

LaSPACE FELLOWSHIPS

A NASA SPACE GRANT FELLOWSHIP PROGRAM

FOR

GRADUATE STUDY

IN

SPACE AND AEROSPACE FIELDS

OFFERED BY

**THE LOUISIANA SPACE CONSORTIUM
and
THE LOUISIANA BOARD OF REGENTS**

UNDER THE AUTHORITY OF

**THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
LOUISIANA BOARD OF REGENTS SUPPORT FUND**

APPLICATION PACKET

(Available at <http://laspace.lsu.edu/RFP/>)

LaSPACE FELLOWSHIP PROGRAM

A NASA SPACE GRANT PROGRAM

Louisiana Space Consortium
364 Nicholson Hall
Department of Physics and Astronomy
Louisiana State University
Baton Rouge, LA 70803

Application Guidelines for Space and Aerospace Graduate Fellowships

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INTRODUCTION

This document describes the Louisiana Space Consortium Graduate Student Fellowship Program. The program supports graduate students, who are U. S. citizens and who undertake a curriculum of math, science, or engineering at a college/university that is a member of the Louisiana Space Consortium. A list of consortium member institutions and respective campus coordinators is given in Section I, along with general information about the Fellowship Program.

Section II describes the eligibility requirements, award amounts, assessment process, and competition due dates. The Evaluation Form used by the out-of-state reviewers is given in Appendix I.

Sections III and IV of this document give requirements and instructions for submission of the application. The application form is included in Appendix II. The Reference Evaluation Form is given in Appendix III and Appendix IV gives the Student Information Form for the yearly report.

I. GENERAL INFORMATION

A. BASIS OF AUTHORITY

The Louisiana Space Consortium (LaSPACE) currently comprises Louisiana public and private colleges and universities in addition to business/industry partners and other organizations. The consortium is funded jointly by the National Aeronautics and Space Administration (NASA) and by the Louisiana Board of Regents Support Fund (BoRSF). The consortium is administered by the LaSPACE Council, under the aegis of NASA and the Board of Regents. The basis of authority for this and other programs of LaSPACE rests in part on the above funding. It is important, therefore, to note that the implementation of LaSPACE-supported projects must conform to applicable Federal and State regulations, in general, and to the NASA and BoRSF regulatory stipulations, in particular.

B. PURPOSES OF THE LaSPACE PROGRAM

Succinctly stated, the goals and objectives of the Louisiana Space Consortium, as per the training grant proposal approved by NASA, the Board of Regents, the Board of Elementary and Secondary Education (BESE), and the LaSPACE Campuses are:

1. To increase, in quantity and in quality, Louisiana's production of aerospace and related science and engineering graduates and professionals,
2. To enhance in scope, depth, and number, research and development activities in aerospace and related sciences and engineering, and
3. To indirectly increase aerospace and related industries in the state -- not only for economic development but also for economic diversification.

The stimulus and planning activities of LaSPACE, as delineated in the above objectives, have been modeled, in part, after those of the Louisiana Stimulus for Excellence in Research -- Experimental Program to Stimulate Competitive Research (LaSER -- EPSCOR) -- an initiative funded by the National Science Foundation whose major goal is to increase the competitiveness of Louisiana's scientists, engineers, and mathematicians for federal research funds. The enhancement of space and aerospace related research and development throughout Louisiana is a central program of LaSPACE.

C. PUBLIC NATURE OF APPLICATIONS SUBMITTED IN THE LaSPACE FELLOWSHIP PROGRAM

Once an application is received in the LaSPACE office, it becomes public record. Although the LaSPACE staff will not disseminate applications to individuals other than to reviewers, applicants should be aware that, if a request for information is made by the public (e.g., a representative of the news media), a copy of the application, by law, must be provided.

D. LaSPACE PROGRAM ADMINISTRATION AND CAMPUS COORDINATORS

Specific questions concerning this document and the requirements set forth herein should be directed to the applicant's LaSPACE Campus Coordinator listed below, or to LaSPACE management:

John P. Wefel, Director; T. Gregory Guzik, Assistant Director
 LaSPACE Fellowship Program
 Department of Physics and Astronomy
 Nicholson Hall – 364
 Louisiana State University
 Baton Rouge, LA 70803
 Phone: 225-578-8697
 E-mail: wefel@phunds.phys.lsu.edu; guzik@phunds.phys.lsu.edu

This is also the address to which completed applications should be sent.

