front Door identity information instead of asking them to re-enter First Name, Last Name, or Email.



**FRONT DOOR APP -  
NASA SPECIAL EVENTS  
REGISTRATION**

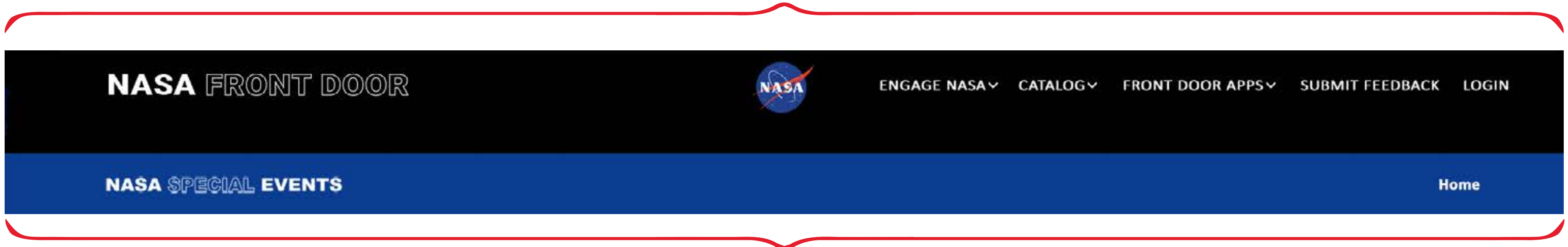
NASA Front Door uses a persistent parent header across the broader Front Door environment. When users navigate into NASA Special Events, the NASA Front Door header remains visible, and a NASA Special Events-specific sub-header appears below it. This allows users to retain access to Front Door-wide navigation while also seeing navigation specific to the NASA Special Events application.

The NASA Special Events child header is displayed only while the user is within the NASA Special Events experience. When the user returns to NASA Front Door proper, the NASA Special Events header disappears. This supports a consistent integrated experience while helping users distinguish between parent-level navigation and application-specific navigation.

The headers are navigational only and do not directly collect information. Any data collection occurs only after the user selects a workflow, registration path, or application-specific process.

Overall, the parent/child header structure supports orientation, consistency, and reduced navigation burden across NASA Front Door and integrated applications. The persistent NASA Front Door header reinforces the shared environment, while the NASA Special Events sub-header provides application-specific navigation only when relevant. This helps users move between NASA Front Door and NASA Special Events without losing context and without introducing additional information collection from the header itself.

### PARENT NASA FRONT DOOR HEADER



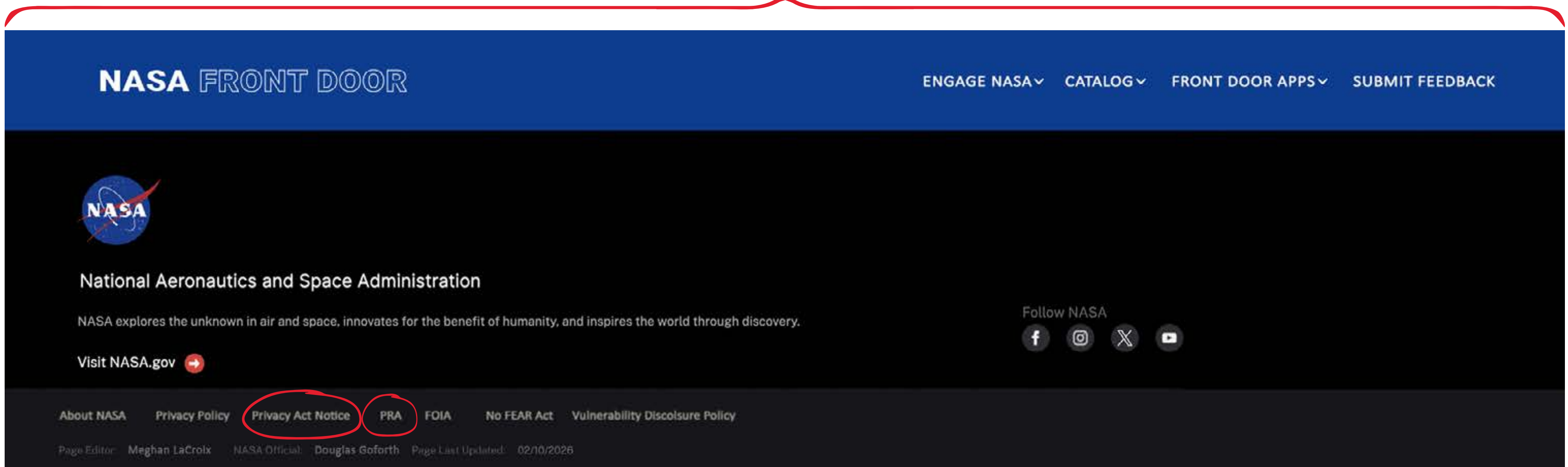
### CHILD NASA SPECIAL EVENTS HEADER

Once the user is authenticated and operating within the NASA Engages application, the NASA Engages footer is displayed. That footer links to the approved Privacy Act Notice and PRA statement applicable to NASA Engages-specific data collections and workflows.

This approach preserves the clearance boundary between the shared NASA Front Door registration process and NASA Engages application-specific collections. It also ensures users are presented with the correct notice links for the data collection context they are actively completing, while avoiding conflicting or duplicative PRA/privacy notices.

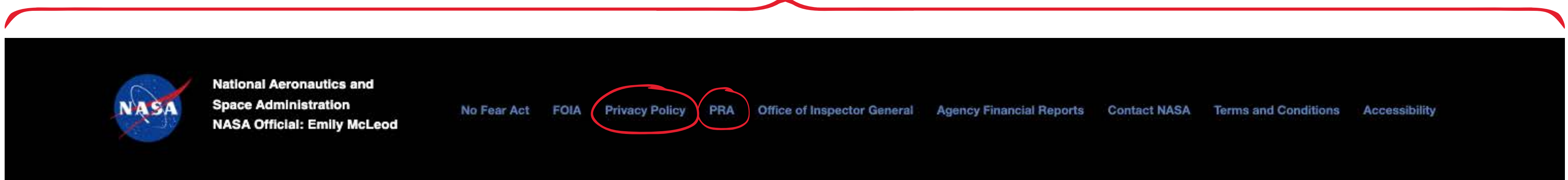
Overall, the footer treatment supports PRA and privacy transparency by displaying the footer associated with the active collection. The NASA Front Door footer is used when the user is completing Front Door-covered registration, including registration initiated from NASA Engages through the shared NASA STEM Gateway registration workflow. The NASA Engages footer is used once the user is interacting with Engages-specific experiences covered by the Engages clearance.

### PARENT NASA FRONT DOOR FOOTER



The displayed footer corresponds to the collection being completed. During NASA Front Door-managed registration or account creation, the NASA Front Door footer and related [Privacy Act Notice](#) and [PRA](#) links are shown.

### CHILD NASA SPECIAL EVENTS FOOTER

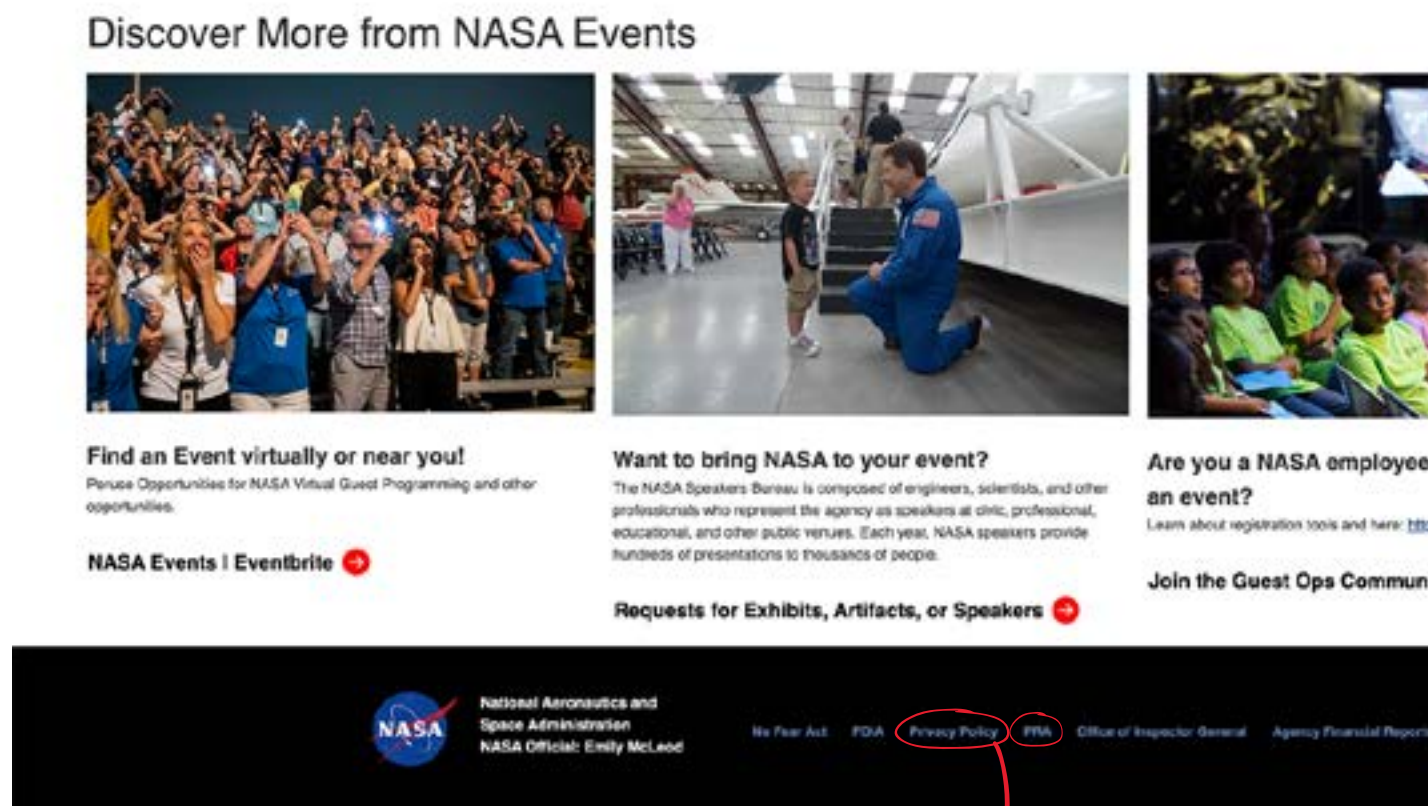
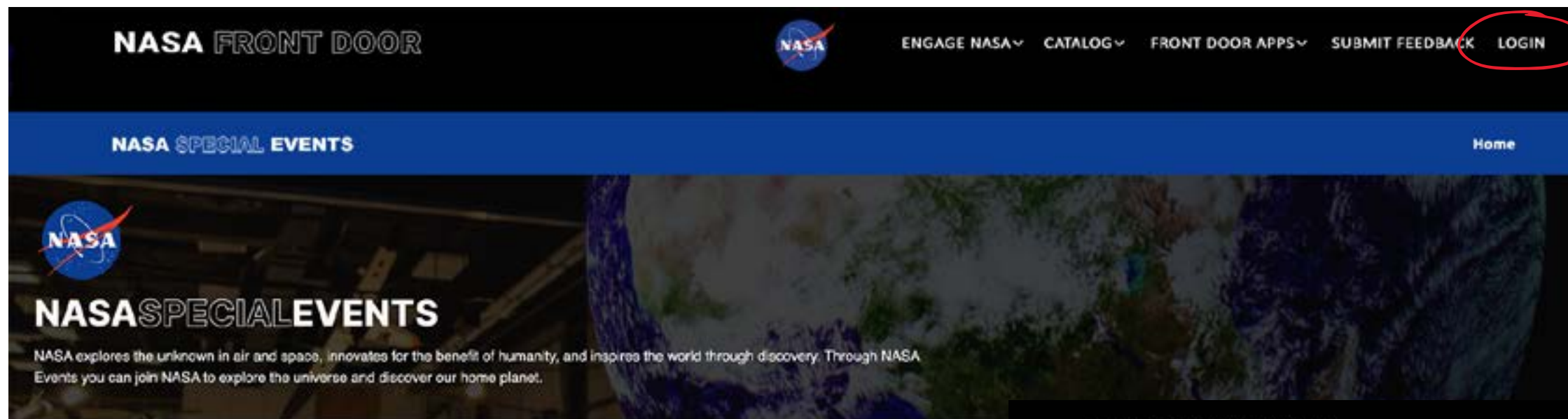


Once the user is operating within NASA Special Events-specific screens, the applicable data collections remain under the app's approved clearance and display its footer with the required Privacy Act Notice and PRA links.

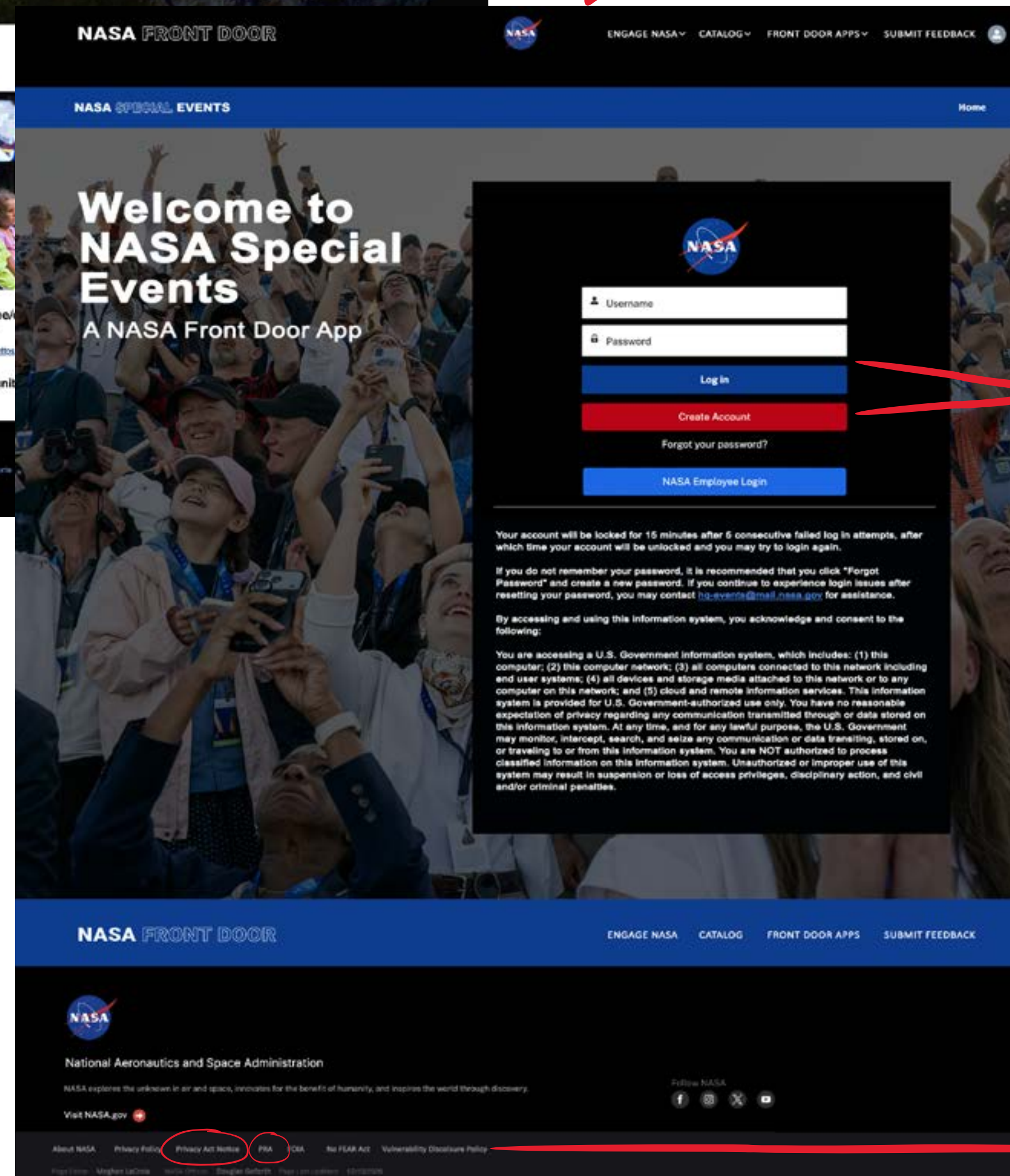
When a user accesses NASA Special Events without an authenticated NASA Front Door session, either because they have not yet created an account or because they have an account but are not currently logged in, they may browse the public NASA Special Events experience as a guest. In this guest view, NASA Special Events displays its approved footer with the Privacy Act Notice and PRA links applicable to NASA Special Events-specific data collections.

If the user selects Login, they are routed into the NASA Front Door-managed login and registration experience for NASA Special Events. This allows users to either access an existing account or begin account creation through the shared NASA Front Door registration process before continuing into authenticated NASA Special Events functionality.

This approach reduces burden by allowing users to browse public NASA Special Events content without registration, while providing a clear path to login or account creation only when they choose to access authenticated features. It also preserves the appropriate notice context: users see the NASA Special Events footer while browsing the unauthenticated site, then see the NASA Front Door footer once they enter the NASA Front Door-managed login and registration workflow.



While users are browsing NASA Special Events without authentication, the OMB-approved NASA Special Events footer is displayed, providing access to the Privacy Act Notice and PRA links applicable to NASA Special Events.



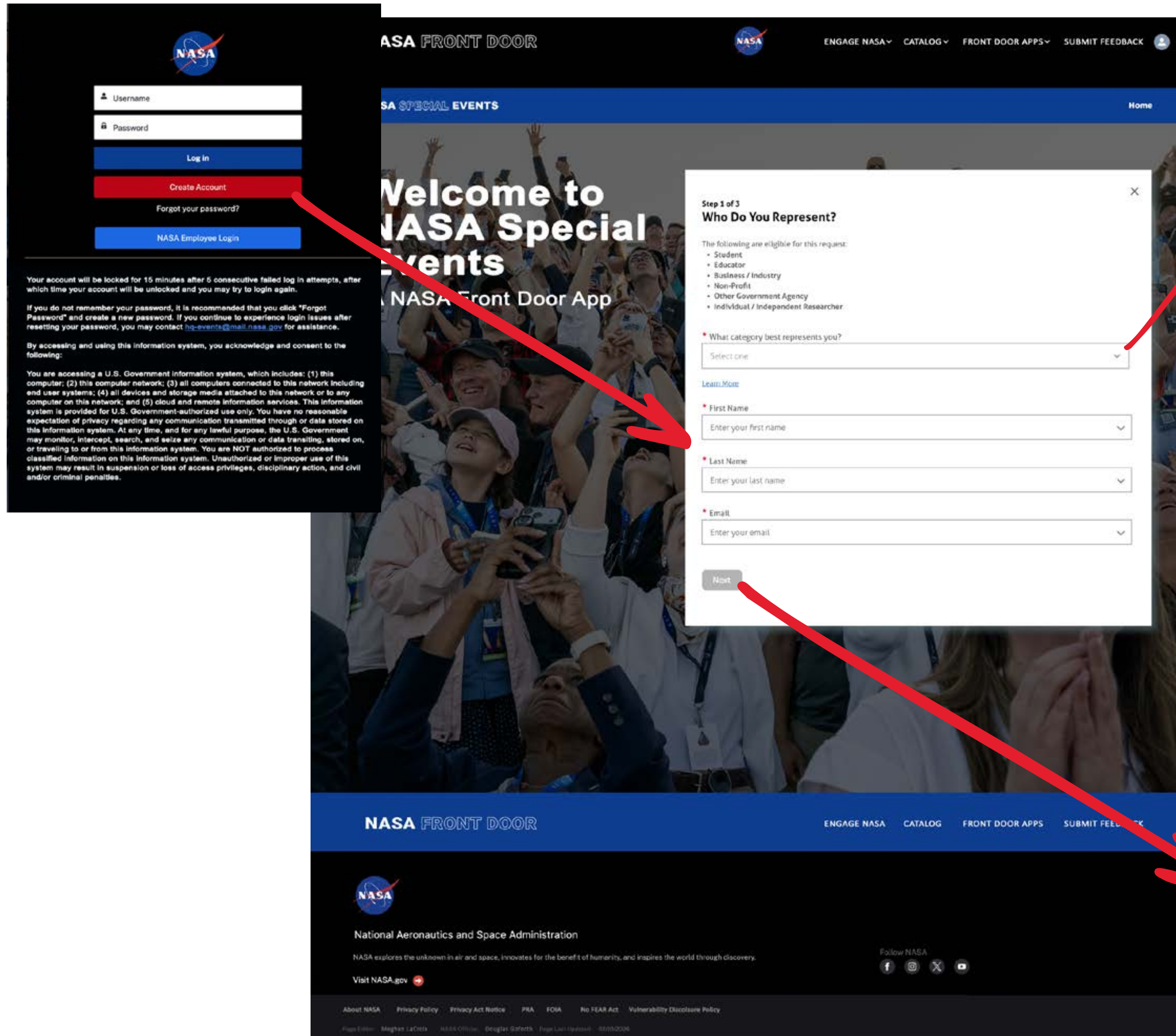
The Login area allows users to access an existing account or begin account creation through the NASA Special Events registration workflow.

