



Oregon NASA Space Grant Consortium

**2025-26**

**Undergraduate Team Experience  
Program (UTEP)**

**Open to students attending OSGC  
Community College and 4-Year Member Institutions**

**Program Guide**

**Release Date: October 31, 2025  
Applications Due: December 1, 2025**



Oregon NASA Space Grant Consortium  
250 Kidder Hall | Corvallis, OR 97331  
Phone: 541.737.2414 | Fax: 541.737.9946  
<http://www.spacegrant.oregonstate.edu>

# UTEP PROGRAM GUIDE

## Index

<b>INTRODUCTION</b> .....	<b>Page 3</b>
<b>PROGRAM DESCRIPTION</b> .....	<b>Page 3</b>
<b>AWARD TERMS AND CONDITIONS</b> .....	<b>Page 4</b>
<b>FUNDING GUIDELINES AND REQUIREMENTS</b> .....	<b>Page 4</b>
<b>ELIGIBILITY</b> .....	<b>Page 5</b>
<b>SUBMISSION REQUIREMENTS</b> .....	<b>Page 5</b>
<b>PROPOSAL AUTHORIZATION</b> .....	<b>Page 7</b>
<b>DELIVERABLES IF AWARDED</b> .....	<b>Page 7</b>
<b>PROPOSAL EVALUATION CRITERIA</b> .....	<b>Page 8</b>
<b>SUBMISSION GUIDELINES</b> .....	<b>Page 8</b>
<b>SCHEDULE OF AWARDS</b> .....	<b>Page 8</b>
<b>FOR MORE INFORMATION</b> .....	<b>Page 8</b>
<b>APPENDIX A: Agency Information and Strategic Framework</b> .....	<b>Page 9</b>
<b>APPENDIX B: OSGC Budget Template</b> .....	<b>Page 11</b>

## **INTRODUCTION**

---

The Oregon NASA Space Grant Consortium (OSGC) is a member of the National Aeronautics and Space Administration's (NASA) National Space Grant College and Fellowship Program (Space Grant). OSGC supports the Agency's objectives of fostering and encouraging careers in Science, Technology, Engineering, and Mathematics (STEM) and STEM education to develop a skilled, workforce-ready next generation. Access to experiential learning and research opportunities are crucial to enhancing a student's academic experience to meet the needs of NASA and the nation. OSGC programs are directed towards undergraduate students in STEM fields and designed to complement a student's academic career experience.

Oregon Space Grant is dedicated to embedding and integrating authentic engagement opportunities throughout all aspects of OSGC programs and activities. OSGC programming aims to provide meaningful educational experiences, in support of serving Oregon communities and the national STEM workforce. OSGC respects and supports varied lived experiences and viewpoints and aims to serve all students of Oregon. Programs are directed towards students enrolled in STEM fields including STEM education, at OSGC member institutions.

## **PROGRAM DESCRIPTION**

---

Student teams at OSGC member institutions are invited to submit applications to the OSGC Undergraduate Team Experience Program (UTEP). The intent of the Undergraduate Team Experience Program is to fund student-led research, engineering, or STEM education projects that develop a skilled, prepared, and robust workforce in space science or aerospace-related STEM disciplines and provide a unique, authentic student team learning experience. Projects should be hands-on research, engineering, or STEM education projects 1) supporting NASA's vision *to explore the secrets of the universe for the benefit of all*; 2) aligning with NASA's mission *to explore the unknown in air and space, innovate for the benefit of humanity, and inspire the world through discovery*; and 3) providing relevant contributions towards solving real-world NASA Mission Directorate challenges and aligning with the Agency's top research priorities.

Funding may support projects that lead to participation in established regional/national competitions or in support of senior capstone projects. Additionally, innovative collegiate efforts supporting the launch of new student-led projects are welcome. Examples of potential projects include, but are not limited to, the NASA Micro-g NExT Challenge, NASA University Student Launch Initiative, AIAA Experimental Sounding Rocket Association Intercollegiate Rocket Engineering Competition, NASA Lunabotics Competition, NASA Human Exploration Rover Challenge, NASA CubeSat Initiatives, and the RockOn!, RockSat-C, or RockSat-X NASA Wallops Programs.

STEM education and non-engineering projects are also encouraged. Examples include developing space-science curriculum or outreach activities for K-12 or public audiences; conducting short-term field or laboratory studies that contribute to ongoing research in any field with space science relevancy; creating low-cost sensors or instruments to collect and analyze experimental data; and establishing the foundation for new student research teams or outreach programs that expand access to NASA related opportunities for future students.