The following list comprises all current LaSPACE university member institutions and their respective campus coordinators:

Dillard University	Dr. Abdalla Darwish	504-816-4840
Grambling State University	Dr. Matthew F. Ware	318-274-2687
Louisiana State University	Dr. Keith Gonthier	225-578-5792
Louisiana Tech University	Dr. Dick Greenwood	318-257-2302
Loyola University	Dr. Creston King	504-865-3644
LSU Agricultural Center	Lyda C. Gatewood	225-578-8231

LSU Shreveport	Dr. Laura Whitlock	318-797-5238
McNeese State University	Dr. Giovanni Santostasi	337-475-5759
Nicholls State University	Dr. Chadwick H. Young	985-448-4879
Northwestern State University of Louisiana	Dr. Austin L. Temple Jr.	318-357-6699
Southeastern Louisiana University	Dr. Nick Norton	985-549-3740
Southern University and A & M College	Dr. Michael A. Stubblefield	225-771-3290
	Dr. Diola Bagayoko	225-771-2730
Southern University in New Orleans	Dr. Joe Omojola	504-368-0589
Tulane University	Dr. Mark J. Fink	504-862-3568
University of Louisiana at Lafayette	Dr. Terrence L. Chambers	337-482-6517
University of Louisiana at Monroe	Dr. Lisa Colvin	318-342-1036
University of New Orleans	Dr. Kenneth Holladay	504-280-6124
Xavier University of Louisiana	Rachel Cruthirds	504-520-5600

E. NASA MISSION DIRECTORATES

The NASA program of discovery and development has been re-organized into Mission Directorates, following the President's announcement of the new "Vision for Space Exploration." All NASA subprograms must relate to and support one or more of these Directorates. Likewise, all programs supported by LaSPACE must also support these new NASA Directorates. In addition, all Space Grant programs must align with and support the *Vision for U. S. Space Exploration* - - see (www.nasa.gov/pdf/55583main_vision_space_exploration2.pdf).

The current Mission Directorates are:

- **Aeronautics** - - *Enable a safer, more secure, efficient, and environmentally friendly air transportation system.*
- **Exploration Systems** - - *Direct the identification, development, and validation of exploration systems and technologies.*
- **Science** - - *Exploring the Earth-Sun system, our own solar system, and the universe beyond.*
- **Space Operations** - - *Extend the duration and boundaries of human space flight to create new opportunities for exploration and discovery.*

The NASA Mission Directorates identify what NASA does and for whom, focusing on the ends, not the means. Each Mission Directorate has a unique set of goals, objectives, and strategies that addresses the requirements of its primary external customers. Although NASA's broad mission is driven by the Space Act, the specific programs that are conducted within its directorates, and the priorities placed on them, are driven by the directives of the Administration and Congress, and, therefore, change over time. Current specific content for the Mission Directorates is presented within their own Strategic Plans available on the web. (<http://www.education.nasa.gov/about/nasaent/index.html>.)

In addition to the Directorates, NASA's **Office of Education** coordinates education efforts from K-16, including educational products and technology. The Education Office's goal is "to inspire the next generation of explorers" and to develop the Workforce that will lead NASA into the exploration era.

It is a national priority to increase diversity in the Science, Technology, Engineering and Mathematics (STEM) marketplace, from university students to employees. Traditionally, minority groups and women have been under-represented in the STEM disciplines as students and faculty as well as in the workplace after graduation. LaSPACE is committed to addressing this priority and utilizing its programs, to the degree possible, to increase the diversity among its awardees. All proposers are encouraged to help address the diversity issue.