When the user enters the NASA Front Door-managed NASA STEM Gateway login/registration workflow, the NASA Front Door footer is displayed with the required NASA Front Door [Privacy Act Notice](#) and [PRA](#) links.

When a user selects Create Account from the NASA Front Door-managed login screen for NASA Special Events, the workflow routes them to the first step of the NASA Special Events registration process. This view is used when the user is creating a new account rather than logging in with existing credentials.

Because the user has elected to create a new account, the workflow displays the identity fields needed to establish the shared NASA Front Door profile, along with the initial applicant category needed to determine the appropriate NASA Special Events registration path. This allows NASA Front Door to collect the minimum information required to begin account creation, check for an existing account, and route the user into the correct registration experience before additional information is collected.

This approach reduces burden by using the shared NASA Front Door account creation process rather than requiring a separate account setup experience for NASA Special Events. It also helps prevent duplicate account creation and avoids unnecessary downstream collection by validating the user's basic account and applicant information before the user proceeds.



Determines the appropriate NASA Special Events registration path and supports downstream routing based on the user type selected.

Single-select picklist with the following values:

- Student
- Educator
- Business / Industry
- Non-Profit
- Other Government Agency
- Individual / Independent Researcher

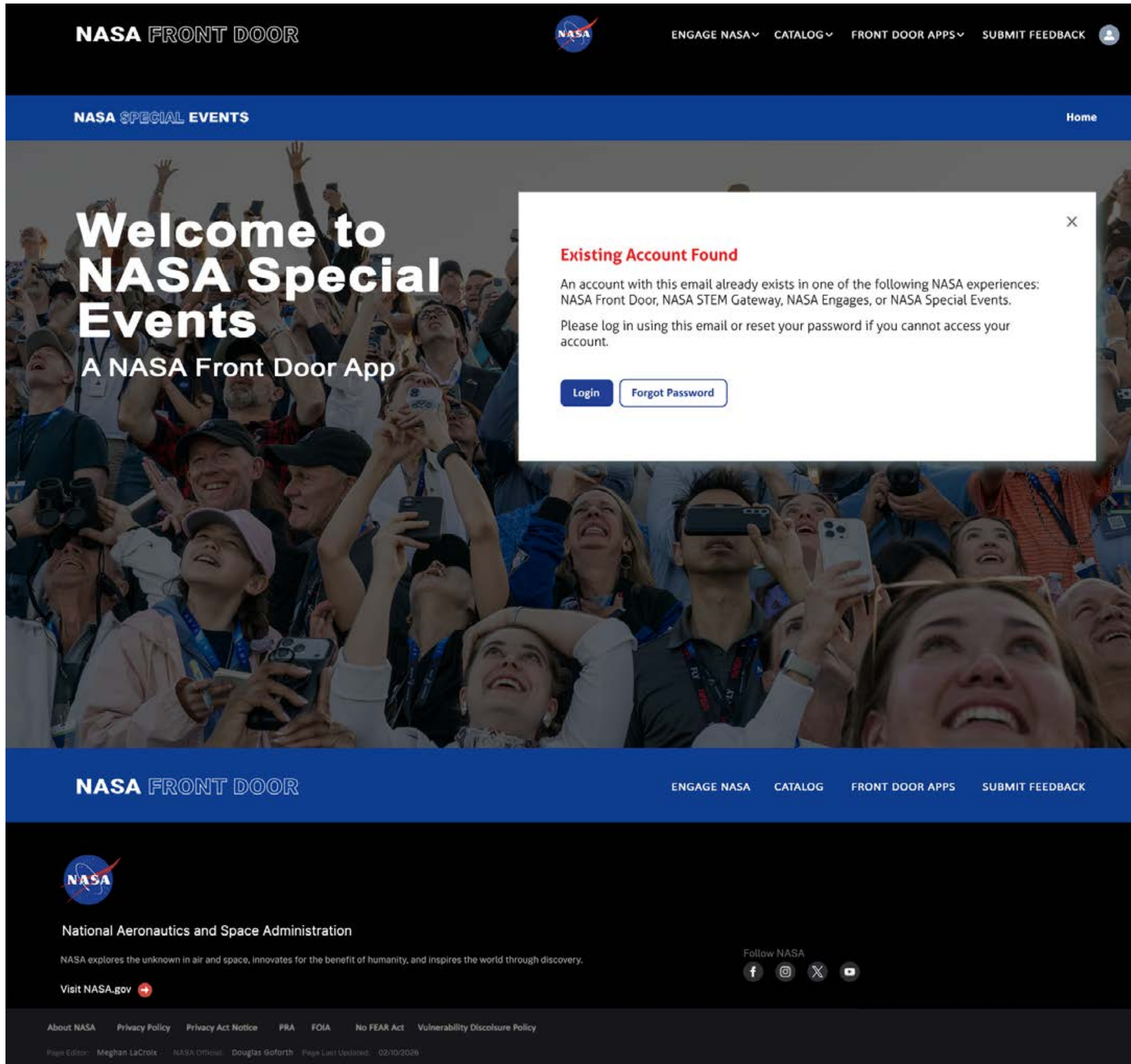
First Name, Last Name, and Email are only displayed if the registration is initiated by someone who is unauthenticated or unregistered.

The name is used to support creation of the shared contact record and the email is used to establish the unique login ID and to check for an existing NASA experience account before additional registration data is collected, reducing duplicate account creation.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

Before an unauthenticated or unregistered user continues through NASA Special Events registration, NASA Front Door checks whether the email address entered is already associated with an account in NASA Front Door or another integrated NASA experience. If a match is found, the user is notified that an account already exists and is directed to either log in or reset their password.

This reduces burden by preventing duplicate account creation, avoiding unnecessary downstream registration steps, and helping the user regain access to an existing account rather than creating a second profile.

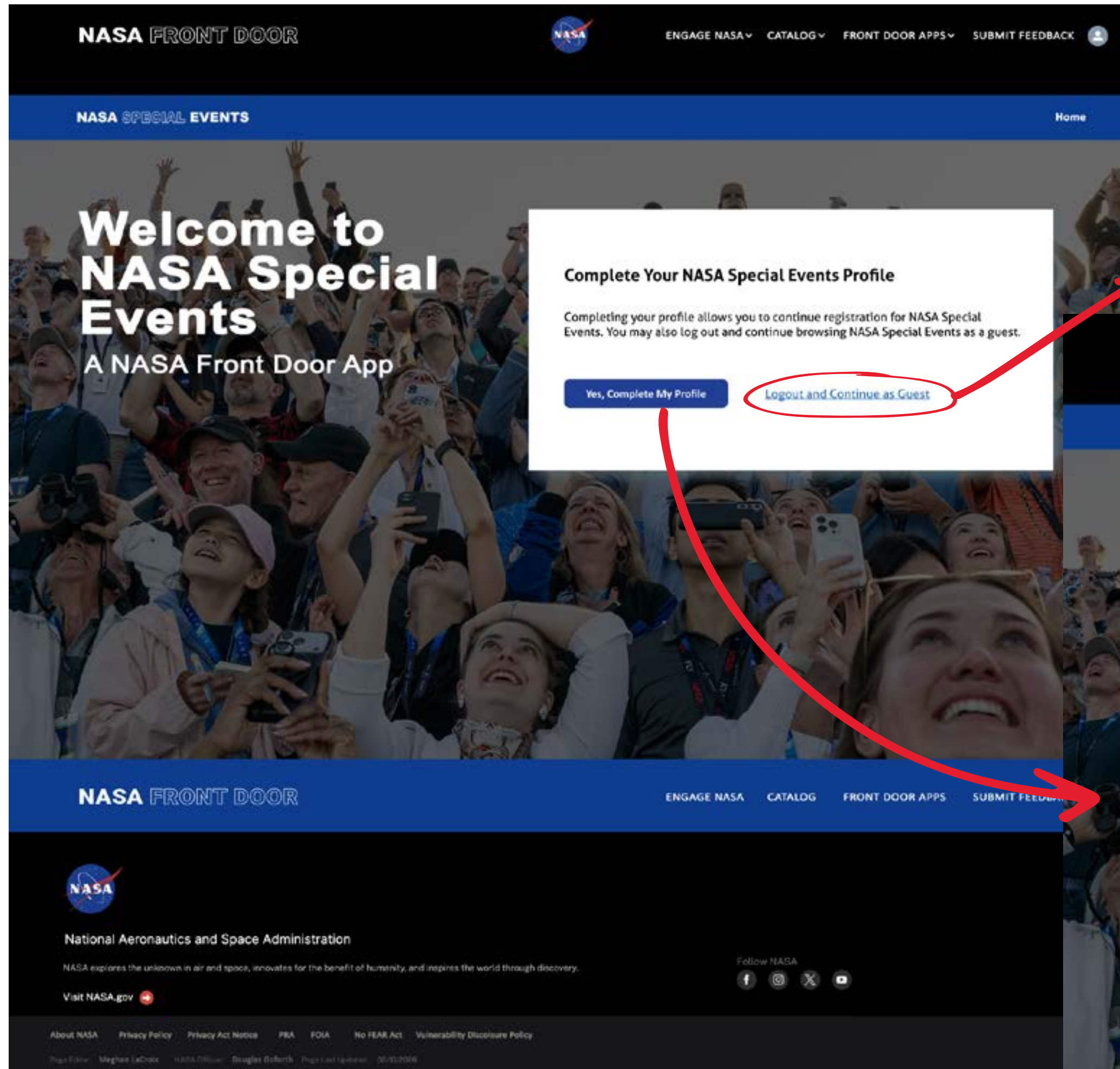


Duplicate account validation is based on the email address entered. If the email already exists, the workflow stops the new registration path and displays an Existing Account Found message. The user may log in with existing credentials or reset their password, avoiding duplicate accounts and redundant registration collection.

When a user is already registered and authenticated in NASA Front Door and then accesses NASA Special Events, the system recognizes that the user's basic identity information has already been collected. Because NASA Special Events supports both authenticated registration and unauthenticated browsing, the user is first given a choice: complete the NASA Special Events profile or log out and continue browsing as a guest.

This approach reduces burden by not forcing an authenticated NASA Front Door user to complete NASA Special Events registration simply because they accessed the app. If the user chooses to continue registration, the workflow reuses the identity information already collected through NASA Front Door and does not re-display First Name, Last Name, or Email. The workflow only displays the additional information needed to complete the NASA Special Events registration profile.

This preserves the existing guest-browsing experience, avoids duplicate collection of basic identity information, and ensures additional registration data is collected only when the user intentionally chooses to proceed.



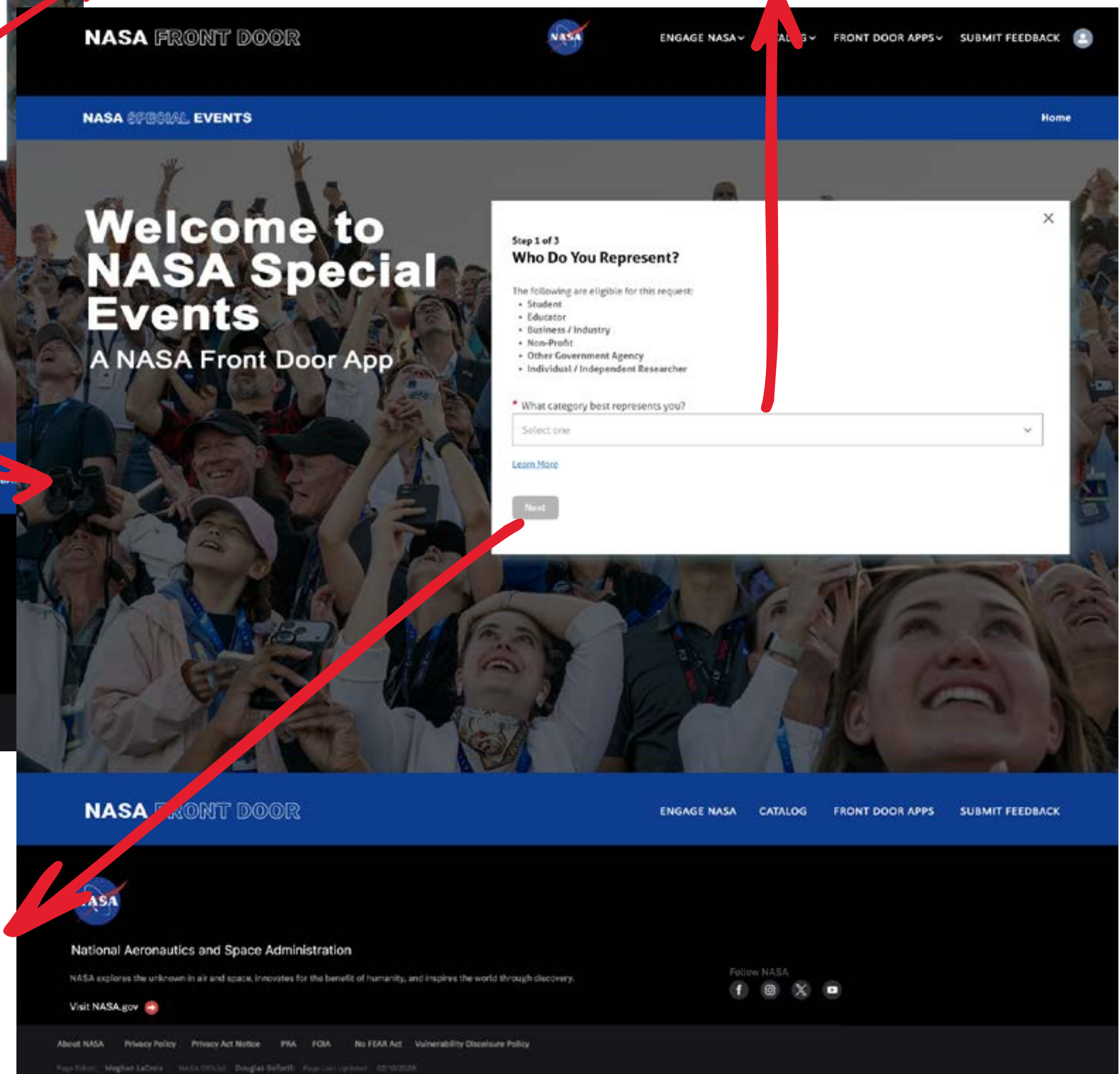
If selected, the user exits the authenticated session and continues browsing NASA Special Events without completing registration.

This preserves NASA Special Event's unauthenticated experience and avoids unnecessary profile completion for users who are not ready to register.

Determines the appropriate NASA Special Events registration path and supports downstream routing based on the user type selected.

Single-select picklist with the following values:

- Student
- Educator
- Business / Industry
- Non-Profit
- Other Government Agency
- Individual / Independent Researcher



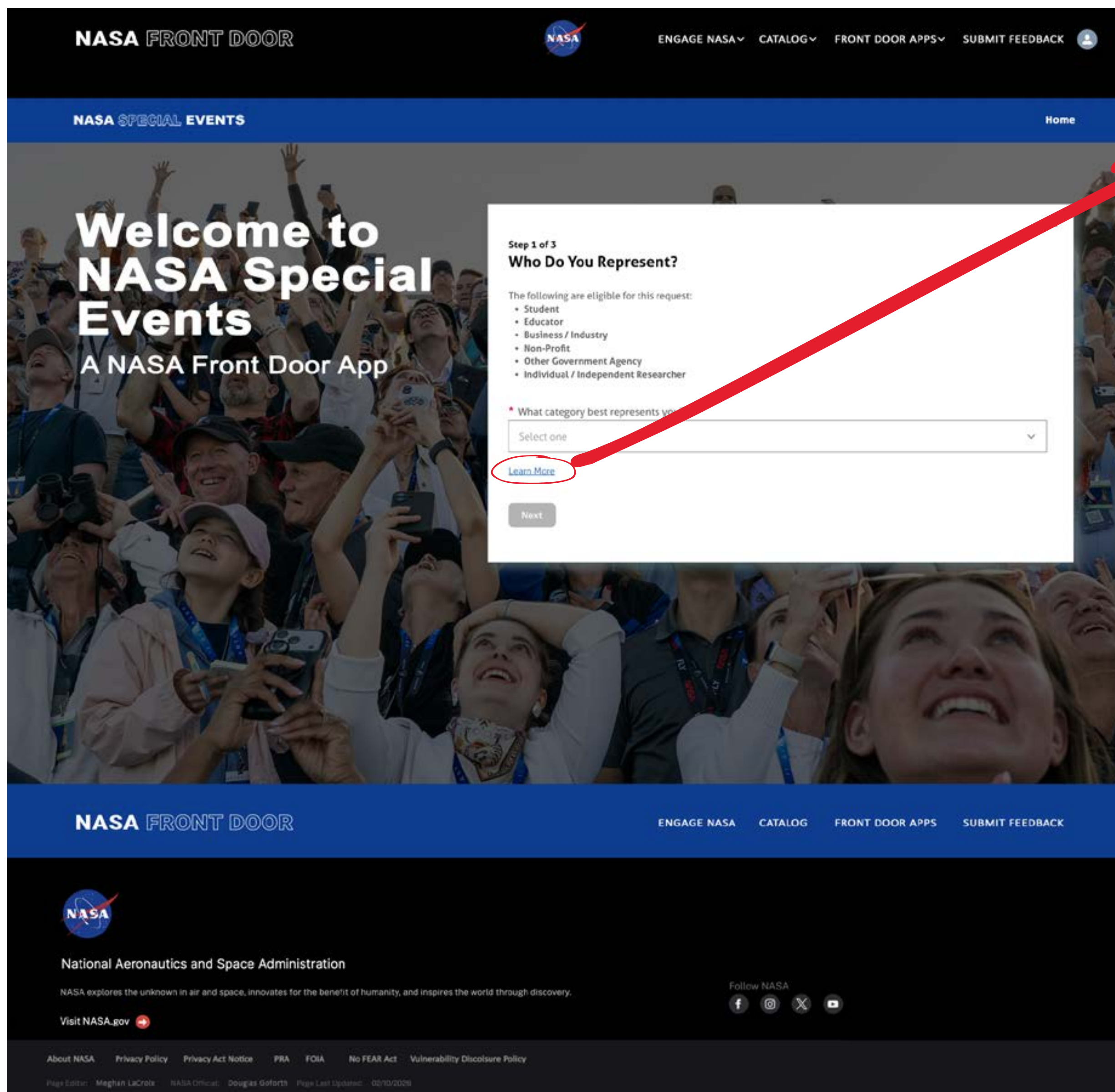
When the **Yes, Complete My Profile** button is selected, the user continues into the NASA Special Events registration workflow using their existing authenticated NASA Front Door profile.

The workflow reuses the user's existing Front Door identity information instead of asking them to re-enter First Name, Last Name, or Email.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

The Applicant Type help text provides optional guidance to help users select the registration path that best reflects their current role in NASA Special Events.

This guidance is intentionally presented as expandable/collapsible content rather than permanent on-screen text. Users who need clarification can review the definitions, while users who already understand the available options can continue without additional reading burden. This supports more accurate applicant type selection without lengthening the default registration experience.



[Hide Requester Information](#)

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

**Business / Industry:** Individuals from the private sector who represent for-profit commercial enterprises focused on generating economic value, such as:

- Corporations
- Small Businesses
- Retail shops
- Startups
- Manufacturing Firms
- Consulting Firms
- Management Consulting
- IT Consulting
- Franchises

**Non-Profit:** Representatives from non-profit entities that are mission-driven organizations aiming to advance knowledge and promote public engagement, such as:

- Charitable Organizations
- Advocacy Groups
- Cultural Institutions
- Professional Associations
- Trade Associations
- Faith-Based Organizations

**Other Government Agency:** Representatives from federal, state, local, tribal, and foreign government organizations, such as:

- U.S. Federal Agencies
- State Government Departments
- Municipal/County Government Representatives
- Tribal Government Councils/Representatives
- Foreign Government Research Institutions
- Diplomatic/Governmental Liaison Personnel

**Individual / Independent Researcher:** Individuals who are submitting a request with NASA on their own behalf and not as a representative of an academic institution, organization, government agency, or company.