Teams are required to include a K-12 outreach component outlining efforts to engage students through STEM-related activities delivered either remotely or in-person. Outreach efforts should be related to or inspired by the team's project and aim to spark interest in STEM topics and connect K-12 learners with real-world applications of science, technology, engineering, and mathematics.

## **AWARD TERMS AND CONDITIONS**

### **Award Funds**

For the 2025-26 funding cycle, up to \$70,000 will be awarded to student teams from OSGC member institutions. If awarded, all work must be completed by May 31, 2026.

Note: Oregon Space Grant Consortium's obligation to make awards is contingent upon availability of funds from NASA and the National Space Grant College and Fellowship Program.

### **Team Composition**

Interdisciplinary collaboration is strongly recommended. Teams do not have to include students from a single department or discipline. We encourage teams to recruit students from other departments/colleges on campus to bring different expertise to the team. For example, a business student is an excellent recruit to help the team manage the budget, an education student can help direct K-12 outreach, and a graphic design or communication student can assist with team graphics, marketing, reports, and presentations.

### **Restrictions**

The OSGC Cooperative Agreement stipulates no human subject work can be conducted under the award. Hence, Human Subject Research—including surveys—is prohibited from inclusion in this or any OSGC program.

## **FUNDING GUIDELINES AND REQUIREMENTS**

### **Funding Limits and Cost Share Requirements**

Teams may submit requests for funding up to \$10,000 per team. A minimum **1:1 match obligation** is required and is non-negotiable.

Only funds from non-federal funding sources may be used as cost share. Matching funds may include the following:

- Donations
- Lab/equipment time
- Discounts
- Team travel contributions
- Faculty advisor time from non-federal sources

### **Letter of Commitment**

Teams are required to submit a Letter of Commitment **from each funding source** with the proposal to demonstrate the minimum cost-match obligation. Budget table should reflect the minimum required match; however, cost share above the minimum amount is acceptable and will be reported upon completion of the project in the final invoice. The criteria and procedures for the allowability and allocability of cash and non-cash contributions are governed by 2 CFR 200.306. The applicable Federal cost principles are cited in Subpart E and are incorporated by reference.

### **Allowable Expenses**

Funding requests may include labor, supplies, parts, and registration fees. Lodging accommodations, or travel expenses related to a project competition or workshop may be requested only for travel that **falls within the Period of Performance**. Travel expenses to the OSGC Symposium may be included in the funding request. Expenditures for foreign travel are prohibited, nor can foreign travel expenses be applied to the project's cost share requirement. Equipment purchases (over \$5,000) are not allowable expenses for this program.

### **Proposal Authorization**

Submitted proposals must include documentation of support and signature approval from the Faculty Advisor, the applicant's department/unit, and their institution's Sponsored Programs Office. **Please**

**allow extra time for this process**—exceptions to application date will not be made due to proposals held up in Sponsored Programs.

Awards going to teams at affiliate member institutions are processed as subawards to the faculty advisor as Principal Investigator (PI). OSU is the OSGC host institution; therefore, awards going to OSU teams are processed internally, with an associated index to access funds. OSU proposals do not go through Sponsored Programs but do require advisor and departmental approval.

## **ELIGIBILITY**

- All students participating in the project must be enrolled at an Oregon Space Grant member institution. Go to <http://spacegrant.oregonstate.edu/members-oregon-nasa-space-grant-consortium> for a list of OSGC affiliate member institutions and the institution representative's contact information.
- All students receiving direct funding from project funds must be U.S. citizens. Students participating in the project who do not receive direct funding support are not required to be U.S. citizens.

## **SUBMISSION REQUIREMENTS**

Proposal packets are submitted electronically. Teams are required to complete an online application form and upload a proposal to the [UTEP Application Site](#).

### **1) Application Form (Online):**

Teams must complete an online application form (same info as on the Cover Page of the proposal).

### **2) Proposal (Uploaded):**

Proposals should be single-spaced, with font no smaller than 12-point with a minimum of 1" margins. All pages must be numbered sequentially. Proposals must include the following components:

#### **Cover Page (Page limit: 1 page):**

Includes the following:

- Project Title/Team Name
- Institution
- Amount of Funding Request (OSGC requested amount only – cost share will be demonstrated in the budget table)
- Team Lead Name & Contact Information (address, phone number, and email)
- Team Faculty Advisor & Email Address
- Department Head/Director & Email Address
- Authorizing Organization Representative (AOR) & Email Address

#### **Project Description and Objectives (Page limit: 3 pages):**

Succinctly describe the proposed research or project including methodologies and approaches. Clearly and concisely state the objectives that will be met with the requested funding. Summarize the scholarly and creative aspects of the project and how they support your educational objectives. What are the expected outcomes from your research (e. g. senior thesis, participation in industry competition, increased understanding of research, art exhibition, etc.), and how will you achieve these outcomes? Will the funding provide leveraging opportunities for your institution?