II. THE LaSPACE GRADUATE FELLOWSHIP PROGRAM

A. OBJECTIVES

The specific objectives in recruiting superior graduate students under the LaSPACE program are: (1) to encourage highly qualified individuals with interests in aerospace to continue in the field, (2) to strengthen the educational base in Louisiana, and (3) to develop the research infrastructure needed for an increasing level of aerospace R & D in the state.

This competition is open only to current and prospective full-time Graduate Students in space and aerospace related disciplines.

B. ELIGIBILITY

To be eligible to apply for a LaSPACE Fellowship, an applicant must meet each of the following criteria:

1. An applicant must be a U.S. Citizen.
2. At the time of application, the student must be in his/her senior year of college, be a recent college graduate, or be currently enrolled in graduate school.
3. The current or prospective graduate work of an applicant must be in a space- or aerospace-related field or program.
4. An applicant must be currently enrolled at or must have applied for admission to a LaSPACE member college or university. Matriculation must be at a member institution.
5. An applicant must pursue his/her graduate degree on a full time basis, and be registered for each semester, including the summers. On a case by case basis, LaSPACE may allow stipend payment for students engaged in research off campus or registered for degree only or research only. Prior approval is required.

C. NUMBER, DURATION, AND AWARD AMOUNTS

A LaSPACE Fellowship carries an annual stipend of \$25,000. for graduate students seeking doctoral degrees, and \$20,000. for graduate students seeking the master's degree. The maximum length of a doctoral award is five years. The maximum length of a master's award is three years or, in the case of a terminal master's degree, whatever the academic program requirements dictate. Students seeking a terminal Master's degree are also eligible to apply. Applicants from groups under-represented in the Math, Science and Engineering STEM disciplines are strongly encouraged to apply.

Awards will be provided to the LaSPACE college or university, which will assume responsibility for administering and distributing these monies according to its standard procedures. It is understood by all LaSPACE member campuses that these funds are to be used for stipends to the award recipient. Fellowships are normally 12 month awards, and recipients may be required by their institution to register for each semester (quarter) in order to receive a full stipend. Check the procedures at your institution.

Continuation of a fellowship award from year to year is contingent on the availability of funds, satisfactory progress in graduate work, timely submission of the annual report, and the continued fulfillment of the eligibility criteria. An annual progress report, **jointly submitted** by the applicant's campus coordinator and by the graduate fellow, will serve as an integral part of the assessment of the fellow's progress. The format for this report will be made available by the LaSPACE Office to each Fellow and his/her campus coordinator following selection. A student information form (Appendix IV) is required with each report. These reports are due by the end of May each year or at the time of graduation. **Failure to submit this annual report is grounds for termination of the Fellowship.**

D. COST SHARING AND INDIRECT COSTS

The LaSPACE Council strongly encourages significant cost sharing on the part of the participant's institution, such as the waiver of tuition and fees and/or expenses incurred by the institution in administering the fellowship. There is no tuition or fee waiver implied in the LaSPACE award. Such a waiver is solely the responsibility of the Fellow's institution. F & A (Indirect) charges are waived for Fellowship stipends as per the NASA grant. The applicant is encouraged to discuss his/her application with the local LaSPACE Campus Coordinator and/or with his/her department chair or graduate advisor.

E. ASSESSMENT OF APPLICATIONS BY OUT-OF-STATE CONSULTANTS

All applications received by the deadline that meet the eligibility requirements and guidelines established for this Program will be reviewed by out-of-state experts for merit. Considerable care will be taken to ensure that these reviewers are: (1) experts in their fields; and (2) impartial evaluators. Applications will be rated based on the extent to which they meet specific criteria and ranked according to their scores. These criteria include:

1. Scholastic accomplishments of the applicants, as determined in part by their cumulative undergraduate grade point averages and GRE scores. It is expected that successful applicants will have a GPA of at least 3.0/4.0 and GRE scores in excess of 900 (with 500 on the quantitative). GPA and GRE scores below this minimum are acceptable and are evaluated by LaSPACE and reviewers on a case by case basis.
2. Research experience and productivity (projects, publications, presentations, etc.).
3. Leadership and recognitions (scholarships, academic honors, memberships).
4. Intellectual abilities and character, as attested to by the reference evaluation forms.
5. Relevance of the proposed graduate work to space and aerospace fields or programs.

