March 18, 2021

Oregon NASA Space Grant STARR Award Recipients:

We hope everyone is staying safe and doing well as we continue to navigate a virtual environment. To help you move towards completion of your 2020-21 STARR projects, detailed information relating to final documentation and required deliverables is provided below. Please read thoroughly as important due dates and links to upload required documents are noted throughout.

FINAL DOCUMENTS

Final documents required for the STARR Program include 1) Descriptive Outline, 2) White Paper, and 3) Presentation (4-year institutions only). See below for due dates and links to upload final documentation.

DESCRIPTIVE OUTLINE

The purpose of an outline is to help you develop the direction of your thoughts and map the course for a well-thought-out white paper. The outline is a blueprint, the framework for organization of the main paper and should include the following:

- **Introduction:** Your thesis statement - the hook that draws people in.
- **Body Paragraph:** Topic sentence, explanation of your first idea and sources, followed by analysis of the idea and sources you have presented. Repeat body paragraph as necessary if presenting multiple ideas and sources.
- **Conclusion:** Repeat concept of your thesis statement, reiterate the ideas you presented in the body paragraph(s), and present closing statement.

- Outlines should be no more than 2-pages in length, 12-point type, single-spaced, with 1-inch margins.
- Use APA format for headings and subheading (Roman numeral for main headings/capital letters for subheadings). Go to https://apastyle.apa.org/ for more information.
- Your outline must be signed by your faculty advisor (electronic signature is acceptable).
- Outlines are due no later than Close of Business (COB), Friday, April 9, 2021.
- **Upload your Descriptive Outline online:** https://spacegrant.net/forms/or_starr_report

WHITE PAPER

A White Paper informs and educates readers on a particular topic by presenting data-driven expert knowledge and research-based information, for a specific solution or recommendation to solve an issue. A white paper is a deep-dive into a topic, not a sales pitch and should be informative and factual, not telling a story.

STARR awardees will write an original white paper describing the findings of the research review on your selected topic, how it aligns with one or more of NASA’s Mission Directorate’s top priorities, and/or how the it speaks to the challenges facing the execution of current NASA missions. You must include insight into the contributions of the research being conducted and demonstrate interdisciplinary applications of the research and how it might potentially extend to other areas of science and/or engineering, relating to NASA’s top priorities and missions.

White papers must be an original work of the student; plagiarism results in loss of award. Faculty Advisors are strongly encouraged to review the paper and offer guidance, but the work is ultimately that of the student.

- White papers generally include: 1) **Title**, 2) **Abstract** or **Executive Summary**, 3) **Introduction**, 4) **Problem Statement**, 5) **Background Information**, 6) **Solution**, 7) **Conclusion**, 8) **References**, and 9) **Appendices**. References and appendices are not included in the page count.
- **Paper format:**
  - **Community College Students:** White papers should be between 6-8 pages in length, 12-point type, single spaced, with 1-inch margins.
- **4-Year Institution Students:** White papers should be between **8-10 pages** in length, 12-point type, single spaced, with 1-inch margins.

- **Citations:**
  - When citing other’s work, you must document the sources of information. Use general **APA format** for citations and references. Citations within the text of your paper are included in page count. References should be listed at the end of your paper and are not included in the page count. Go to [https://apastyle.apa.org/](https://apastyle.apa.org/) for more information on citations and references.
  - OSGC must be cited as a source of funding in all publications resulting from your work using the phrase “…supported in part through NASA and Oregon Space Grant Consortium, cooperative agreement 80NSSC20M0035”

- **Visualized data:**
  - Charts, figures, or tables can be powerful tools to support your points but should not take up your page count. Add visualized data as appendices and refer to them within your text if possible. If a chart, figure, or table is highly relevant to a point you are making, you may insert it within your text.

- Your white paper must be signed by your project mentor and the OSGC affiliate representative from your institution if they are not one and the same.

- White paper is due no later than **COB, Friday, May 7, 2021.**

- **Upload your White Paper online:** [https://spacegrant.net/forms/or_starr_report](https://spacegrant.net/forms/or_starr_report)

**PRESENTATION (4-year institutions only)**

STARR awardees attending 4-year institutions are required to submit a presentation describing your STARR research review project (this requirement does **NOT** apply to STARR awardees attending community college member institutions).