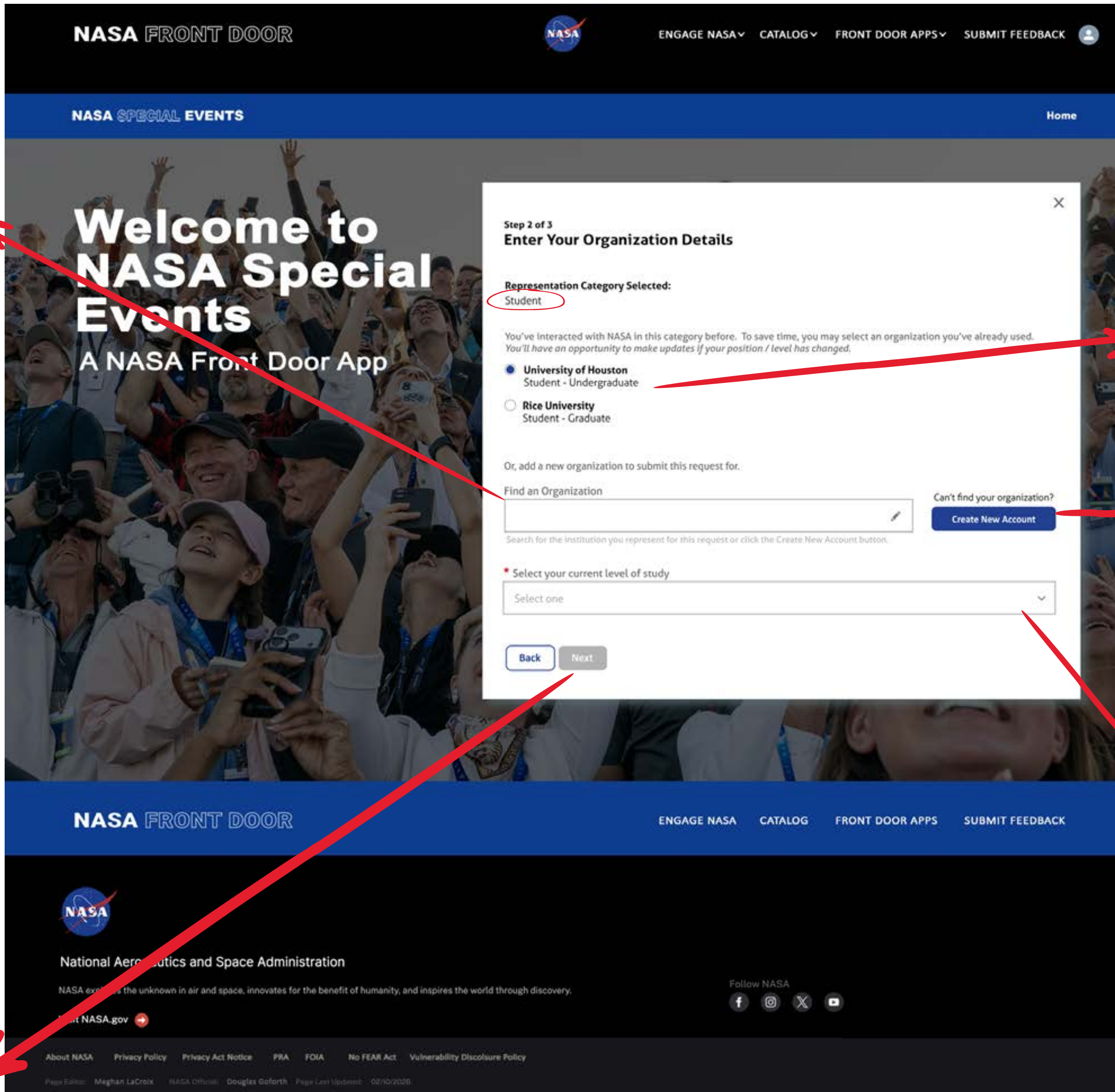
Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

This conditional section is displayed when the user selects Student as their NASA Special Events registration category. The step associates the user with the academic institution they are representing and creates or reuses a Student Account Contact Relationship (ACR) that can be shared across NASA Front Door workflows and integrated Front Door Apps.

NASA Special Events reuses the same Student affiliation model used across NASA Front Door, but limits this step to the information needed for this registration path. Users may select an existing Student affiliation, search for an academic institution, or create a temporary institution account if their school cannot be found. This reduces repeat entry, supports a consistent registration experience, and avoids displaying additional student-specific fields that are only needed by other Front Door Apps.



Find an Organization allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.



Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Current Level of Study is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Student relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Single-select picklist used to identify the student's current level of study. Values include:

- High School
- Community College
- Undergraduate
- Graduate
- Post Doctoral

The Next button will remain inactive until all required fields are completed

This conditional section is displayed when the user selects Educator as their NASA Special Events registration category. The step associates the user with the academic institution or education-related organization they are representing and creates or reuses an Educator Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

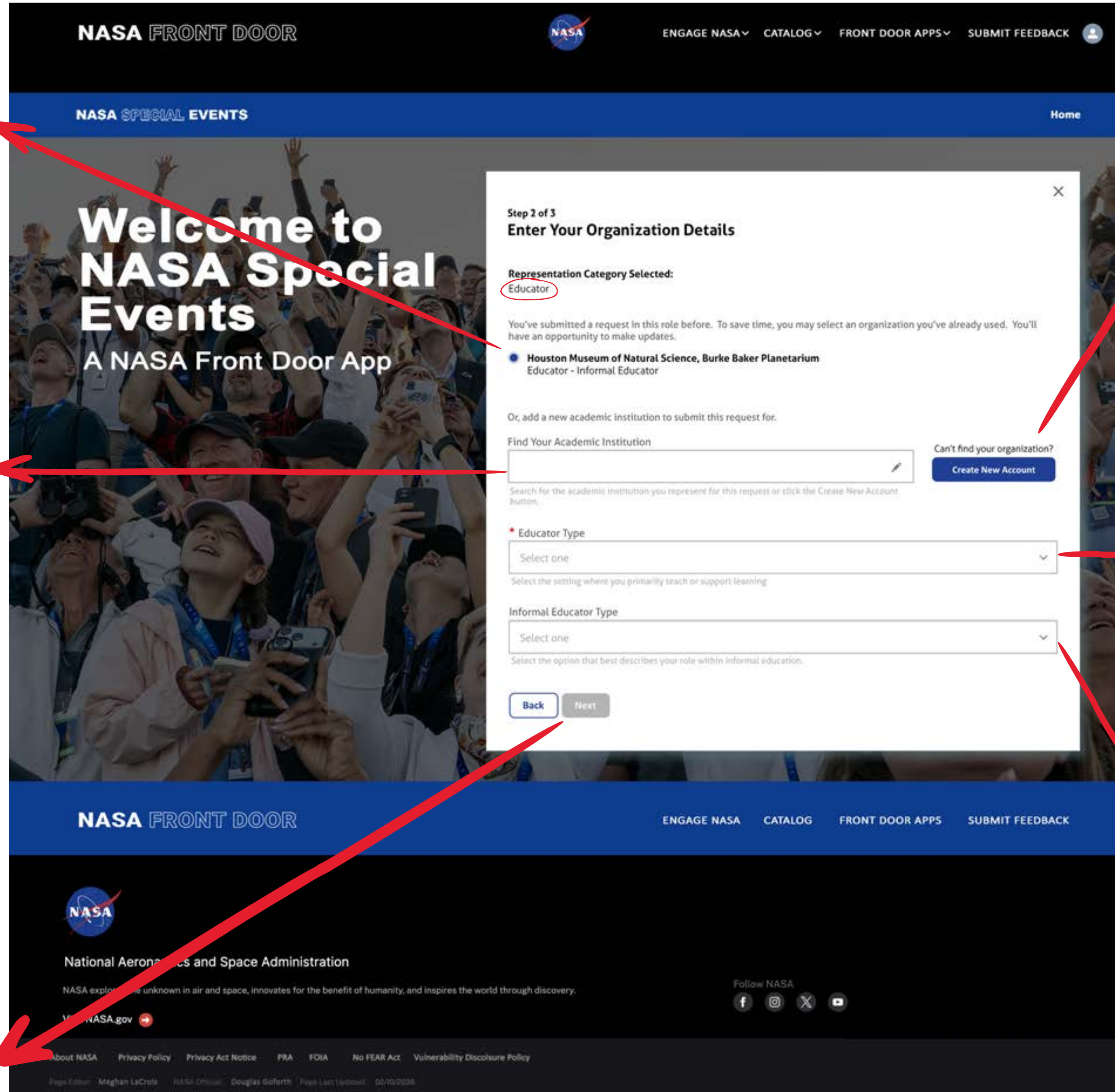
NASA Special Events uses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Educator affiliation, search for an organization, or create a temporary organization account if it cannot be found. The workflow collects only the educator affiliation details needed for NASA Special Events registration and displays additional educator-specific fields only when relevant, such as Informal Educator Type when the user selects Informal Educators.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator ACR that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.



If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

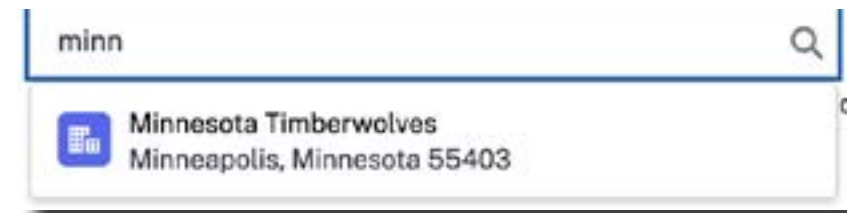
- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if *Informal Educators* is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This conditional section is displayed when the user selects Business / Industry as their NASA Special Events registration category. The step associates the user with the business, company, or industry organization they are representing and creates or reuses a Business / Industry Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

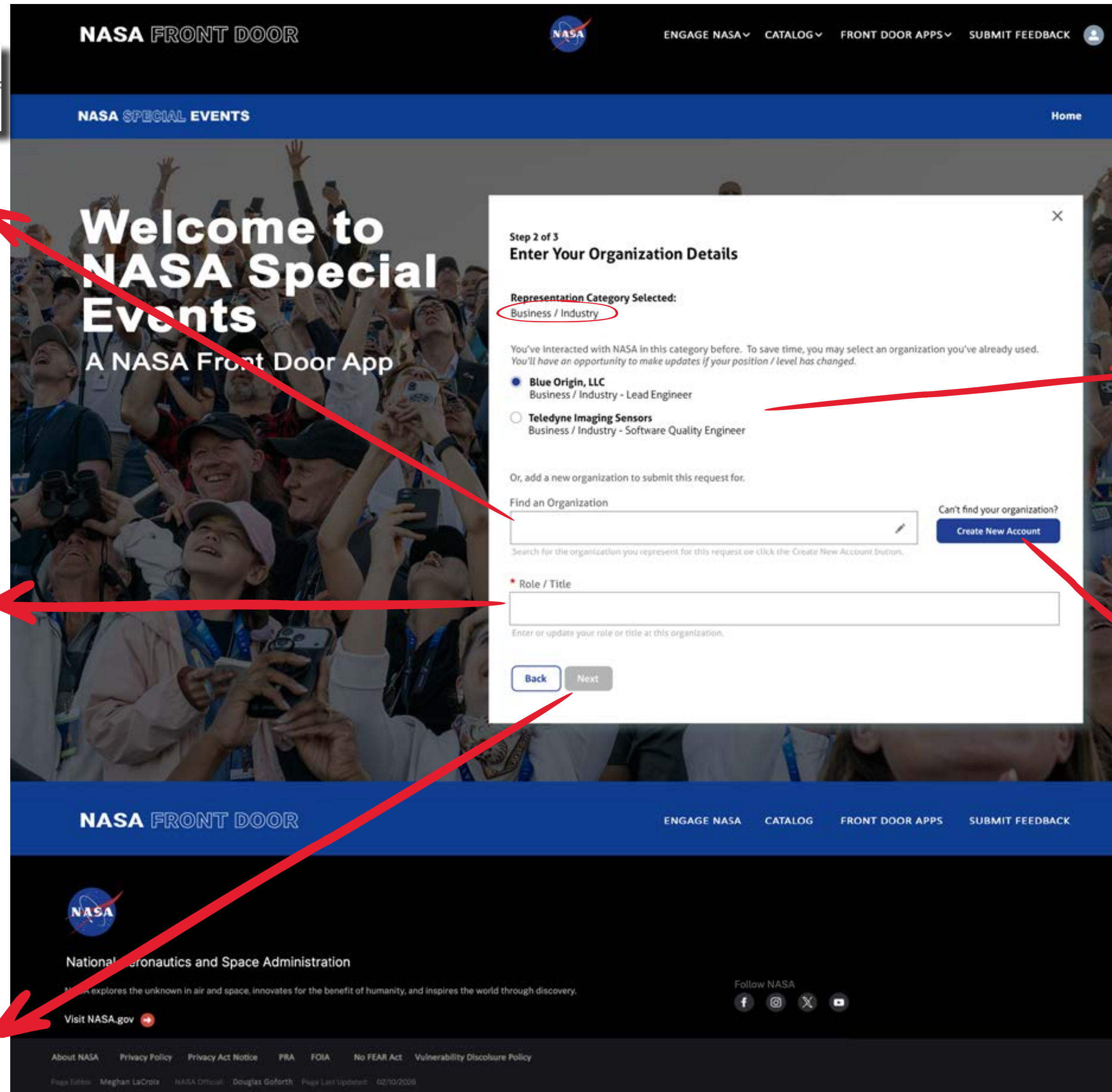
NASA Special Events uses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Business / Industry affiliation, search for an existing verified organization, or create a temporary organization account if the business cannot be found. This step is intentionally limited to the organization relationship information needed for NASA Special Events registration. Additional business-vetting or eligibility details are not collected here and may be collected later by other workflows only when needed for a specific request or submission.



Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the business or industry organization they are representing. This supports the reusable relationship record without requiring additional business-vetting fields during NASA Special Events registration.

The Next button remains inactive until the user has identified an organization and completed the required relationship-specific fields, reducing incomplete submissions and downstream rework.



Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/ Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

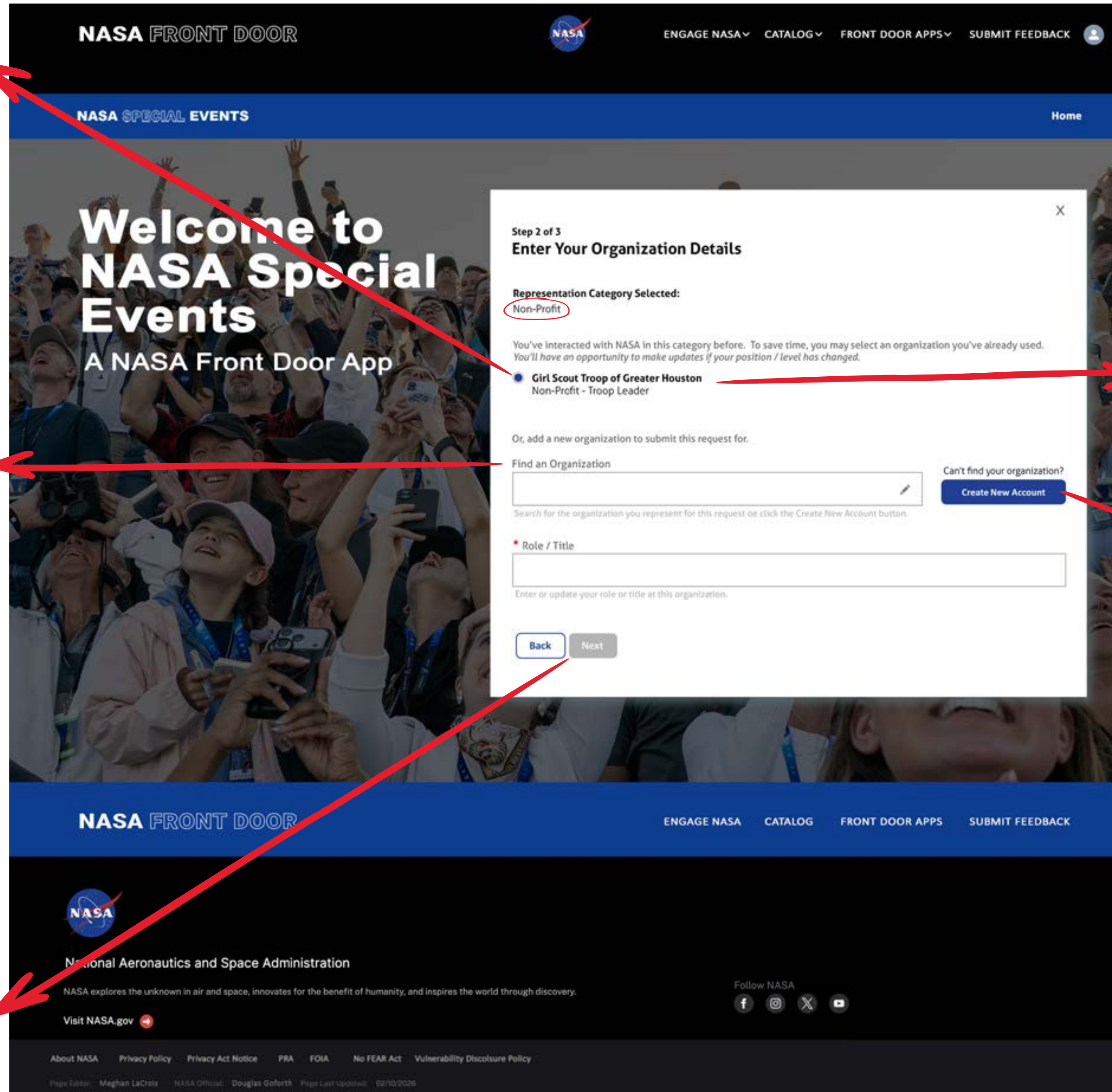
This conditional section is displayed when the user selects Non-Profit as their NASA Special Events registration category. The step associates the user with the non-profit organization they are representing and creates or reuses a Non-Profit Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

NASA Special Events uses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Non-Profit affiliation, search for an existing verified organization, or create a temporary organization account if the organization cannot be found. This step is intentionally limited to the organization relationship information needed for NASA Special Events registration. Additional eligibility, authority, or vetting-related information is not collected here and may be collected later by other workflows only when needed for a specific request or submission.



Find an Organization allows the user to search for and select an existing, verified non-profit organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the non-profit organization they are representing. This supports the reusable relationship record without requiring additional vetting-specific fields during NASA Special Events registration.



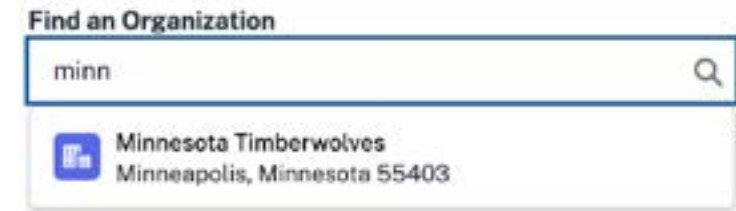
Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

The Next button remains inactive until the user has identified an organization and completed the required Non-Profit relationship details, reducing incomplete submissions and downstream rework.

This conditional section is displayed when the user selects Other Government Agency as their NASA Special Events registration category. The step associates the user with the federal, state, local, tribal, territorial, or other government organization they are representing and creates or reuses an Other Government Agency Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

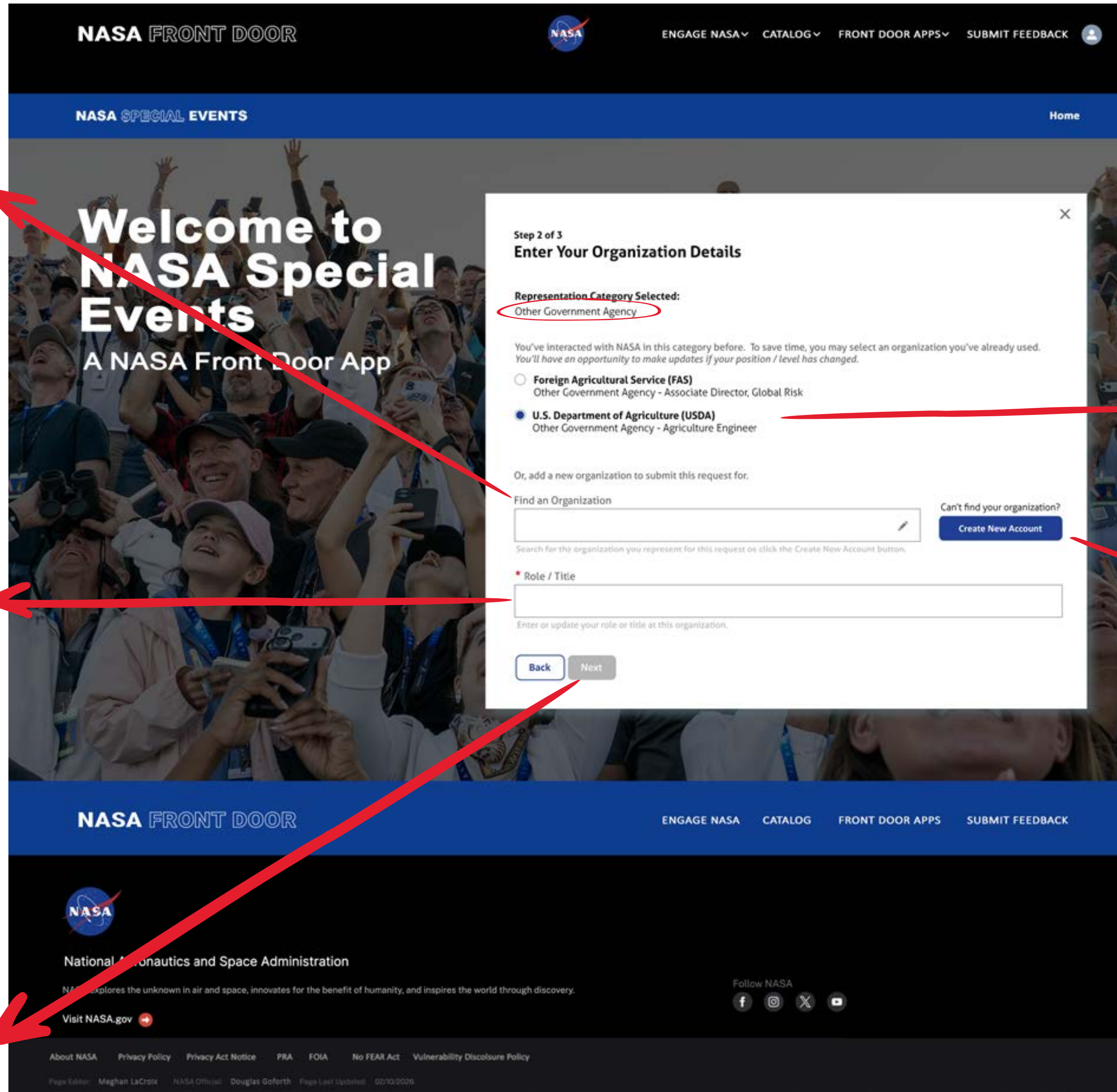
NASA Special Events uses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Other Government Agency affiliation, search for an existing verified government organization, or create a temporary organization account if the organization cannot be found. This step is intentionally limited to the organization relationship information needed for NASA Special Events registration. Additional eligibility, authority, or vetting-related information is not collected here and may be collected later by other workflows only when needed for a specific request or submission.