A sample of the Reviewer Evaluation Form used by the reviewers is included for reference in Appendix I.

F. SELECTION OF APPLICATIONS TO BE SUPPORTED

After receiving the recommendations of the reviewers, LaSPACE will present recommendations to the Board of Regents.

III. PROCEDURE AND DEADLINE FOR SUBMISSION OF APPLICATIONS

Due dates for fellowship applications vary from year to year, and are announced on the LaSPACE website and via e-mail communications.

All proposals require a cover page signed by the Authorized Institutional Representative. Proposals may be submitted electronically, as a PDF file, to eads@phys.lsu.edu. In this mode, the signed cover page should be scanned and included in the PDF file.

If a proposal is submitted electronically without the signed cover page, then that signed page must be received by fax (225-578-1222) or courier or mail within a week of the electronic submission.

Signed proposals may also be submitted in hard copy to the LaSPACE office at the address given in Section I of this RFP.

IV. REQUIREMENTS AND FORMAT FOR LaSPACE FELLOWSHIP APPLICATIONS

Additional copies of these application guidelines are available from the LaSPACE campuses, or from the LaSPACE Office, or from the LaSPACE website. Applicants are encouraged to talk with their campus coordinator as they develop their application.

The following format and requirements for applications must be followed. Applications which do not adhere to these guidelines will be returned for non-compliance and will not be considered further. A completed application must include the following:

1. A properly executed LaSPACE Fellowship Application Form (Appendix II).
2. Official applicable transcripts. For an applicant currently enrolled in a graduate program, a graduate transcript is required in addition to the undergraduate transcript.
3. Two properly executed and signed reference evaluation forms (Appendix III).
4. An official letter from the prospective or current LaSPACE host institution attesting to a) the enrollment of the applicant in a graduate program OR the submission of an application for admission into a graduate program; and b) the degree of relevance of the applicant's current or prospective graduate work to space and aerospace related fields and program. Although this letter may be written by any institutional official, it is strongly recommended that it come from the department chair of the applicant's field of concentration, or the campus coordinator.

APPENDIX I

REVIEWER EVALUATION FORM

(This is provided here for information purposes.

This form will be completed by the out-of-state reviewers.)

LaSPACE FELLOWSHIP PROGRAM

REVIEWER EVALUATION FORM

Applicant Name: _____ Application Number: _____

Proposed Institution: _____

1. (25 pts.) Please rate the previous scholastic achievements of this applicant considering GPA (and GRE scores) as well as educational levels:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

2. (15 pts.) Degree of demonstrated research experience and productivity:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

3. (10 pts.) Leadership qualities and leadership potential:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

4. (10 pts.) Applicant's Character:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

5. (20 pts.) Relevance of the proposed graduate work for a future career in Space or Aerospace related fields:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

6. (10 pts.) Your overall evaluation of this applicant's probability for successfully completing the graduate program:

Circle One: Poor Fair Average Good Unusual Outstanding
Comments:

7. (10 pts.) Contribution to increasing workforce diversity:

To be assigned by Space Grant office.

APPENDIX II

FELLOWSHIP APPLICATION FORM

(REPRODUCE AS NEEDED)

LaSPACE FELLOWSHIP APPLICATION FORM

Date of Submission: _____

NAME: _____ Male _____ Female
 Last First MI

Current Address: _____

U.S. Citizen: _____ Yes _____ No

Date of Birth: _____

Phone: (____) _____ Place of Birth: _____

Cell Phone: (____) _____ FAX (if any): (____) _____

Permanent Address: _____ Father's name: _____
(if different from above) _____ Mother's name: _____

Permanent Phone: (____) _____

email: _____

Check if you are a member of the following underrepresented minority groups in science and engineering:

- _____ American Indian
- _____ Black
- _____ Hispanic
- _____ Native Alaskan (Eskimo or Aleut)
- _____ Pacific Islander (Polynesian or Micronesian)
- _____ Other _____
- _____ Disabled

Proposed or Current Graduate Institution _____

Academic Discipline: _____ Degree Sought: _____

Are you currently in graduate school? _____ Anticipated graduation date: _____

GRE Scores: (V) _____ (Q) _____ (A) _____

Section: _____ Score: _____

If unavailable, date GRE taken or will be taken _____

Revised: 9/09

Last Name: _____

List in REVERSE chronological order colleges or universities attended, starting with current institution. Include graduate institutions.