**All presentations will be virtual and utilize a PowerPoint slideshow.** You may choose one of the following three options to deliver your STARR presentation:

1. **Submit a recorded Zoom presentation.** Record yourself on Zoom giving your presentation; both PowerPoint slides and presenter should be captured on camera. Presentations should be **15 minutes in length.** Please include contact information within the slideshow so that viewers may contact you with questions. Recorded presentations will be available on the OSGC website for asynchronous viewing and may be selected for highlight on OSGC social media from time-to-time. Recorded presentations are due no later than **COB, Friday, May 7, 2021. Upload your Recorded Presentation online:** [https://spacegrant.net/forms/or_starr_report](https://spacegrant.net/forms/or_starr_report)

2. **Make a live virtual presentation on an OSGC social media platform.** Presentations should be **15 minutes in length,** Social media live presentations are free and open to the public and will be followed by time for Q & A. Live virtual presentations will be delivered during the week of **May 10-14, 2021;** exact times will be assigned. Do not upload a recorded presentation to the STARR report site.

3. **Make a live virtual presentation at the Student Symposium on Friday, May 21, 2021.** Oregon Space Grant SCORE students present in the morning. STARR presentation slots will be in the afternoon; space is limited and on a first-come-first-served basis. **Presentations will be 15 minutes in length plus 5 minutes for Q&A.** The Student Symposium is a Zoom event and is free and open to the public. The event will be recorded and available for asynchronous viewing via the OSGC website. Do not upload a recorded presentation to the STARR report site.

Student presenters are required to submit a signed **Media Release Form** (attached). Indicate your presentation choice via email to **Catherine.lanier@oregonstate.edu** no later than **COB, Friday, April 9, 2021;** use subject line, **STARR Presentation Preference** and include your signed **Media Release Form** as an attachment.

**LOGOS AND INSIGNIA**

Logos representing your funding source are typically included in your PowerPoint presentation. The National Space Grant Program (Space Grant) logo and the NASA Partner Insignia are attached for your use. You MUST adhere to the following guidelines:

- Use the Space Grant logo and NASA Partner Insignia together.
- The Space Grant logo must be positioned either to the left or above the NASA Partner Insignia.
- One logo must NOT be larger than the other.
- The relative size, shape, and colors of the logos must remain intact.
- To use the NASA Partner Insignia, you must include the following Disclaimer Statement:
"The material contained in this document is based upon work supported by a National Aeronautics and Space Administration (NASA) grant or cooperative agreement. Any opinions, findings, conclusions or recommendations expressed in this material are those of the author and do not necessarily reflect the views of NASA."

The disclaimer statement should be placed immediately below or immediately to the right of the NASA Partner Insignia. If such placement is not possible, an asterisk may be placed next to the NASA Partner Insignia and the disclaimer statement may appear elsewhere on the same page with a corresponding asterisk. The disclaimer statement should appear in Helvetica font and large enough to be legible and in a reasonable size in relation to the NASA Partner Insignia.

- Please use only the attached logos; do not copy logos/insignia from the web.
- Do NOT use the NASA “meatball” insignia alone without the word “Partner” placed below.

### AWARD CHECKS

STARR award checks will be released once final documentation is submitted and reviewed by OSGC and presentations (if applicable) are made.

### SUMMARY OF DUE DATES

- Outline | Due Friday, April 9, 2021
- Presentation Choice and Media Release Form (4-year students only) | Due Friday, April 9, 2021
  - Recorded Zoom Presentation | Due Friday, May 7, 2021 or
  - Live Virtual Presentation on Social Media | Week of May 10-14, 2021 or
  - Live Virtual Presentation at Student Symposium | Friday, May 21, 2021
- White Paper | Due Friday, May 7, 2021

### GENERAL INFORMATION

The STARR information and updates are also available on the [OSGC STARR webpage](https://osgc-starr.org), as well as attached as a pdf for your convenience.

We look forward to receiving your papers and learning more about the topics and related issues you selected to review! If you are unable to complete the STARR program for any reason or no longer meet the minimum requirements, please notify me via email at Catherine.lanier@oregonstate.edu as soon as possible. Please contact me directly if you have questions or need clarification on any of the information presented here.

Sincerely,

Catherine Lanier  
Associate Director, Oregon NASA Space Grant Consortium