Find an Organization allows the user to search for and select an existing, verified government organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Other Government Agency Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the government organization they are representing. This supports the reusable relationship record without requiring additional vetting-specific fields during NASA Special Events registration.

The Next button remains inactive until the user has identified an organization and completed the required Other Government Agency relationship details, reducing incomplete submissions and downstream rework.



Existing Other Government Agency affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Other Government Agency relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

The Create New Temporary Account workflow allows a user to continue through NASA Special Events registration when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because the user's registration profile must be associated with the organization they are representing, this step provides a limited write-in path to create a temporary account record for the current registration.

This workflow is intentionally used only after the user has attempted to identify an existing organization. It prevents the user from being blocked when the organization is not yet available in the shared Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the user's registration profile, and support later NASA review, stewardship, and reconciliation.

This process reduces burden by allowing the user to proceed through registration without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests and registration workflows through Account Contact Relationships. While the temporary account is awaiting data steward review, the user can continue selecting that same temporary organization in future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a Home School is available only to users who selected Student or Educator. When selected, address fields are hidden because they are not applicable. Required fields are limited to:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users may identify organizations that do not have a physical address as Online Only. When selected, address fields are hidden because they are no longer applicable, including:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

State is displayed only when the selected country is United States of America. If another country is selected, the State field is hidden.

The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Personal Details step completes the user's NASA Special Events registration profile by collecting the minimum contact, location, citizenship, and interest information needed to support the shared NASA Front Door profile and NASA Special Events participation. These fields help ensure the user's profile contains enough information to support future eligibility validation, communication, routing, and event-related recommendations.

NASA Special Events uses the shared NASA Front Door profile model to reduce repeat entry across workflows. If the user has previously completed any NASA Front Door or NASA Front Door App workflow where address, phone, citizenship, or related profile information was collected, those values can be surfaced in editable format during this step. The user may confirm the existing information, update it if needed, or complete only the fields that have not already been provided.

This step also includes an optional Interests field to help NASA better understand the types of content, events, or opportunities that may be relevant to the user. Because the field is optional and structured as a select-all-that-apply response, users may provide only the interest information they choose to share.

This approach reduces burden by reusing shared profile data where available, avoiding unnecessary re-entry, and limiting new collection to the information needed to complete the NASA Special Events registration profile.

Single picklist populated from a standard country list from the State Department.

State is displayed only when the selected country is United States of America. If another country is selected, the State field is hidden.

Citizenship Status is collected as a single-select shared profile field with values for:

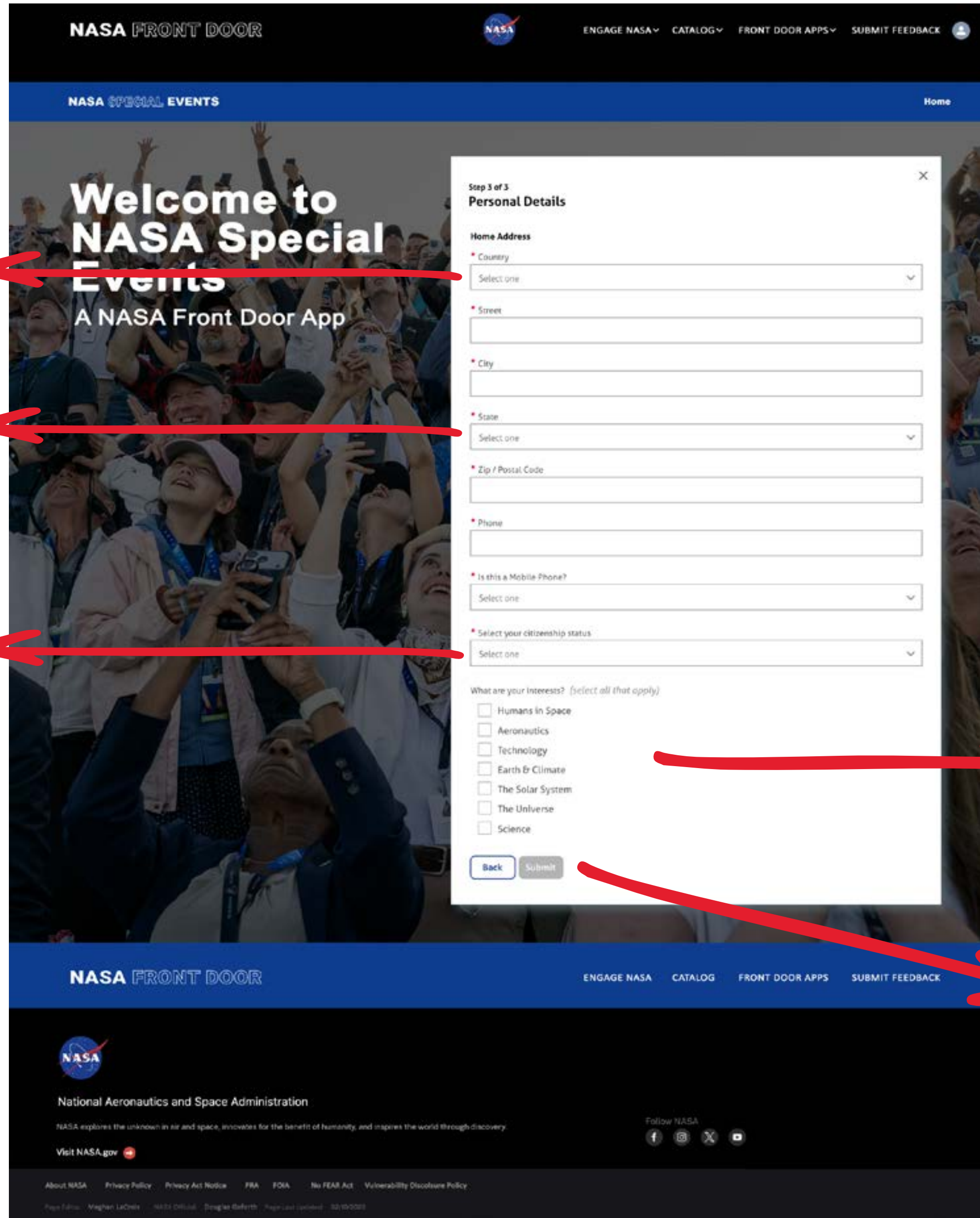
- United States Citizen
- Lawful Permanent Resident
- Non-United States Citizen

No additional fields are displayed based on the selected value. Previously saved citizenship status can be displayed in editable format, and any value entered here can be reused in future NASA Front Door or NASA Front Door App workflows.

The user's address and phone number are collected to complete the shared NASA Front Door profile and support profile-level location information required for registration.

Optional select-all-that-apply field used to understand the user's areas of interest and support future recommendations, filtering, or routing. Users are not required to select an interest.

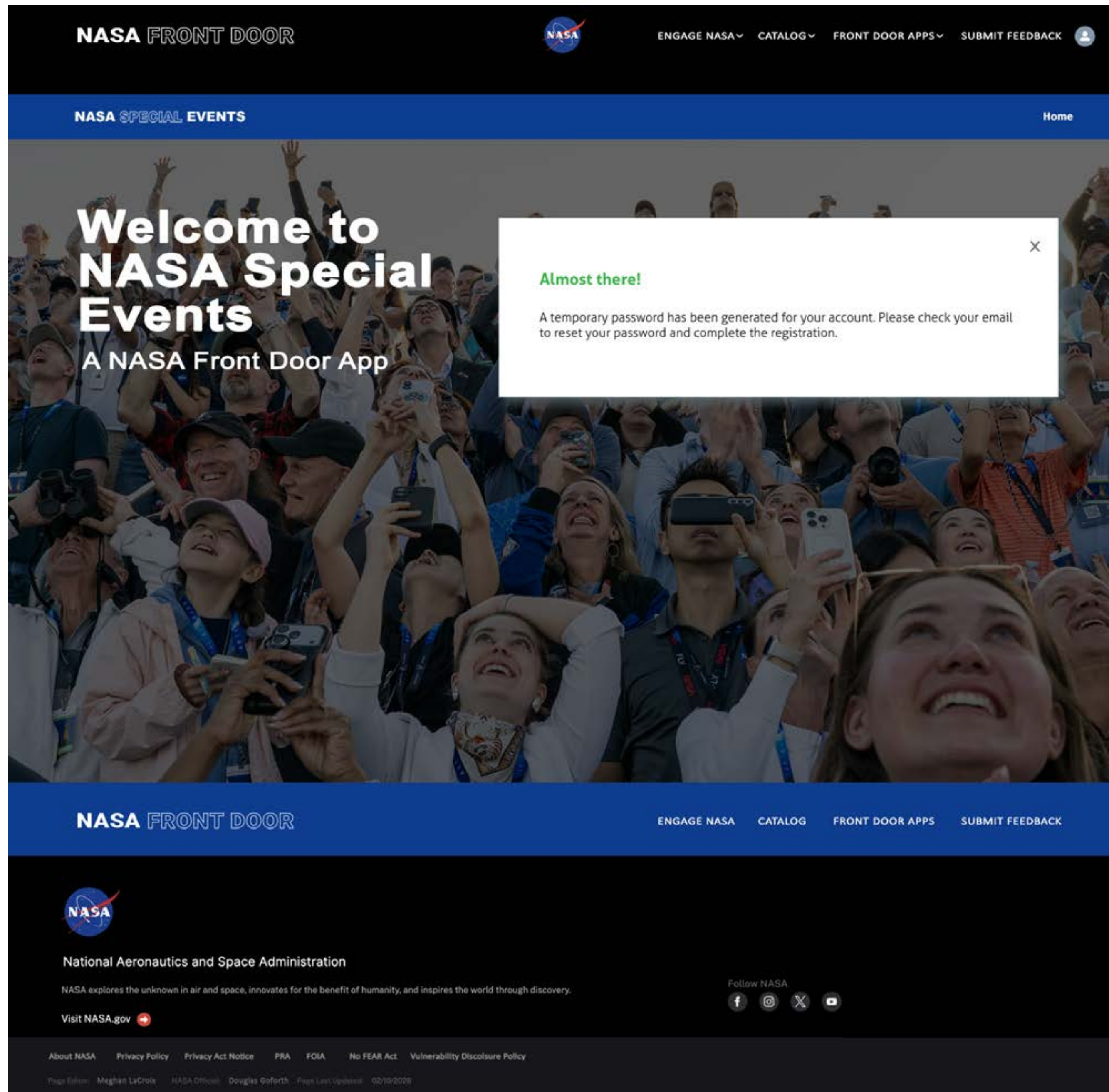
The Submit button remains inactive until required fields are completed, reducing incomplete registration records and downstream correction.

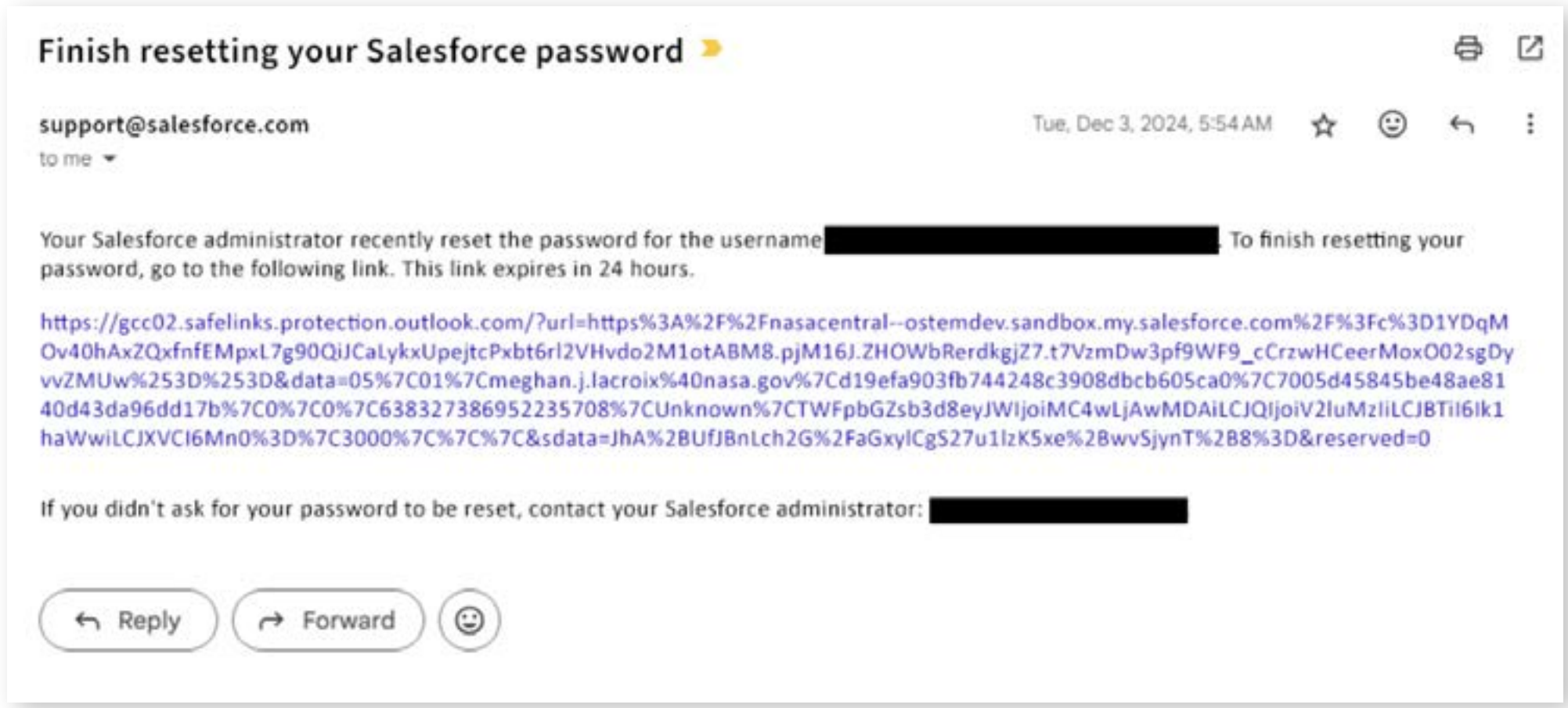


This section confirms that the user's registration information has been submitted and that the system has generated a temporary password or password reset action needed to complete account setup.

This step does not collect additional information from the user.

The confirmation message clearly tells the user what action is needed next, reducing confusion and failed account setup.

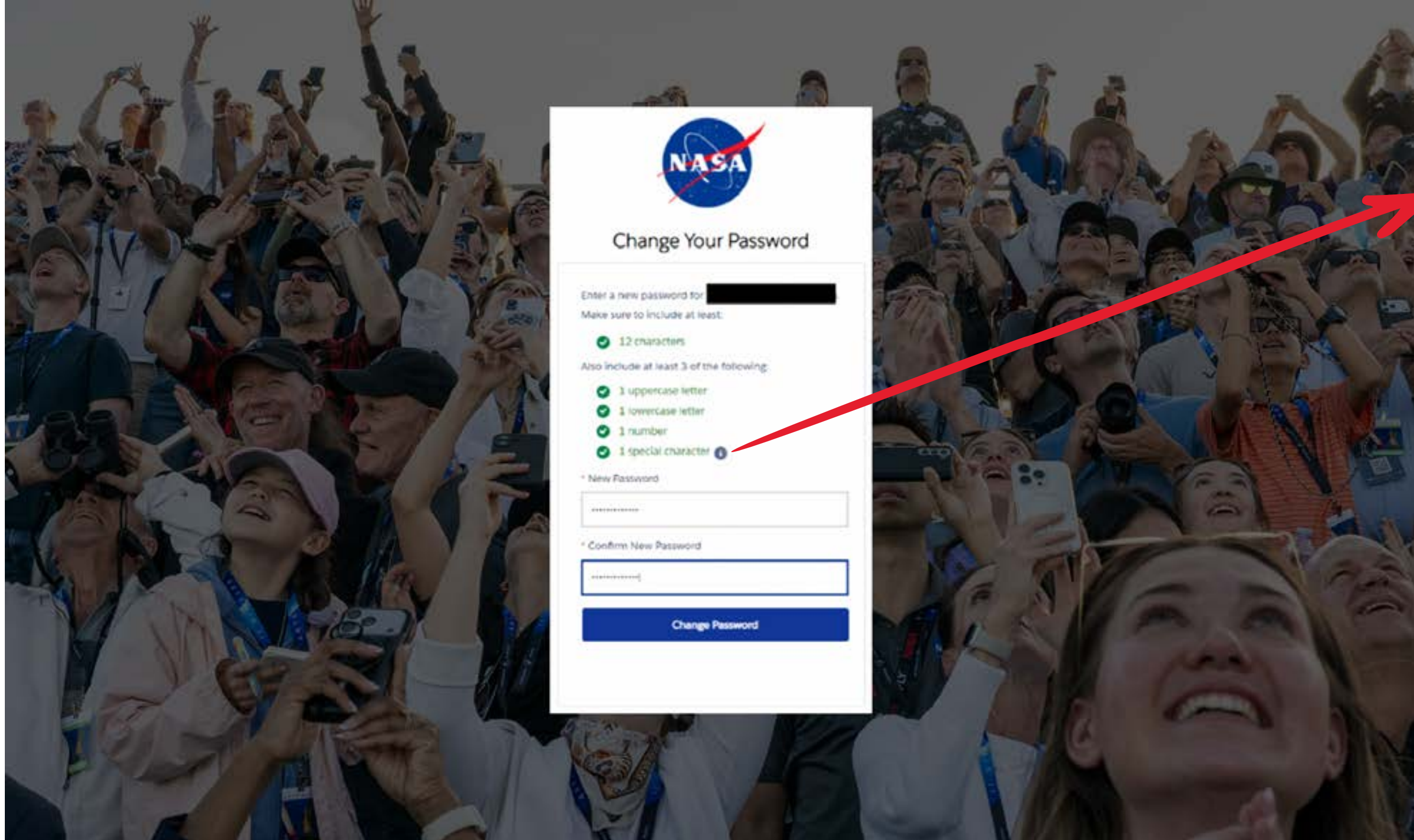




This step allows the user to complete account setup securely through a system-generated password reset email. The email provides the link needed to establish the user's password.

This step is system-generated and does not collect additional form information within NASA Front Door.

The password setup process is handled through a secure reset link rather than asking the user to provide additional identity verification information during registration. The expiration period limits reuse of the setup link and supports account security.



This step is limited to password creation and does not collect additional profile, organizational, or request information.