Institution	City	State	Dates Attended	Degrees Earned or expected	G.P.A./Base
_____	_____	_____	_____	_____	____/____
_____	_____	_____	_____	_____	____/____
_____	_____	_____	_____	_____	____/____
_____	_____	_____	_____	_____	____/____
_____	_____	_____	_____	_____	____/____
High School:	_____	_____	_____	_____	____/____

If not currently enrolled, state current occupation: _____

1. List scholarships, academic honors, scientific or engineering student leadership roles, honorary societies, awards, and any other recognition relevant to your field since entering college. *(Include any scholarship or office of any kind held at the time of the submission of this application.)*

2. List any work experiences, scientific research activities, or outside interests relevant to your field of study.

If currently enrolled as an undergraduate, provide the following information:

Institution: _____ Department/Division: _____

Major Field: _____ Minor Field: _____

Current Academic Advisor's name: _____

(Attach additional sheets as needed.)

Last Name: _____

3. In a concise statement, summarize the objectives of your educational program and your long-range professional goals. Provide sufficient information for evaluation by reviewers technically competent in your field.

(Attach additional sheets as needed.)

Signature of Applicant _____ Date _____

Authorized Institutional Representative: _____

Signature _____ Date _____

Revised: 9/09

APPENDIX III

REFERENCE EVALUATION FORM

(TWO REFERENCES REQUIRED PER APPLICATION)

(REPRODUCE AS NEEDED)

5. If the applicant is a student, how does he/she compare with students currently in your department: _____

6. In comparison with other students at a similar stage in their work, what is your evaluation of the applicant with respect to these general characteristics?

- Motivation
- Maturity
- Imagination
- Self-reliance
- Laboratory Skills
- Mastery of Course Material
- Probability of Completing Graduate Work
- Ability in Self-expression

Below Average	Average	Above Average	Good	Unusual	Out- Standing	Truly Exceptional
Lowest 40%	Middle 20%	Next 15%	Next 15%	Highest 10%		

- Inadequate Opportunity To Observe
-
-
-
-
-
-
-

7. In comparison with other students at a similar stage in their work, what is your evaluation of the applicant with respect to **overall** promise for a career in his/her selected field?

Below Average	Average	Above Average	Good	Unusual	Out- Standing	Truly Exceptional
Lowest 40%	Middle 20%	Next 15%	Next 15%	Highest 10%		

- Inadequate Opportunity To Observe
-

8. Please provide other comments or evaluations of this student which might be helpful to the review panel in assessing the applicant's ability and potential. Comment on weaknesses as well as strong points.

Signature of Respondent _____ Date _____

APPENDIX IV

Student Information Form

(to be included in yearly/final reports)

Student Information Form

(The following is the information we must collect for each student participating in a LaSPACE Space Grant or NASA EPSCoR program.)

Name: _____

Permanent Address: _____

Permanent Telephone: _____ Permanent e-mail: _____

Current Telephone: _____ Current e-mail: _____

Citizenship: _____

Project in which participated: _____

Faculty advisor/mentor: _____

University: _____

Gender: _____ M _____ F Ethnicity*: _____

Do you have a disability that limits a life activity? _____ Yes _____ No

(*Caucasian; African-American; Hispanic; Asian; American Indian/Eskimo/Aleut/Filipino)

Undergraduate: _____ Yes _____ No

If Yes: Year in School: _____

Major: _____

Anticipated Graduation date (mo./yr.): _____

Post-graduation plans (if known): _____

Graduate Student: _____ Yes _____ No

If Yes: Degree Sought: _____

Major: _____

Anticipated Graduation date (mo./yr.): _____

Post-graduation plans (if known): _____

Note: No individual student data will be reported. NASA receives only aggregate data.