#### **Space Science/Aerospace Relevancy (Page limit: 1 page):**

Describe how your research supports the mission and vision of NASA and how it **clearly** and **substantively** aligns with the Agency's top research priorities of one or more of NASA Mission Directorates. List the Mission Directorate with which the project aligns and explicitly describe how it is aligned. See *Appendix A. Agency Information and Strategic Framework*.

**Outreach Plan (Page limit: 1 page):**

Provide a detailed description of proposed K-12 STEM-related outreach activities and engagement opportunities associated with the project. Outreach efforts should be related to or inspired by the team's project and aim to spark interest in STEM topics and connect K-12 learners with real-world applications of science, technology, engineering, and mathematics. Identify if activities will be delivered remotely or in-person. An outreach plan is required for funding consideration.

**Timeline (Page limit: 1 page):**

Provide a timeline of important milestones and deadlines for completion of the objectives outlined for this award within the allotted timeframe.

**Budget Table (Page limit: As needed):**

Using the OSGC Budget Template (*Appendix B: OSGC Budget Template* – Excel file attached), provide a budget for the period of performance of proposed work. The proposed budget shall be adequate, appropriate, reasonable, realistic, and demonstrate the effective and appropriate use of funds to align with the proposed project. The OSGC funding ask and cost share source and obligation should be clearly stated.

**Budget Narrative (Page limit: As needed):**

A budget narrative is a detailed explanation of costs listed in the budget table, including how each line item relates to the project's implementation. The budget and budget narrative shall clearly align with the content and scope of the proposed effort and contain sufficient cost detail and supporting information to facilitate a prompt evaluation and award.

**Cost Share Letters of Commitment (Page limit: As needed):**

A Letter of Commitment **from each funding source** is required to demonstrate minimum cost-match obligation included in the proposal. Letters of Commitment should include the name and contact information of the contributing entity, a description of the item(s) or support being provided, the value of the contribution, and an authorized signature.

**Team Roster (Page limit: As needed):**

Provide names, emails, and verification of U.S. Citizenship of student team members who will be significantly involved with the program (a commitment of 160 hours or more). **All significantly involved team members who are listed on the team roster must complete an online [Student Profile Form](#) and a [NASA Gateway profile](#) for the application to be considered for funding.** This information is used for reporting and longitudinal tracking purposes to evaluate the effectiveness of NASA STEM Engagement higher education programs.

**Faculty Advisor Statement of Support (Page limit: 1 page):**

The team's faculty advisor must provide a Statement of Support acknowledging their role and expectations as advisor for the project and approval of the timeline, outreach plan, and budget including cost share obligation as submitted. The faculty advisor understands their role in communicating with their Sponsored Programs office (external to OSU) to ensure invoices are submitted on a monthly basis, ensuring funds are spent appropriately and within the period of performance, and all deliverables are being met.

OSU team advisors will be listed as the Fund Financial Manager (FFM) on index assigned for project and cost share, and are expected to communicate directly with unit accountants to ensure expenses including cost share are tracked correctly.

**Reference Documents (Optional) (Page limit: As needed):**

Figures, images, diagrams, or schematics that provide pertinent information relevant to the project may be provided in appendices as needed.

## **PROPOSAL AUTHORIZATION**

Proposals must include the following signature approvals:

- **Faculty Advisor (PI)** - demonstrates the advisor's approval of the project and the activities, budget, and timeline as submitted
- **Department Head/Director** - financial budget authority for department or unit
- **Sponsored Programs Office** (external to OSU only - does not apply for internal OSU applicants) – appropriate signature from Institutional AOR

By signing the proposal, all parties are agreeing to the responsibilities and deliverables of the award including participation in the OSGC Student Symposium and submission of a final programmatic report. All parties are acknowledging that cost share commitments, overages, and any disallowed costs are the responsibility of the recipient institution and/or unit and will not be covered by OSGC.

## **DELIVERABLES IF AWARDED**

If awarded, teams agree to the following deliverables:

### **Student Symposium**

The team understands that participation in the OSGC Student Symposium is mandatory and agrees to provide a poster and presentation for the event. A minimum of one and up to three team members **are required to present at the symposium.**

The Student Symposium is scheduled for **May 22, 2026**, and will be held in person on the Oregon State University campus in Corvallis, OR. Please mark your calendars. Additional funds for travel will not be provided; however, travel to the symposium may be included in the funding request.