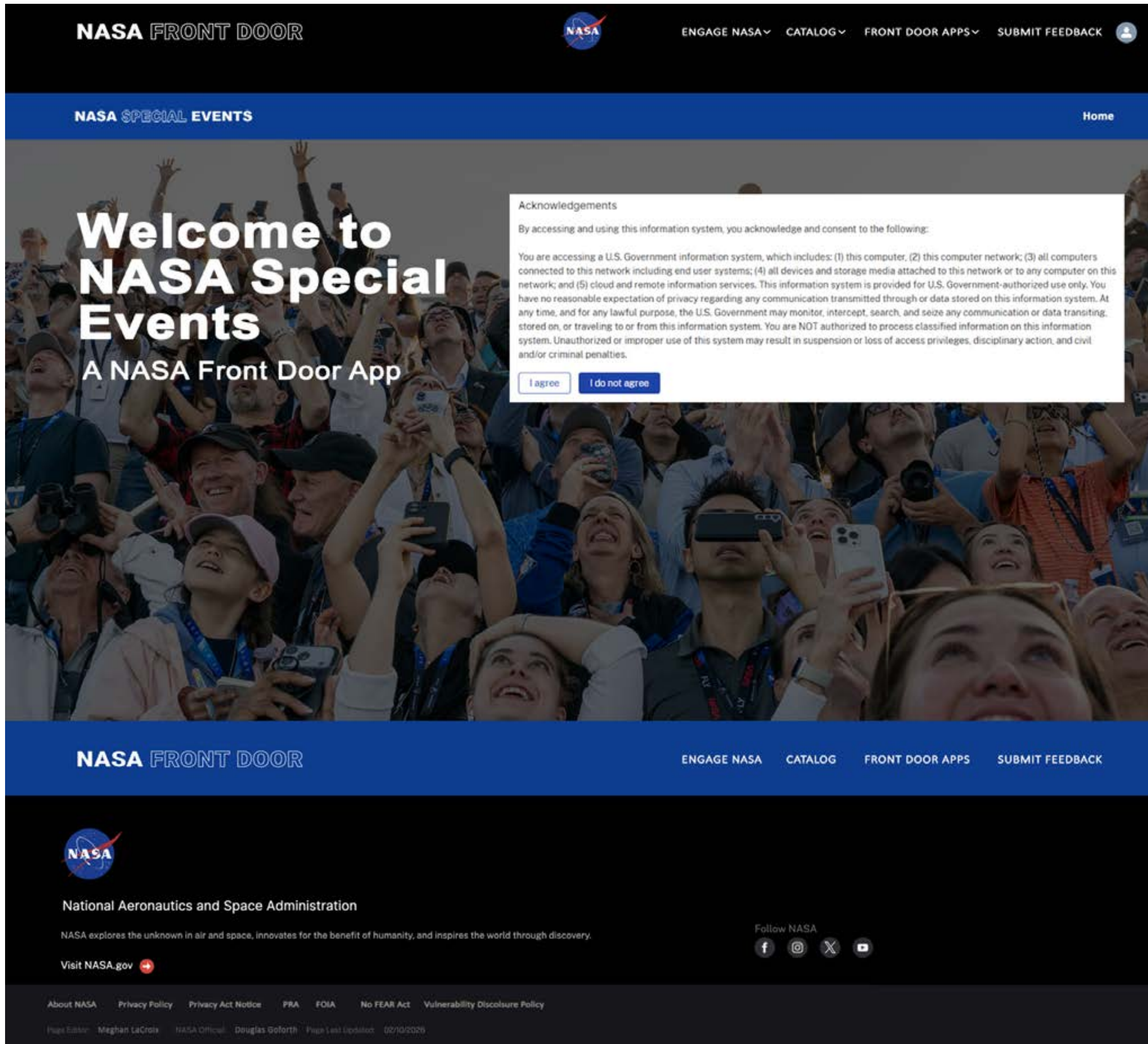
A tool tip is available, helping users to determine the appropriate password to create. Users may use the following characters: !@#\$%^&\*()\_+={[]1;";'<>,.?1~

The password requirements are displayed directly in the workflow, helping users correct issues before submission and reducing failed attempts. The confirmation password field reduces the risk of account setup errors.

Salesforce does not support display of the standard NASA Front Door header and footer during password setup. As a result, the password setup page is the only page within NASA Special Events registration workflow where the header and footer are not displayed. Required Privacy Act and PRA notices remain accessible before and after this system-controlled password setup step.

This section presents the required system access acknowledgement before a newly registered user is authenticated into NASA Special Events. The acknowledgement informs users of the conditions associated with accessing and using the government information system, including system monitoring and rules of behavior.

This is the only point in the registration workflow where the acknowledgement is displayed as a pop-up. The same acknowledgement language is also displayed on the Login screen for returning users. Returning users provide acknowledgement by choosing to log in after the message has been presented.



This step does not collect additional profile or request information.

The acknowledgement is limited to system access terms and user consent associated with accessing the information system.

Users who do not agree are not required to continue and are returned to the unauthenticated experience.

The step supports transparency and appropriate system access controls before the user proceeds into authenticated NASA Front Door functionality.

**FRONT DOOR APP  
- NASA SOLVE  
REGISTRATION**

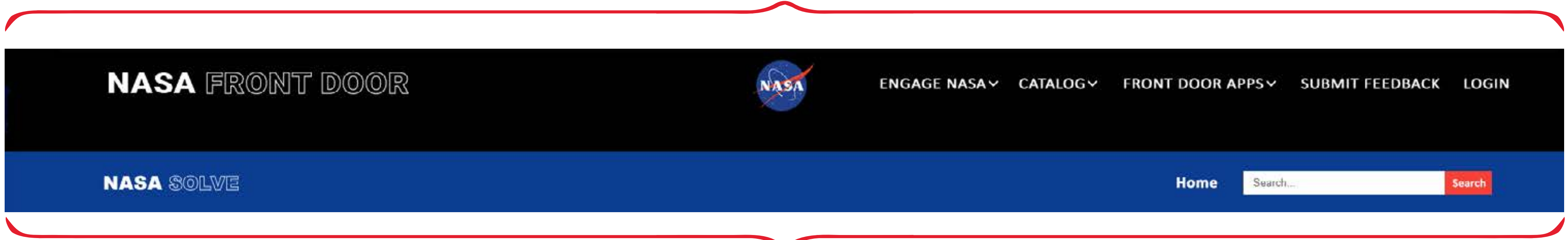
NASA Front Door uses a persistent parent header across the broader Front Door environment. When users navigate into NASA Solve, the NASA Front Door header remains visible, and a NASA Solve-specific sub-header appears below it. This allows users to retain access to Front Door-wide navigation while also seeing navigation specific to the NASA Solve application.

The NASA Solve child header is displayed only while the user is within the NASA Solve experience. When the user returns to NASA Front Door proper, the NASA Solve header disappears. This supports a consistent integrated experience while helping users distinguish between parent-level navigation and application-specific navigation.

The headers are navigational only and do not directly collect information. Any data collection occurs only after the user selects a workflow, registration path, challenge, or NASA Solve-specific process.

Overall, the parent/child header structure supports orientation, consistency, and reduced navigation burden across NASA Front Door and NASA Solve. The persistent NASA Front Door header reinforces the shared environment, while the NASA Solve sub-header provides application-specific navigation only when relevant. This helps users move between NASA Front Door and NASA Solve without losing context and without introducing information collection from the header itself.

### PARENT NASA FRONT DOOR HEADER



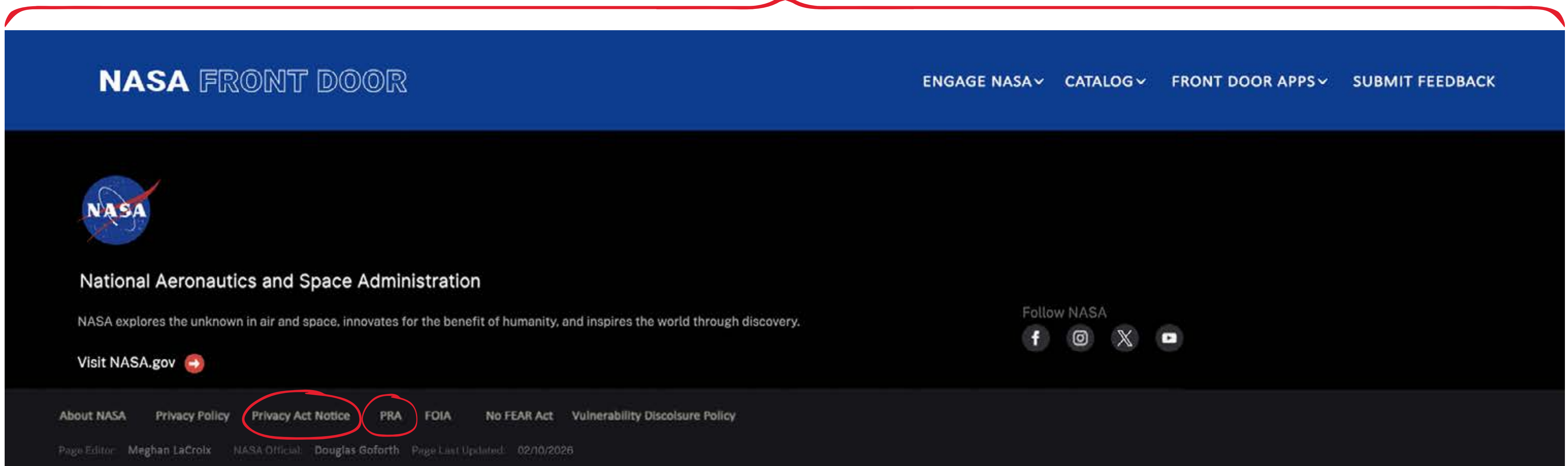
### CHILD NASA SOLVE HEADER

NASA Front Door uses footer display logic to ensure users have access to the correct notice links for the context they are in. During NASA Front Door-managed registration or account creation, the NASA Front Door footer is displayed with the required Privacy Act Notice and PRA links.

Once the user is operating within NASA Solve, the NASA Solve footer is displayed. NASA Solve does not collect information from the public through this experience; therefore, its footer does not include a NASA Solve-specific PRA statement or Privacy Act Notice for public data collection. Instead, the footer provides general NASA Solve and NASA legal/navigation links.

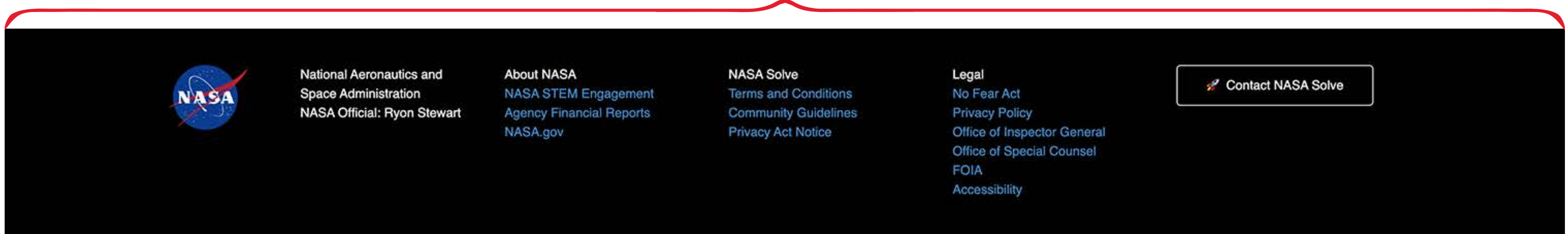
This approach preserves the boundary between NASA Front Door-managed registration, where public information collection occurs, and NASA Solve browsing or challenge-navigation pages, where no public data collection is conducted. It also prevents users from seeing unnecessary or conflicting PRA/Privacy Act notices when they are not completing an information collection.

### PARENT NASA FRONT DOOR FOOTER



The displayed footer corresponds to the collection being completed. During NASA Front Door-managed registration or account creation, the NASA Front Door footer and related [Privacy Act Notice](#) and [PRA](#) links are shown.

### CHILD NASA SOLVE FOOTER

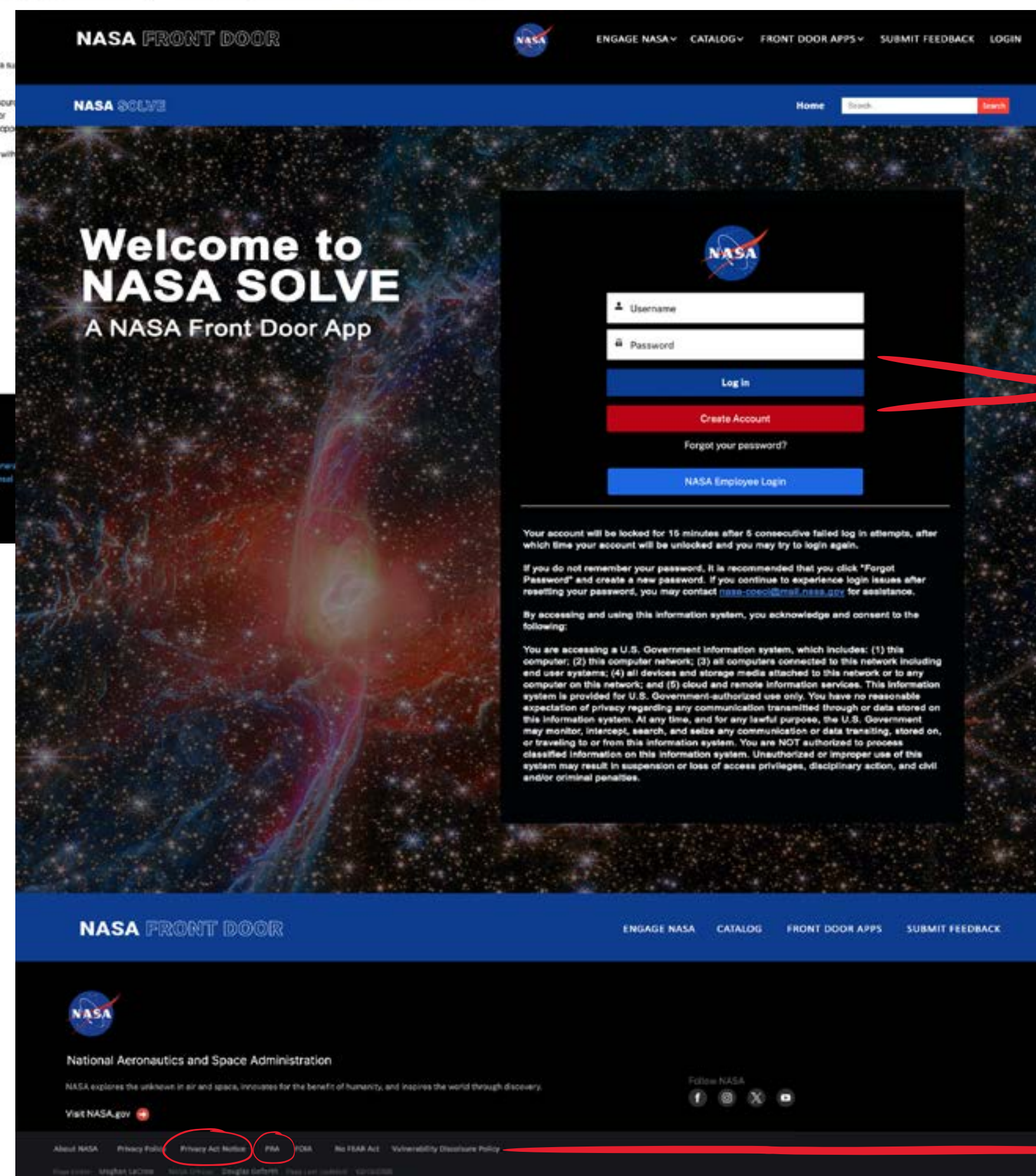
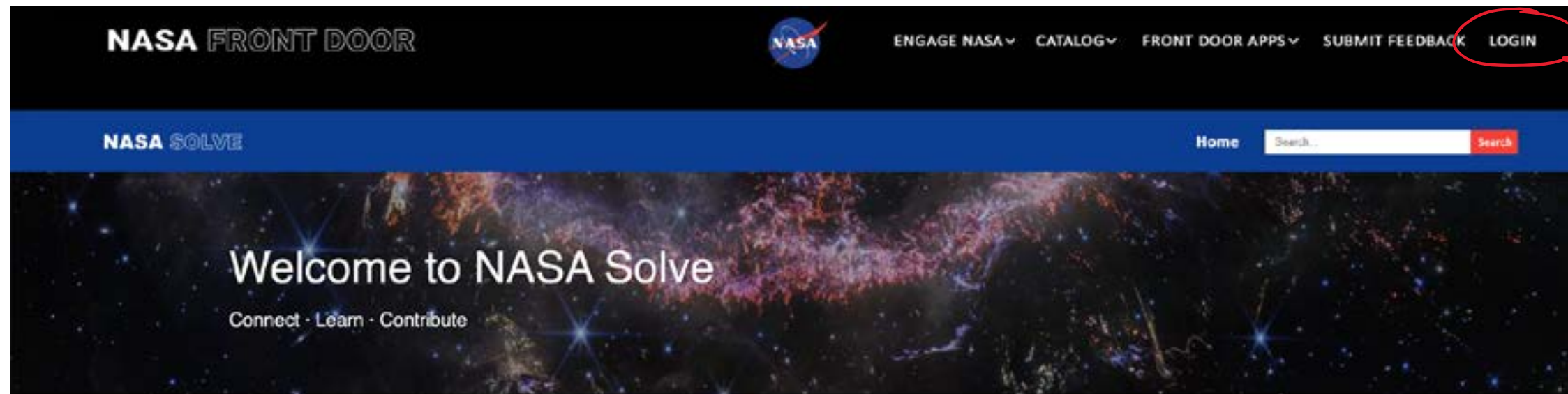


Once the user is operating within NASA Solve, the NASA Solve footer is displayed. Because NASA Solve does not collect information from the public through this experience, the footer provides general NASA Solve and legal/navigation links rather than a NASA Solve-specific PRA statement or Privacy Act Notice for public data collection.

When a user accesses NASA Solve without an authenticated NASA Front Door session, either because they have not yet created an account or because they have an account but are not currently logged in, they may browse the public NASA Solve experience as a guest. NASA Solve does not collect information from the public through this guest experience; therefore, the NASA Solve footer does not display a NASA Solve-specific PRA statement or Privacy Act Notice for public data collection.

If the user selects Login, they are routed into the NASA Front Door-managed login and registration experience. This allows users to access an existing account or begin account creation through the shared NASA Front Door registration process if authentication is needed.

This approach reduces burden by allowing users to browse NASA Solve without registration and only initiating account login or creation when the user chooses to authenticate. It also preserves the appropriate notice context: the NASA Solve footer is displayed during guest browsing, while the NASA Front Door footer and required Privacy Act Notice and PRA links are displayed once the user enters the NASA Front Door-managed login and registration workflow.



The Login area allows users to access an existing account or begin account creation through the NASA Solve registration workflow if authentication is needed.

While users browse NASA Solve without authentication, the NASA Solve footer is displayed. Because NASA Solve does not collect information from the public through this experience, no NASA Solve-specific PRA statement or Privacy Act Notice for public data collection is displayed.

Once the user enters the NASA Front Door-managed login/registration workflow, the NASA Front Door footer is displayed with the required NASA Front Door [Privacy Act Notice](#) and [PRA](#) links.

## Select User Type - New User

When a user selects Create Account from the NASA Solve login screen, the workflow routes them to the first step of the NASA Solve registration process. This view is used when the user is creating a new account rather than logging in with existing credentials.

Because the user has elected to create a new account, the workflow displays the identity fields needed to establish the shared NASA Front Door profile, along with the initial user type question needed to determine the appropriate NASA Solve registration path. This allows NASA Solve to collect the minimum information required to begin account creation, check for an existing account, and route the user into the correct registration experience before additional information is collected.

This approach reduces burden by using the shared NASA Front Door account model rather than requiring a separate account setup process for NASA Solve. It also helps prevent duplicate account creation and avoids unnecessary downstream collection by validating the user's basic account and user type information before the user proceeds.

The screenshot displays the NASA Solve registration interface. At the top, the NASA logo and 'FRONT DOOR' branding are visible. The main navigation includes 'ENGAGE NASA', 'CATALOG', 'FRONT DOOR APPS', 'SUBMIT FEEDBACK', and 'LOGIN'. The central banner reads 'Welcome to NASA SOLVE' and 'NASA Front Door App'. A modal window titled 'Step 1 of 3 Who Do You Represent?' is overlaid on the page. This modal contains a single-select dropdown menu for 'What category best represents you?' with a list of options: Student, Educator, Business / Industry, Non-Profit, Other Government Agency, and Individual / Independent Researcher. Below this are three text input fields for 'First Name', 'Last Name', and 'Email'. A 'Next' button is located at the bottom of the modal. A red arrow points from the 'Create Account' button on the main page to the modal, and another red arrow points from the 'Next' button to the footer area.

Determines the appropriate NASA Solve registration path and supports downstream routing based on the user type selected.

Single-select picklist with the following values:

- Student
- Educator
- Business / Industry
- Non-Profit
- Other Government Agency
- Individual / Independent Researcher

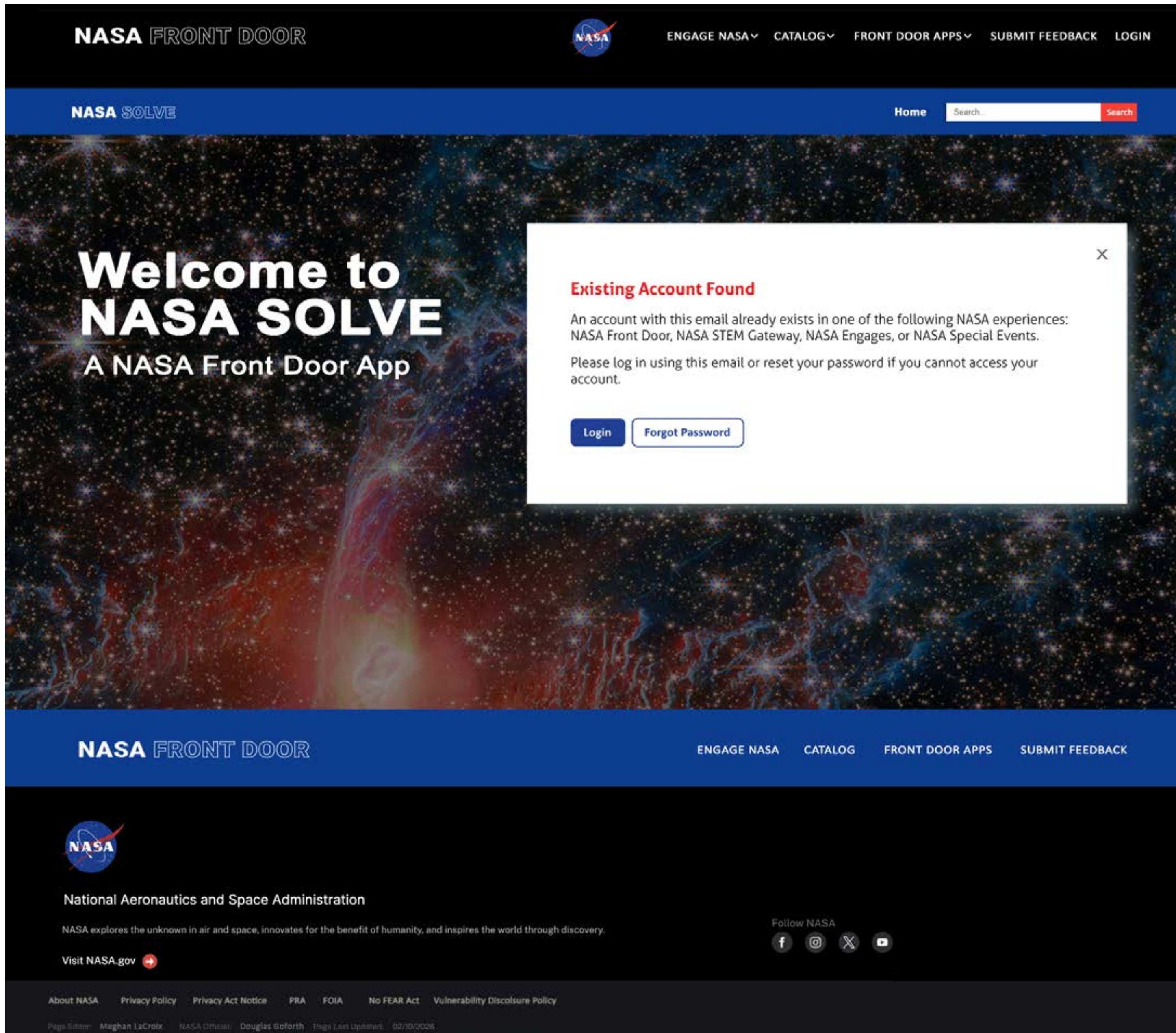
First Name, Last Name, and Email are only displayed if the registration is initiated by someone who is unauthenticated or unregistered.

The name is used to support creation of the shared contact record and the email is used to establish the unique login ID and to check for an existing NASA experience account before additional registration data is collected, reducing duplicate account creation.

The Next button will remain inactive until all required fields are completed, reducing incomplete submissions and user rework.

Before an unauthenticated or unregistered user continues through NASA Solve registration, NASA Front Door checks whether the email address entered is already associated with an account in NASA Front Door or another integrated NASA experience. If a match is found, the user is notified that an account already exists and is directed to either log in or reset their password.

This reduces burden by preventing duplicate account creation, avoiding unnecessary downstream registration steps, and helping the user regain access to an existing account rather than creating a second profile.

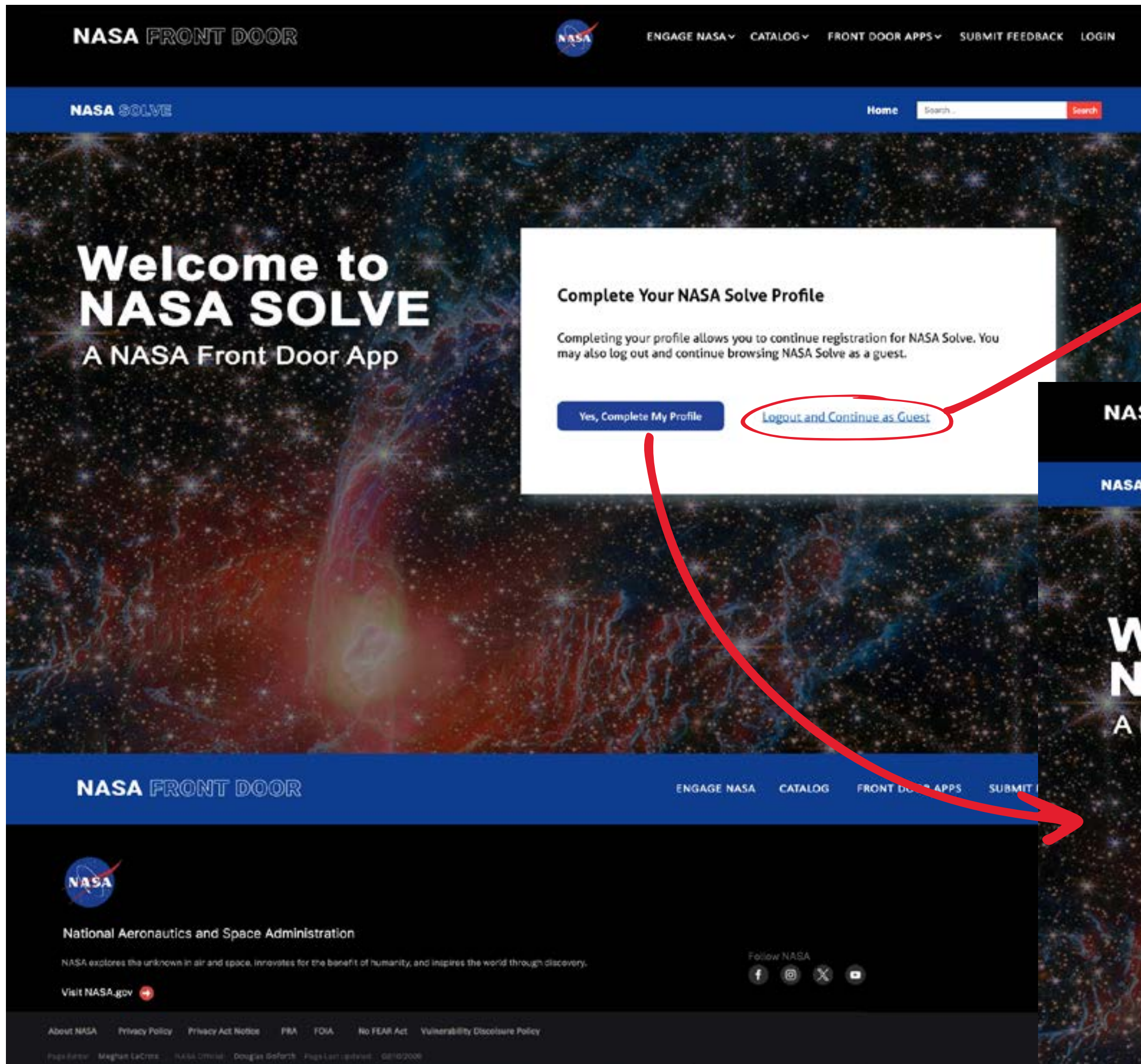


Duplicate account validation is based on the email address entered. If the email already exists, the workflow stops the new registration path and displays an Existing Account Found message. The user may log in with existing credentials or reset their password, avoiding duplicate accounts and redundant registration collection.

When a user is already registered and authenticated in NASA Front Door and then accesses NASA Solve, the system recognizes that the user's basic identity information has already been collected. Because NASA Solve supports both authenticated registration and unauthenticated browsing, the user is first given a clear choice: complete their NASA Solve profile or log out and continue browsing as a guest.

This approach reduces burden by not forcing an authenticated NASA Front Door user to complete NASA Solve registration simply because they accessed the app. If the user chooses to continue registration, the workflow reuses identity information already collected through NASA Front Door and does not re-display First Name, Last Name, or Email. The workflow only displays the additional information needed to determine the appropriate NASA Solve registration path.

This avoids duplicate entry, preserves the existing NASA Solve guest-browsing experience, and ensures additional registration data is collected only when the user intentionally chooses to complete a NASA Solve profile.



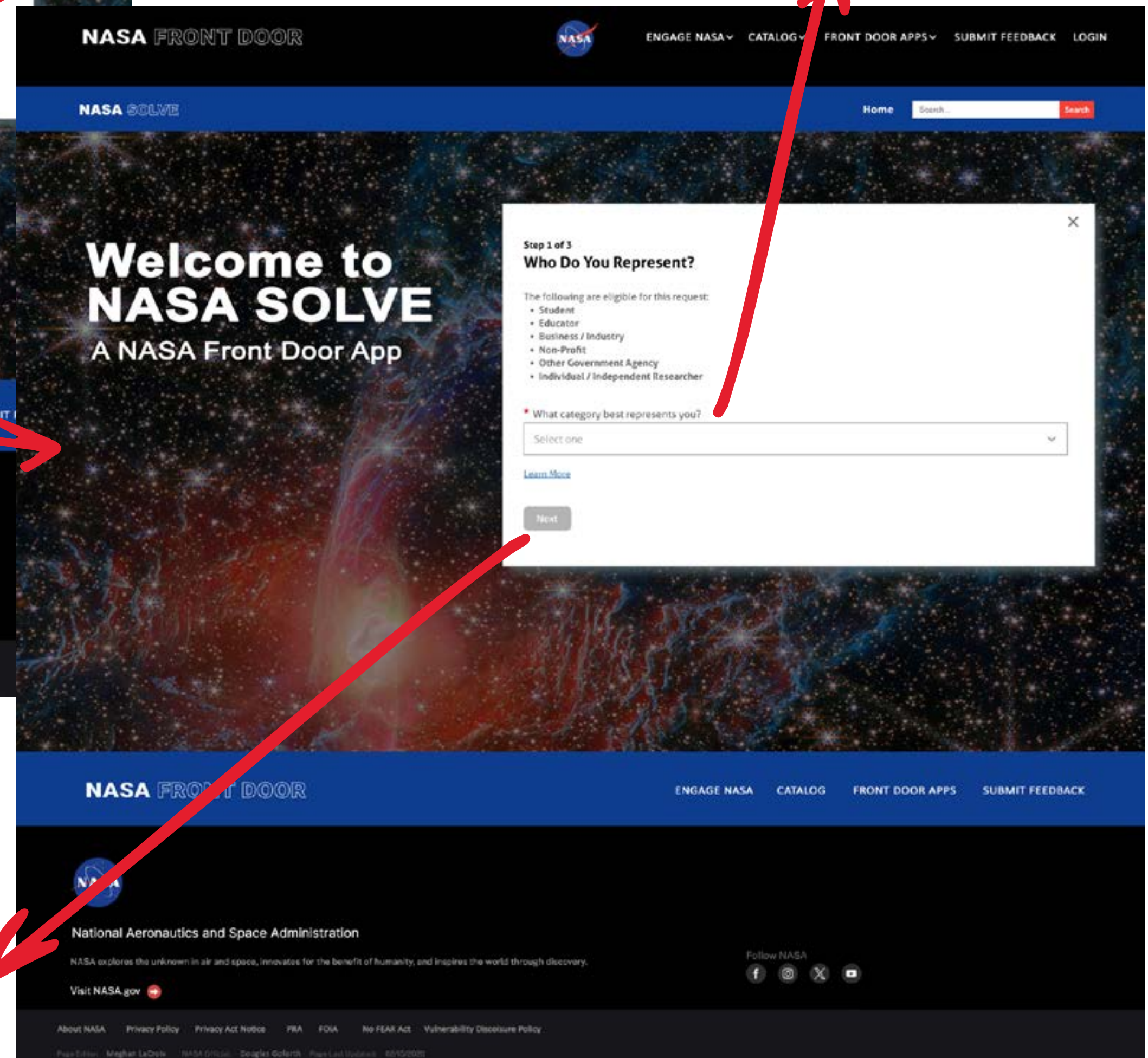
If selected, the user exits the authenticated session and continues browsing NASA Solve without completing the NASA Solve registration.

This preserves NASA STEM Gateway's unauthenticated experience and avoids unnecessary profile completion for users who are not ready to register.

Determines the appropriate NASA Solve registration path and supports downstream routing based on the user type selected.

Single-select picklist with the following values:

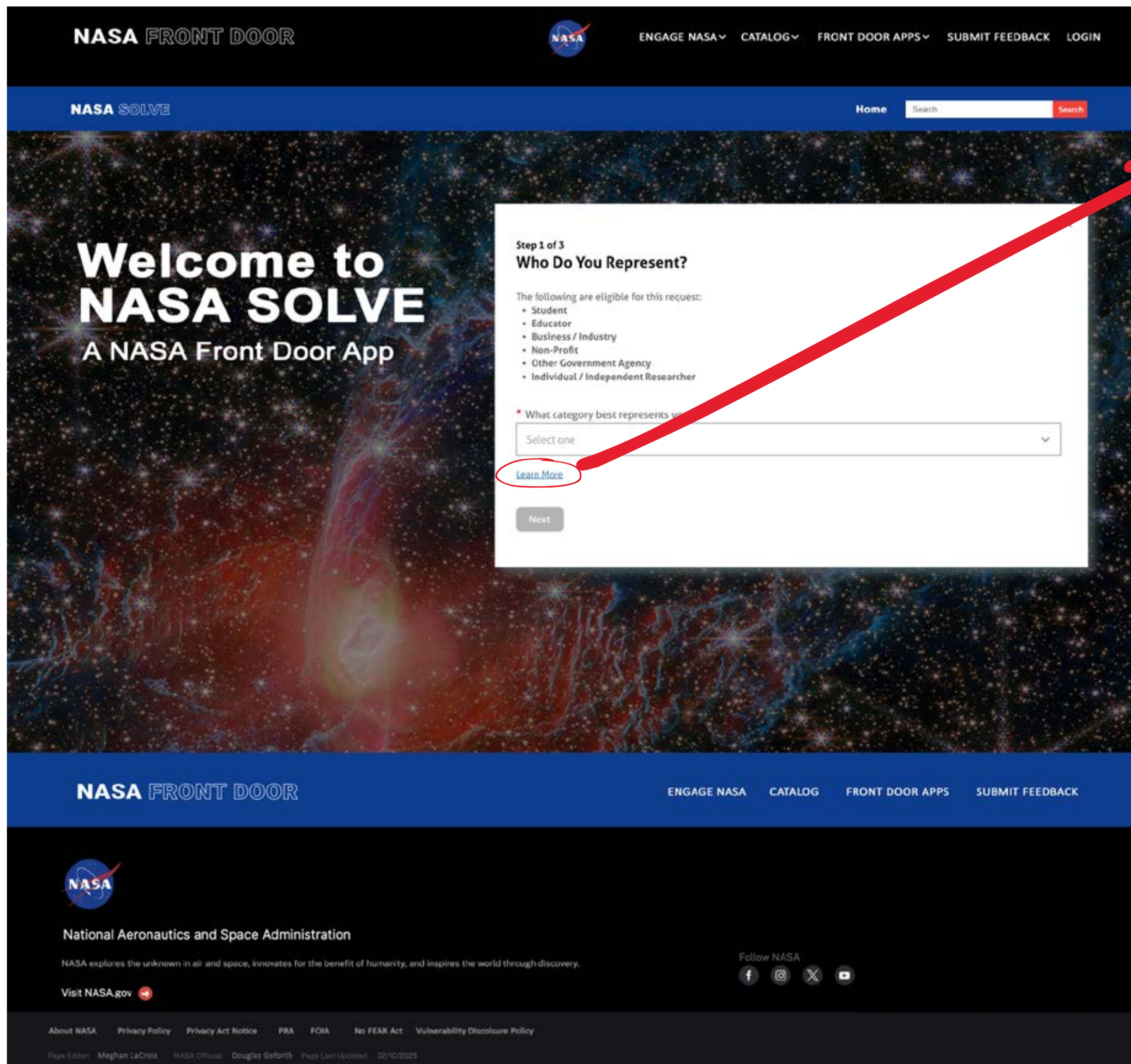
- Student
- Educator
- Business / Industry
- Non-Profit
- Other Government Agency
- Individual / Independent Researcher



When the **Yes, Complete My Profile** button is selected, the user continues into the NASA Solve registration workflow using their existing authenticated NASA Front Door profile.

The Next button remains inactive until all required fields are completed, reducing incomplete submissions and user rework.

The User Type help text provides optional guidance to help users select the registration path that best reflects their current role in NASA Solve. This guidance is intentionally presented as expandable/collapsible content rather than permanent on-screen text. Users who need clarification can review the definitions, while users who already understand the available options can continue without additional reading burden. This supports more accurate applicant type selection without lengthening the default registration experience.



**Hide Requester Information**

**Student:** Individuals who are actively attending one of the following as a student:

- High School (formal or homeschooled)
- Junior College
- Community College
- College
- University

**Educator:** Individuals who are currently serving as an educator in one of the following educator groups:

- Elementary School Teacher
- Middle School teacher
- High School Teacher
- Higher Education Faculty
- School Administrator
- Preservice Teacher
- Government
- Industry
- Homeschool Educators
- Informal Educators, such as:
  - Museums, Science Centers, Planetariums
  - Observatories
  - Parks, Zoos, Aquariums, Nature Centers
  - Libraries
  - Youth-Serving Organizations
  - Education-focused Non-Profit Organizations

**Business / Industry:** Individuals from the private sector who represent for-profit commercial enterprises focused on generating economic value, such as:

- Corporations
- Small Businesses
- Retail shops
- Startups
- Manufacturing Firms
- Consulting Firms
- Management Consulting
- IT Consulting
- Franchises

**Non-Profit:** Representatives from non-profit entities that are mission-driven organizations aiming to advance knowledge and promote public engagement, such as:

- Charitable Organizations
- Advocacy Groups
- Cultural Institutions
- Professional Associations
- Trade Associations
- Faith-Based Organizations

**Other Government Agency:** Representatives from federal, state, local, tribal, and foreign government organizations, such as:

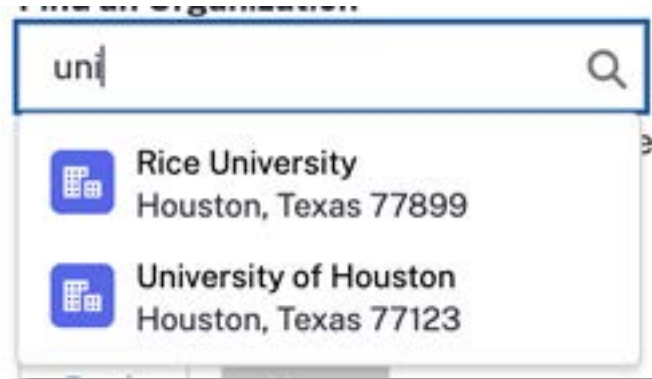
- U.S. Federal Agencies
- State Government Departments
- Municipal/County Government Representatives
- Tribal Government Councils/Representatives
- Foreign Government Research Institutions
- Diplomatic/Governmental Liaison Personnel

**Individual / Independent Researcher:** Individuals who are submitting a request with NASA on their own behalf and not as a representative of an academic institution, organization, government agency, or company.

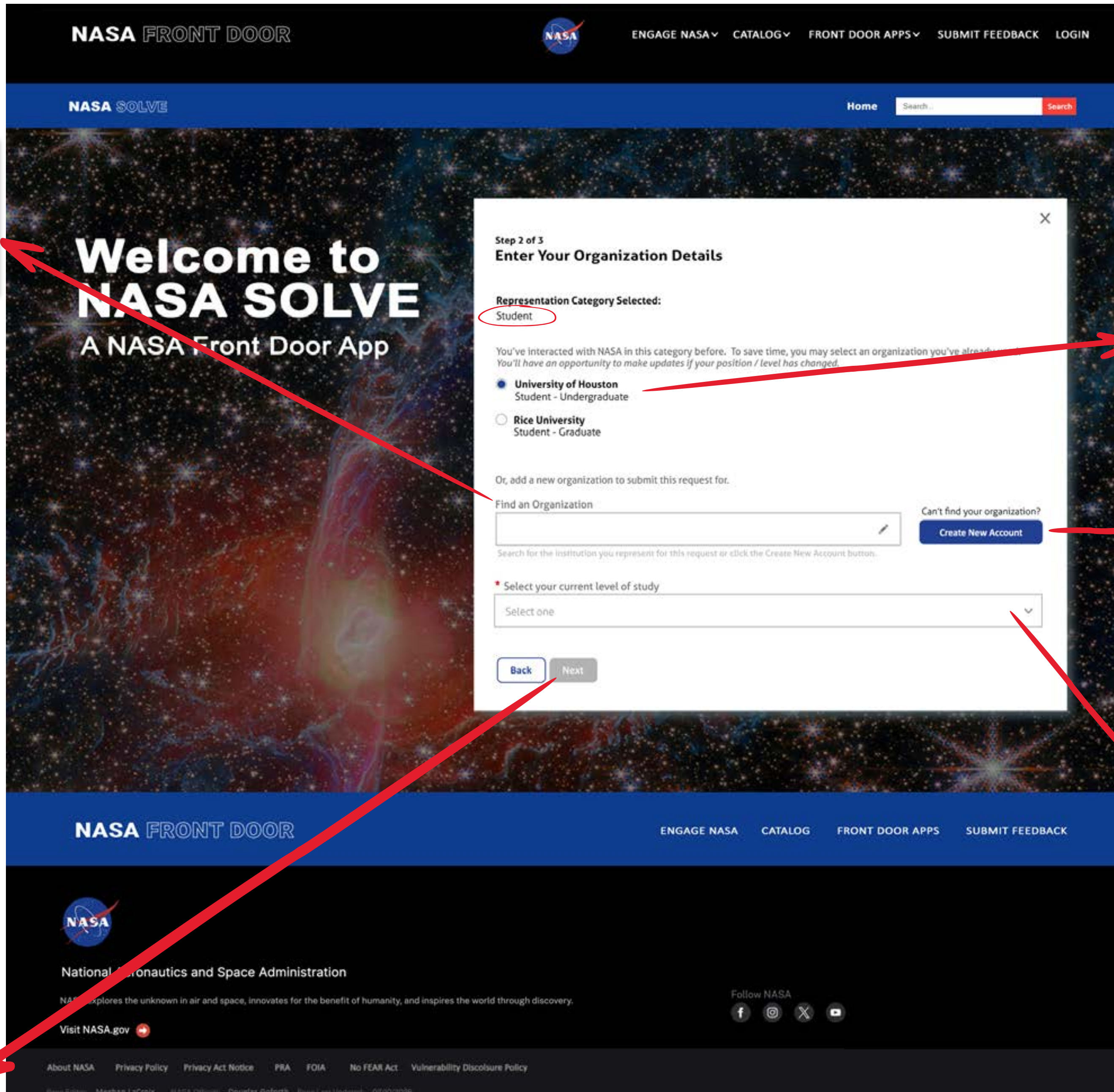
Expandable/ Collapsible help text provides additional explanation only when needed, avoiding a long up-front terms page while still making detailed context available.