### **Final Programmatic Report**

A final programmatic report is due **June 5, 2026**. The report should be between **4-6 pages** and should be **written by the students** and **signed off on by the Faculty Advisor**. Reports must be uploaded to the [OSGC Deliverables folder](#).

Final reports must include detailed descriptions of the following:

1. Execution of the project
2. Outcome of the competition (if applicable)
3. Evaluation and analysis of the results
4. Summary of outreach efforts and impact
5. List of publications arising from the work (if applicable)

Note: Teams who are required to submit final technical reports for competitions may submit that report to OSGC as an appendix; however, it does not serve as the OSGC final report addressing the details listed above.

### **Final Financial Report**

For external subawardees, the final invoice including cost share that is submitted to OSU Sponsored Programs, will serve as the financial report—financial information does **not** need to be included in the final programmatic report submitted to OSGC. An invoice template will be provided at the time of award execution.

### **Contact Information**

The team agrees to notify OSGC of any changes in team lead/point-of-contact or changes to mailing address, email, and telephone number for contact purposes.

### **Information/Media Release**

The team grants permission to release and/or publish requested recipient information to NASA or other appropriate parties. Students submit a signed Media Release Form, granting OSGC permission to

release information and utilize any submitted photos from posters and/or presentations for publications and/or social media.

### **Funding Source Citation**

OSGC must be cited as a source of funding in all publications resulting from the team's work using the phrase "...supported in part through NASA and Oregon Space Grant Consortium, cooperative agreement 80NSSC25M7044".

## **PROPOSAL EVALUATION CRITERIA**

Proposals will be reviewed and ranked based on the following criteria:

- **Complete Application** – required elements are included (see Submission Requirements section)
- **Space science/aerospace relevancy** – clear alignment with NASA Mission Directorates and the Agency's top research priorities
- **Outreach Plan** – strength of proposed outreach activities that extend the reach to K-12 communities
- **Budget** – budget table and narrative are clear and align with proposed activities and include the required cost share match. OSGC ask and cost share obligations & sources are clearly stated.
- **Faculty Advisor Statement of Support** – demonstrates the advisor's commitment to the project and approval of activities, budget, and timeline
- **Authorization** – proposal has gone through Sponsored Programs and includes the required signatures from the faculty advisor, department head, and the institution's AOR. OSU team proposals do not go through Sponsored Programs but must still obtain signatures from the faculty advisor and the department head.

## **SUBMISSION GUIDELINES**

Complete the online application form and submit a single electronic file of the signed proposal package (Microsoft Word or PDF) by **close of business (5pm PT), Monday, December 1, 2025.**

[SUBMIT A UTEP PROPOSAL](#)

## **SCHEDULE OF AWARDS**

Award announcements will be made no later than **December 19, 2025.**

## **FOR MORE INFORMATION**

Direct questions to Monty Johnson, OSGC Program Manager, [monty.johnson@oregonstate.edu](mailto:monty.johnson@oregonstate.edu)

## **Appendix A: Agency Information and Strategic Framework**

NASA's current topics and relevant missions are listed below.

### **Humans in Space**

International Space Station (ISS) - Commercial Crew Program (CCP) - NASA Astronauts - Low Earth Orbit (LEO) Economy

### **Moon to Mars**

Commercial Lunar Payload Series (CLPS) Initiative - Lunar Gateway - Artemis Mission - Space Launch System (SLS)

### **Earth**

Air – Climate - Hazards - Water, Oceans, and Ice - Land

### **Space Tech**

Space Travel - Living in Space - Manufacturing, Materials, and 3-D Printing - Robotics - Science Instruments - High-Tech Computing

### **Flight**

Green Aviation - Future Aircraft - Supersonic Flight - Reducing Flight Delays - Unmanned Aircraft

### **Solar System and Beyond**

Planets, Moons, and Dwarf Planets - The Search for Life and Exoplanets - The Sun - Stars and Galaxies - Black Holes - Dark Energy and Dark Matter

### **Current High-Profile NASA Missions**

- Artemis Program
- Commercial Crew Program
- Curiosity Mars Rover
- Hubble Space Telescope
- InSight Mars Lander
- International Space Station
- James Webb Space Telescope
- Juno: Mission of Jupiter
- Lunar Reconnaissance Orbiter
- Mars Perseverance Rover
- New Horizons: Pluto and Beyond
- OSIRIS-Rex Asteroid Mission
- Parker Solar Probe

### **NASA Vision**

*To explore the secrets of the universe for the benefit of all*

### **NASA Mission**

NASA explores the unknown in air and space, innovates for the benefit of humanity, and inspires the world through discovery.