This conditional section is displayed when the user selects Student as their NASA Solve registration category. The step associates the user with the academic institution they are representing and creates or reuses a Student Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

NASA Solve reuses the same Student affiliation model used across NASA Front Door, but limits this step to the information needed for this registration path. Users may select an existing Student affiliation, search for an existing verified academic institution, or create a temporary institution account if their school cannot be found. This reduces repeat entry, supports a consistent registration experience, and avoids displaying additional student-specific fields that are only needed by other Front Door Apps.



Find an Organization allows the user to search for and select an existing, verified academic institution from the shared account database. After selection, the user provides the student-specific metadata required for that relationship. Once submitted, the system creates a reusable Student Account Contact Relationship that can be selected in future workflows when the user represents the same institution as a Student.



Existing Student affiliations are surfaced for reuse. If selected, the academic institution is reused and the saved Current Level of Study is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Business / Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

Single-select picklist used to identify the student's current level of study. Values include:

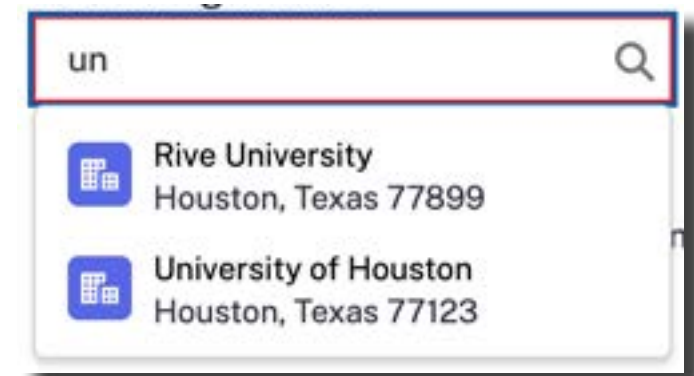
- High School
- Community College
- Undergraduate
- Graduate
- Post Doctoral

The Next button will remain inactive until all required fields are completed

This conditional section is displayed when the user selects Educator as their NASA Solve registration category. The step associates the user with the academic institution, education-related organization, or informal learning organization they are representing and creates or reuses an Educator Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

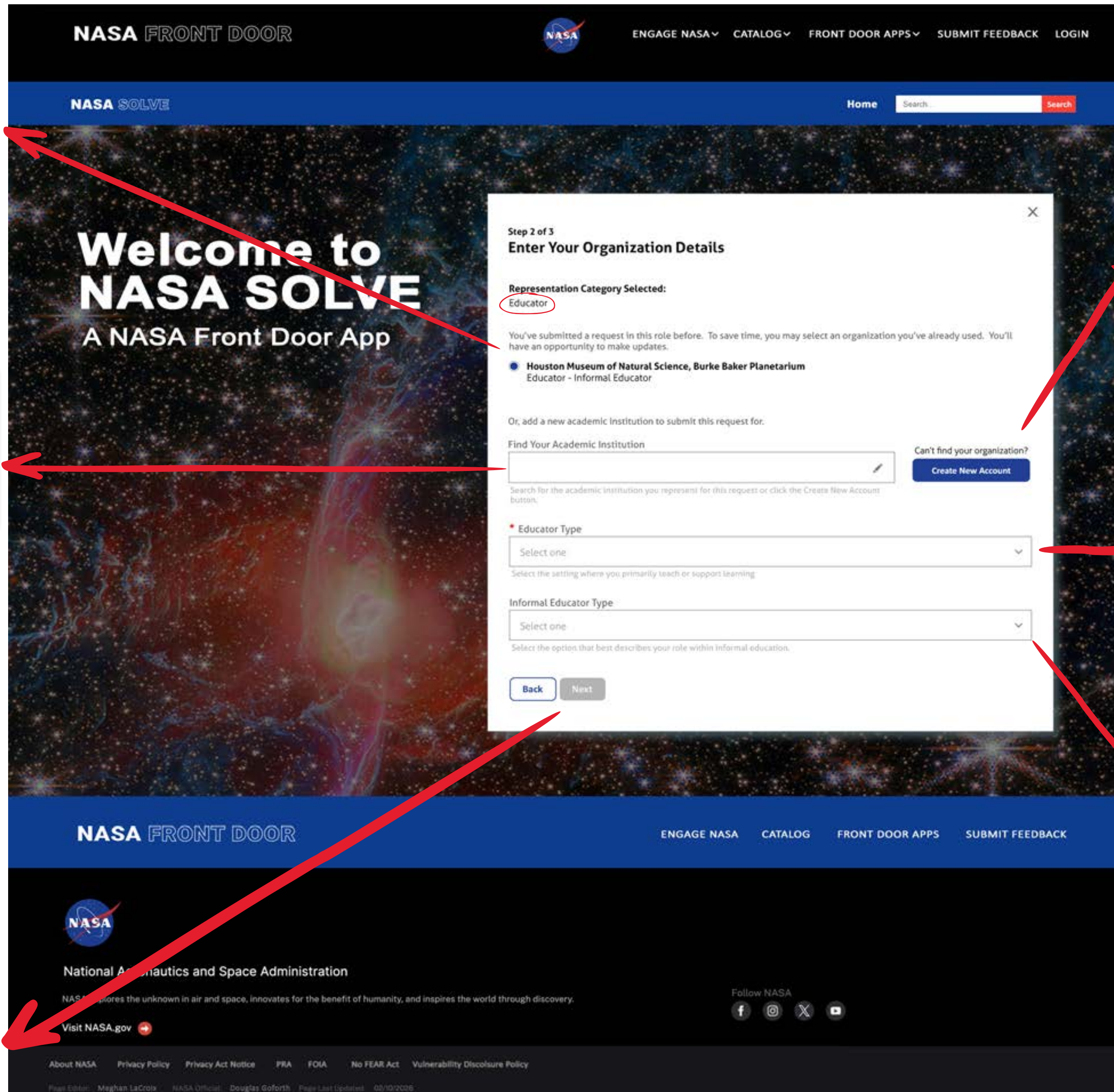
NASA Solve reuses the same educator affiliation model used across NASA Front Door, but limits this step to the information needed for this registration path. Users may select an existing Educator affiliation, search for an existing verified organization, or create a temporary organization account if the organization cannot be found. This reduces repeat entry, supports a consistent registration experience, and displays additional educator-specific fields only when relevant, such as Informal Educator Type when the user selects Informal Educators.

Existing Educator affiliations are surfaced for reuse. If selected, the organization is reused and any saved educator-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.



Allows the user to search for and select an existing, verified academic institution or education-related organization from the shared account database. After selection, the user provides the educator-specific metadata required for that relationship. Once submitted, the system creates a reusable Educator Account Contact Relationship that can be selected in future workflows when the user represents the same organization as an Educator.

The Next button will remain inactive until an Organization and Educator Type are identified through one of the three available methods.



If the academic institution cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Educator relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

Single-select picklist used to identify the educator setting or role that best represents the user. Values include:

- Elementary School Teachers
- Middle School Teachers
- Homeschool Educator
- High School Teachers
- Informal Educators
- Higher Education Faculty
- Administrators
- Preservice Teachers

A secondary single picklist is conditionally displayed with the following values, only if **Informal Educators** is selected as the Educator Type above:

- Museum / Science Center / Planetarium
- Observatory
- Park / Zoo / Aquarium / Nature Center
- Library
- Youth-Serving Organization
- Other Non-Profit Organization

This conditional section is displayed when the user selects Business / Industry as their NASA Solve registration category. The step associates the user with the business, company, or industry organization they are representing and creates or reuses a Business / Industry Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

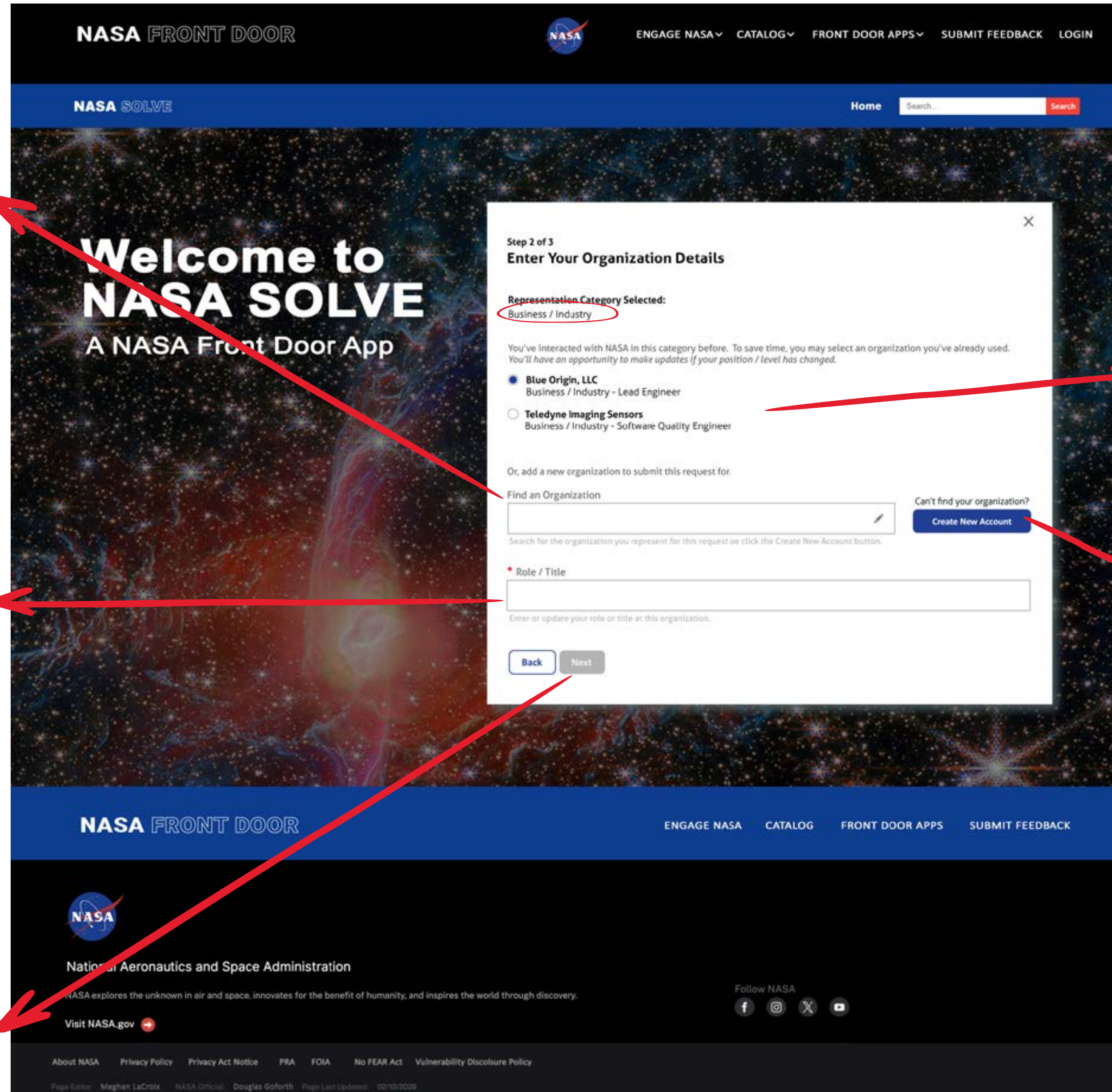
NASA Solve reuses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Business / Industry affiliation, search for an existing verified organization, or create a temporary organization account if the organization cannot be found. This step is limited to the relationship information needed for NASA Solve registration. Additional business-vetting or eligibility details are not collected here and may be collected later by other workflows only when required for a specific request or submission.



Allows the user to search for and select an existing, verified business or industry organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Business / Industry Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the business or industry organization they are representing. This supports the reusable relationship record without requiring additional business-vetting fields during NASA Special Events registration.

The Next button remains inactive until the user has identified an organization and completed the required relationship-specific fields, reducing incomplete submissions and downstream rework.

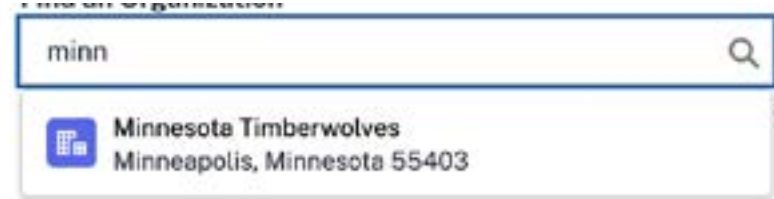


Existing Business / Industry affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may create a new account. Once the workflow is submitted, the temporary institution can be associated with the user's Business/ Industry relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary institution in future workflows.

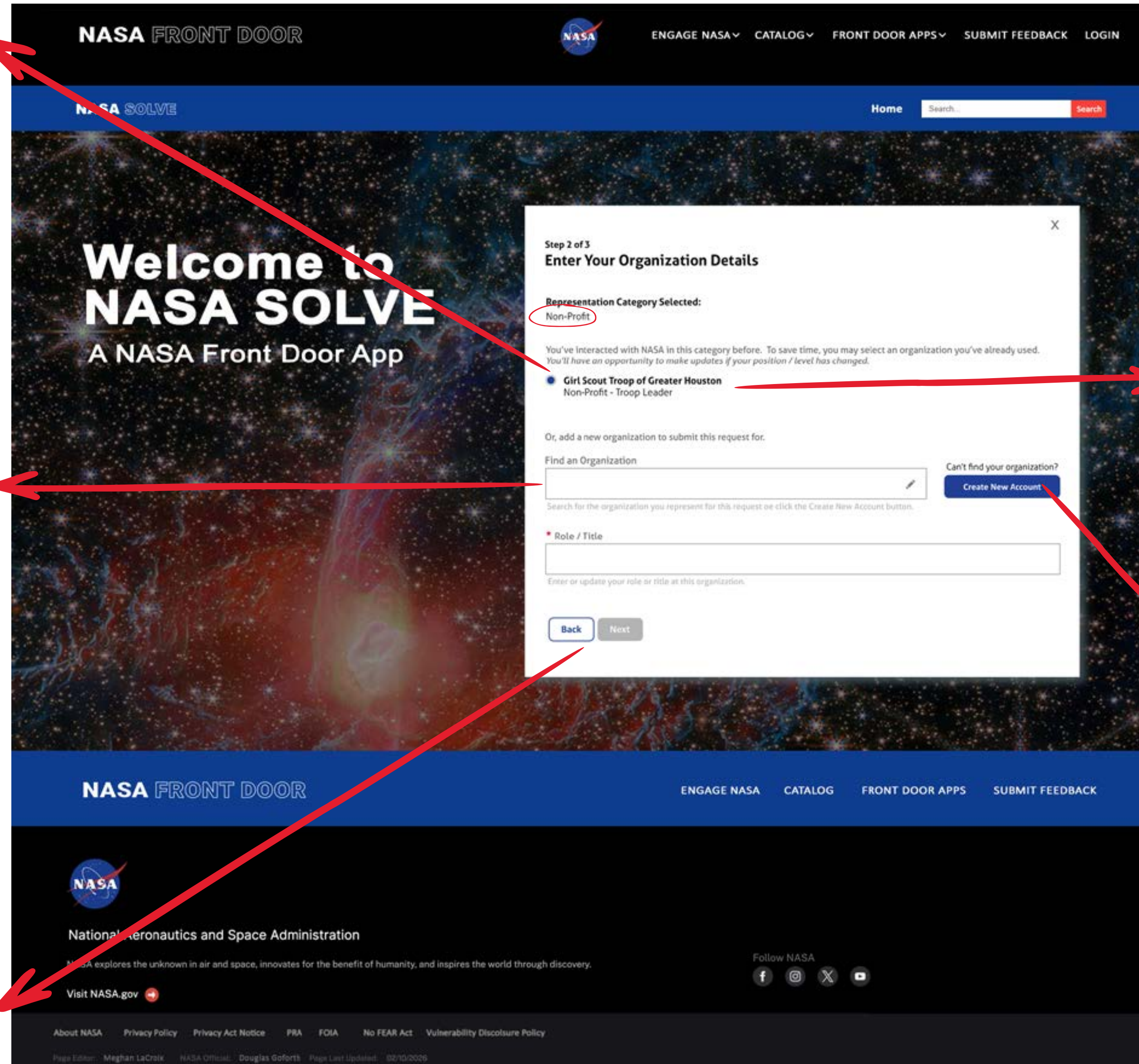
This conditional section is displayed when the user selects Non-Profit as their NASA Solve registration category. The step associates the user with the non-profit organization they are representing and creates or reuses a Non-Profit Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

NASA Solve reuses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Non-Profit affiliation, search for an existing verified organization, or create a temporary organization account if the organization cannot be found. This step is limited to the relationship information needed for NASA Solve registration. Additional eligibility, authority, or vetting-related information is not collected here and may be collected later by other workflows only when required for a specific request or submission.



Allows the user to search for and select an existing, verified non-profit organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Non-Profit Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the non-profit organization they are representing. This supports the reusable relationship record without requiring additional vetting-specific fields during NASA Special Events registration.



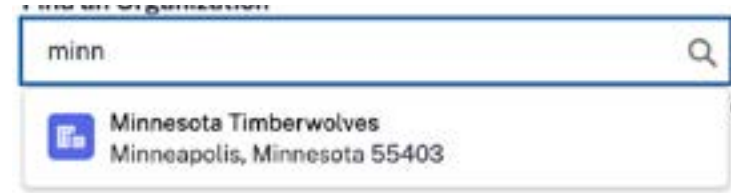
Existing Non-Profit affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Non-Profit relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

The Next button remains inactive until the user has identified an organization and completed the required Non-Profit relationship details, reducing incomplete submissions and downstream rework.

This conditional section is displayed when the user selects Other Government Agency as their NASA Solve registration category. The step associates the user with the federal, state, local, tribal, territorial, or other government organization they are representing and creates or reuses an Other Government Agency Account Contact Relationship that can be shared across NASA Front Door workflows and integrated Front Door Apps.

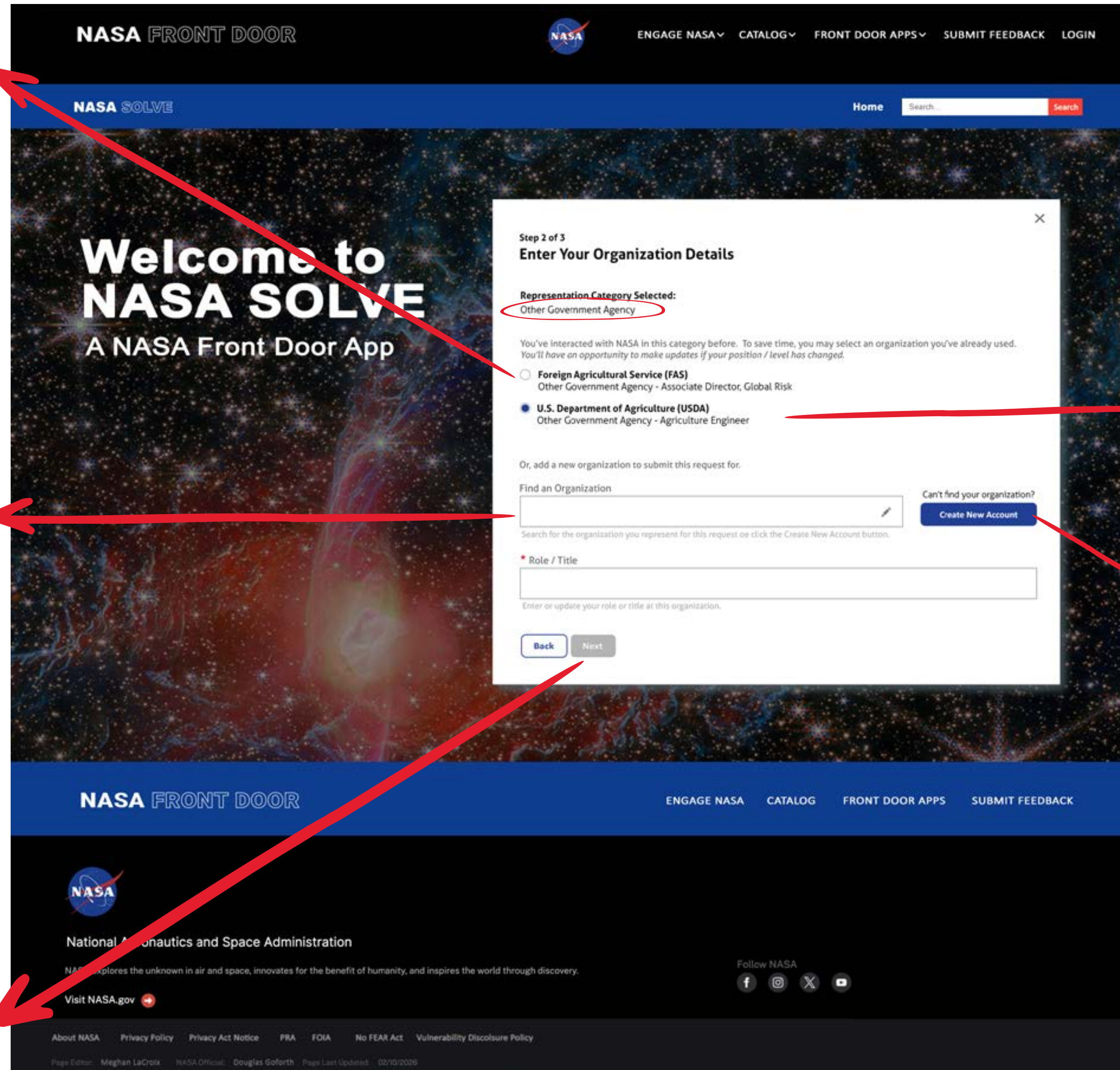
NASA Solve reuses the shared affiliation model to reduce repeat entry and provide a consistent registration experience. Users may select an existing Other Government Agency affiliation, search for an existing verified government organization, or create a temporary organization account if the organization cannot be found. This step is limited to the relationship information needed for NASA Solve registration. Additional eligibility, authority, or vetting-related information is not collected here and may be collected later by other workflows only when required for a specific request or submission.



Allows the user to search for and select an existing, verified government organization from the shared account database. After selection, the user provides only the relationship-specific metadata required for this registration path. Once submitted, the system creates a reusable Other Government Agency Account Contact Relationship that can be selected in future workflows when the user represents the same organization.

Collects the user's role or title within the government organization they are representing. This supports the reusable relationship record without requiring additional vetting-specific fields during NASA Special Events registration.

The Next button remains inactive until the user has identified an organization and completed the required Other Government Agency relationship details, reducing incomplete submissions and downstream rework.



Existing Other Government Agency affiliations are surfaced for reuse. If selected, the organization is reused and any saved relationship-specific information is displayed in editable format so the user can confirm or update it without re-entering the full affiliation.

If the organization cannot be found, the user may select Create New Account to submit a temporary organization account. After submission, the temporary organization can be associated with the user's Other Government Agency relationship and reused while awaiting data steward review, reducing the need to recreate the same temporary organization in future workflows.

The Create New Temporary Account workflow allows a user to continue through NASA Special Events registration when the organization, institution, or entity they represent cannot be found through the standard organization lookup. Because the user's registration profile must be associated with the organization they are representing, this step provides a limited write-in path to create a temporary account record for the current registration.

This workflow is intentionally used only after the user has attempted to identify an existing organization. It prevents the user from being blocked when the organization is not yet available in the shared Front Door database. The workflow collects only the minimum organization-identifying information needed to create a temporary account record, associate it with the user's registration profile, and support later NASA review, stewardship, and reconciliation.

This process reduces burden by allowing the user to proceed through registration without requiring a full organization profile, separate offline support process, or repeated entry of organization information later in the same workflow.

**Improvement over current temporary account process:** NASA Front Door allows users to reuse temporary organization records across requests and registration workflows through Account Contact Relationships. While the temporary account is awaiting data steward review, the user can continue selecting that same temporary organization in future workflows, rather than creating a new temporary account each time. This reduces duplicate entry for users and reduces duplicate temporary records for NASA to reconcile.

The option to identify a new temporary account as a Home School is available only to users who selected Student or Educator. When selected, address fields are hidden because they are not applicable. Required fields are limited to:

- Organization Name
- Organization Website
- Organization Phone
- Unique Entity Identifier (UEI)

Users may identify organizations that do not have a physical address as Online Only. When selected, address fields are hidden because they are no longer applicable, including:

- Country
- Street
- City
- State
- Zip/Postal Code

Single picklist populated from a standard country list from the State Department.

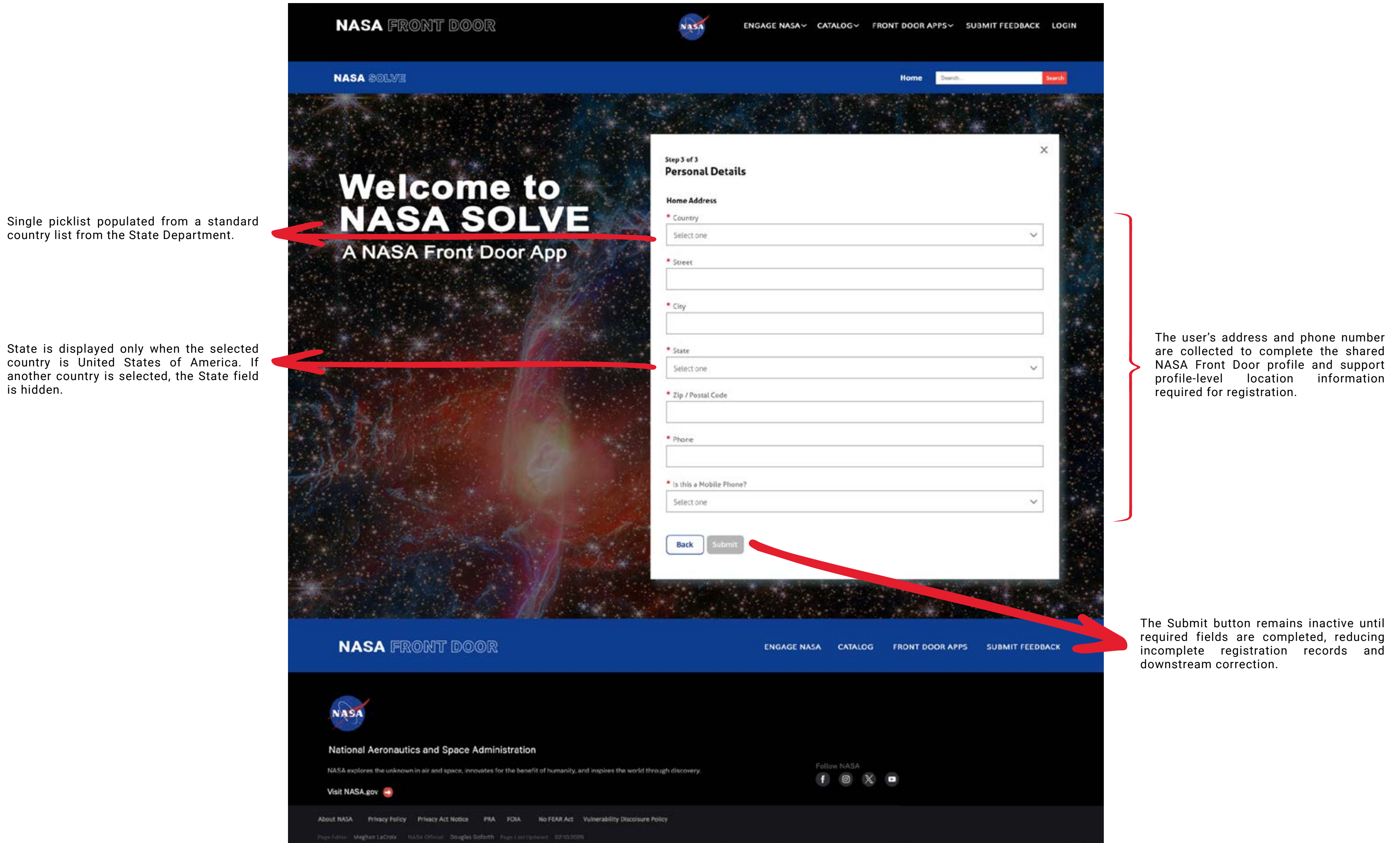
State is displayed only when the selected country is United States of America. If another country is selected, the State field is hidden.

The Submit button remains inactive until required fields are completed, reducing incomplete or invalid submissions.

The Personal Details step completes the user's NASA Solve registration profile by collecting the minimum contact and location information needed to establish the shared NASA Front Door profile. This information supports basic account setup, communication, and profile-level location information required for registration.

NASA Solve uses the shared NASA Front Door profile model to reduce repeat entry across workflows. If the user has previously completed a NASA Front Door or NASA Front Door App workflow where address, phone, or related profile information was collected, those values can be surfaced in editable format during this step. The user may confirm the existing information, update it if needed, or complete only the fields that have not already been provided.

This approach reduces burden by reusing shared profile data where available, avoiding unnecessary re-entry, and limiting new collection to the information needed to complete the NASA Solve registration profile.



Single picklist populated from a standard country list from the State Department.

State is displayed only when the selected country is United States of America. If another country is selected, the State field is hidden.

The user's address and phone number are collected to complete the shared NASA Front Door profile and support profile-level location information required for registration.

The Submit button remains inactive until required fields are completed, reducing incomplete registration records and downstream correction.

This section confirms that the user's registration information has been submitted and that the system has generated a temporary password or password reset action needed to complete account setup.

This step does not collect additional information from the user.

The confirmation message clearly tells the user what action is needed next, reducing confusion and failed account setup.

**NASA FRONT DOOR** ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK LOGIN

**NASA SOLVE** Home Search Search

# Welcome to NASA SOLVE

A NASA Front Door App

**Almost there!**

A temporary password has been generated for your account. Please check your email to reset your password and complete the registration.

**NASA FRONT DOOR** ENGAGE NASA CATALOG FRONT DOOR APPS SUBMIT FEEDBACK

**NASA**  
National Aeronautics and Space Administration

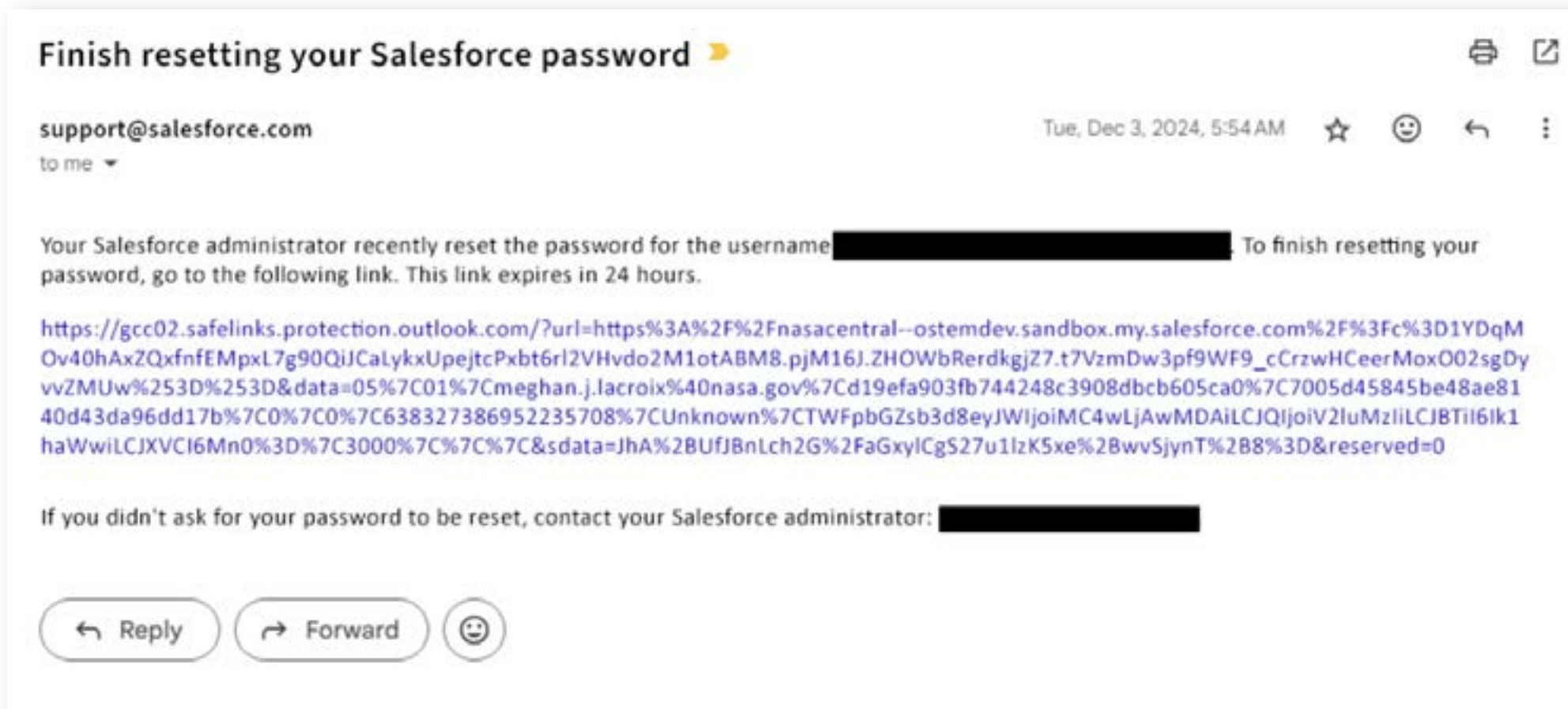
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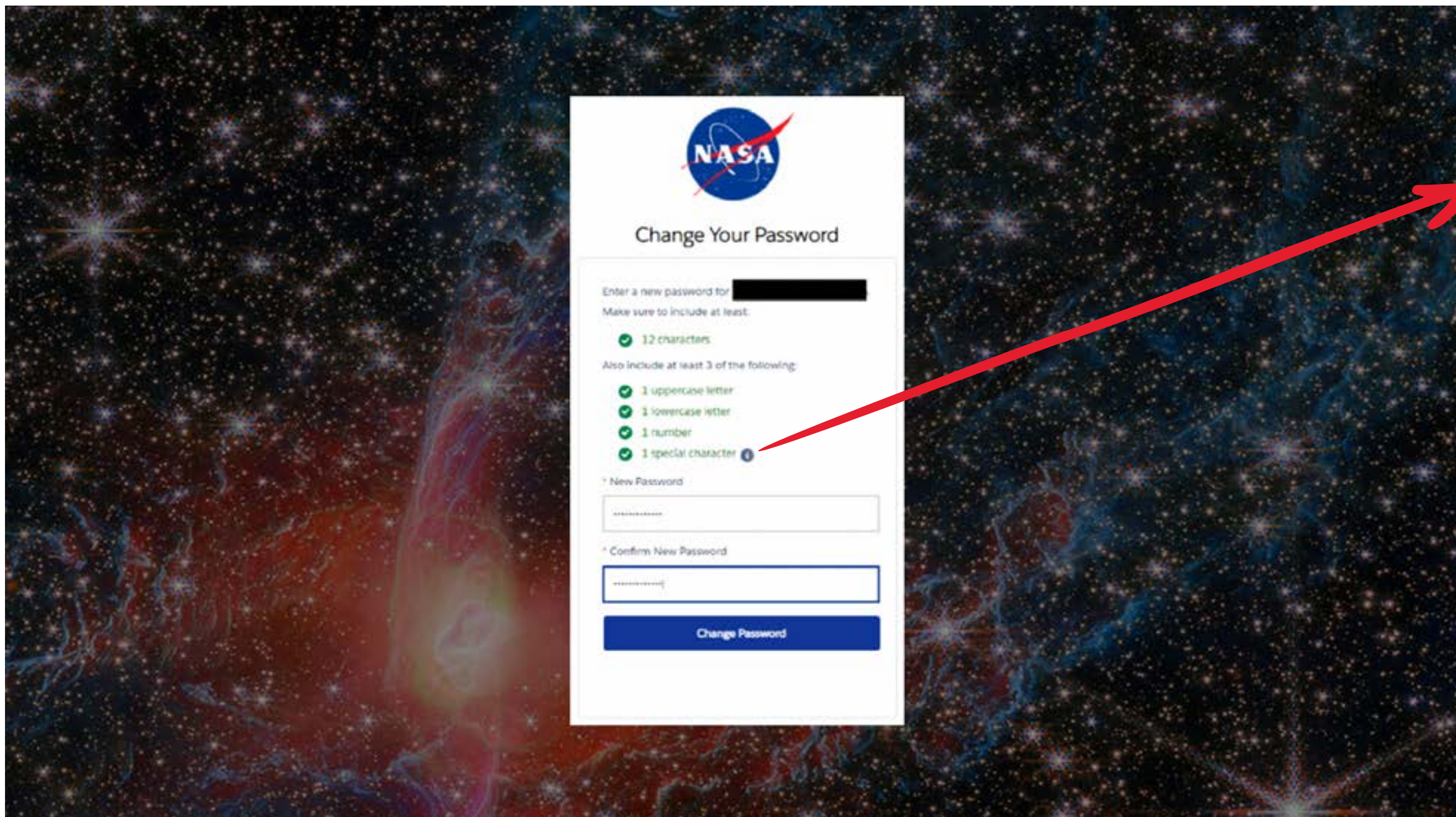
Page Editor: Meghan LaCroix NASA Official: Douglas Goforth Page Last Updated: 02/01/2026



This step allows the user to complete account setup securely through a system-generated password reset email. The email provides the link needed to establish the user's password.

This step is system-generated and does not collect additional form information within NASA Front Door.

The password setup process is handled through a secure reset link rather than asking the user to provide additional identity verification information during registration. The expiration period limits reuse of the setup link and supports account security.



This step is limited to password creation and does not collect additional profile, organizational, or request information.

A tool tip is available, helping users to determine the appropriate password to create. Users may use the following characters: !@#\$%^&\*()\_+~{[]1;";'<>.,?1~

The password requirements are displayed directly in the workflow, helping users correct issues before submission and reducing failed attempts. The confirmation password field reduces the risk of account setup errors.

Salesforce does not support display of the standard NASA Front Door header and footer during password setup. As a result, the password setup page is the only page within NASA Solve registration workflow where the header and footer are not displayed. Required Privacy Act and PRA notices remain accessible before and after this system-controlled password setup step.

This section presents the required system access acknowledgement before a newly registered user is authenticated into NASA Solve. The acknowledgement informs users of the conditions associated with accessing and using the government information system, including system monitoring and rules of behavior.

This is the only point in the registration workflow where the acknowledgement is displayed as a pop-up. The same acknowledgement language is also displayed on the Login screen for returning users. Returning users provide acknowledgement by choosing to log in after the message has been presented.

The screenshot shows the NASA Front Door website interface. At the top, there is a navigation bar with the NASA logo and links for 'ENGAGE NASA', 'CATALOG', 'FRONT DOOR APPS', 'SUBMIT FEEDBACK', and 'LOGIN'. Below this is a blue header with 'NASA SOLVE' on the left, 'Home' in the center, and a search bar on the right. The main content area features a large, colorful nebula background. On the left, a large white text overlay reads 'Welcome to NASA SOLVE A NASA Front Door App'. On the right, a white pop-up dialog box titled 'Acknowledgements' is displayed. The dialog box contains the following text: 'By accessing and using this information system, you acknowledge and consent to the following: You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network; (3) all computers connected to this network including end user systems; (4) all devices and storage media attached to this network or to any computer on this network; and (5) cloud and remote information services. This information system is provided for U.S. Government-authorized use only. You have no reasonable expectation of privacy regarding any communication transmitted through or data stored on this information system. At any time, and for any lawful purpose, the U.S. Government may monitor, intercept, search, and seize any communication or data transiting, stored on, or traveling to or from this information system. You are NOT authorized to process classified information on this information system. Unauthorized or improper use of this system may result in suspension or loss of access privileges, disciplinary action, and civil and/or criminal penalties.' At the bottom of the dialog box are two buttons: 'I agree' and 'I do not agree'. Below the main content area is another navigation bar with 'NASA FRONT DOOR' on the left and 'ENGAGE NASA', 'CATALOG', 'FRONT DOOR APPS', and 'SUBMIT FEEDBACK' on the right. The footer contains the NASA logo, the text 'National Aeronautics and Space Administration', the tagline 'NASA explores the unknown in air and space, innovates for the benefit of humanity, and inspires the world through discovery.', a 'Visit NASA.gov' link, and social media icons for Facebook, Instagram, X, and YouTube. At the very bottom, there is a footer with links for 'About NASA', 'Privacy Policy', 'Privacy Act Notice', 'FRA', 'FOIA', 'No FEAR Act', and 'Vulnerability Disclosure Policy', along with page editor information: 'Page Editor: Meghan LaCroix, NASA Official: Douglas Boforth, Page Last Updated: 02/10/2026'.

This step does not collect additional profile or request information.

The acknowledgement is limited to system access terms and user consent associated with accessing the information system.

Users who do not agree are not required to continue and are returned to the unauthenticated experience.

The step supports transparency and appropriate system access controls before the user proceeds into authenticated NASA Front Door functionality.