### **View the [NASA 2022 Strategic Plan](#)**

#### **2022 Strategic Plan Key Priorities**

- Strengthening STEM education through inspirational missions and collaboration with the academic community;
- Addressing the climate crisis through space-based observation equipment, international partnerships, and data-sharing; and
- Promoting rules and norms that govern space, create stability, and preserve and protect the space environment for the future

NASA's vision and mission draw support from the organizational structure of the Mission Directorates, each with a specific responsibility.

### **NASA's Mission Directorates**

- [Aeronautics Research Mission Directorate \(ARMD\)](https://www.nasa.gov/aeroresearch): transforms aviation with research to dramatically reduce the environmental impact of flight, and improves aircraft and operations efficiency while maintaining safety in increasingly crowded skies. ARMD also generates innovative aviation concepts, tools, and technologies for development and maturation by the aviation community. <https://www.nasa.gov/aeroresearch>
- [Exploration Systems Development Mission Directorate \(ESDMD\)](#): defines and manages systems development for programs critical to the NASA's Artemis program and planning for NASA's Moon to Mars exploration approach in an integrated manner. ESDMD manages the human exploration system development for lunar orbital, lunar surface, and Mars exploration. ESDMD leads the human aspects of the Artemis activities as well as the integration of science into the human system elements. ESDMD is responsible for development of the lunar and Mars architectures. Programs in the mission directorate include [Orion](#), [Space Launch System](#), [Exploration Ground Systems](#), [Gateway](#), [Human Landing System](#), and Extravehicular Activity (xEVA) and Human Surface Mobility.
- [Science Mission Directorate \(SMD\)](http://science.nasa.gov/): expands the frontiers of Earth science, heliophysics, planetary science, and astrophysics. Using robotic observatories, explorer craft, ground-based instruments, and a peer-reviewed portfolio of sponsored research, SMD seeks knowledge about our solar system, the farthest reaches of space and time, and our changing Earth. <http://science.nasa.gov/>
- [Space Operations Mission Directorate \(SOMD\)](#): manages NASA's current and future space operations in and beyond low-Earth orbit (LEO), including commercial launch services to the International Space Station. SOMD operates and maintains exploration systems, develops and operates space transportation systems, and performs broad scientific research on orbit. In addition, SOMD is responsible for managing the space transportation services for NASA and NASA-sponsored payloads that require orbital launch, and the agency's space communications and navigation services supporting all NASA's space systems currently in orbit.
- [Space Technology Mission Directorate \(STMD\)](http://www.nasa.gov/directorates/spacetech/home/index.html): pursues transformational technologies that have high potential for offsetting future mission risk, reducing cost, and advancing existing capabilities. STMD uses merit-based competition to conduct research and technology development, demonstration, and infusion of these technologies into NASA's missions and American industry. This mission directorate is being refocused as a new Exploration Research & Technology (ER&T) organization to support exploration as a primary customer. <http://www.nasa.gov/directorates/spacetech/home/index.html>.
- [The Mission Support Directorate \(MSD\)](https://www.nasa.gov/msd): enables the Agency's missions by managing institutional services and capabilities. MSD is actively reducing institutional risk to NASA's current and future missions by improving processes, stimulating efficiency, and providing consistency and uniformity across institutional standards and practices. <https://www.nasa.gov/msd>.

**Appendix B: OSGC Budget Template (Attached Excel Spreadsheet Required)**

<b>Proposal Title:</b>						
<b>PI (Faculty Advisor):</b>						
<b>Student Team Lead:</b>						
<b>Institution:</b>						
<b>Period of Performance:</b>						
<b>Total OSGC funds Request:</b>						
<b>Total Institutional Match:</b>						

**Notes:**

- a. Add rows as needed
- b. List total project costs. Itemize by source: OSGC award funding or affiliate institution costshare match

	OSGC Funds	Cost-Share	Total Funding (OSGC)
<b>Salary/OPE</b>			
<b>A. Personnel/ Direct Labor</b>			
1			\$ -
2			\$ -
3		\$ -	\$ -
4			\$ -
<b>Total Salaries</b>	\$ -	\$ -	\$ -
<b>B. Fringe Benefits</b>			
1			\$ -
2			\$ -
3			\$ -
4			\$ -
<b>Total Fringe</b>	\$ -	\$ -	\$ -
<b>Project Materials &amp; Supplies</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Project Materials &amp; Supplies</b>	\$ -	\$ -	\$ -
<b>Travel</b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Travel</b>	\$ -	\$ -	\$ -
<b>Other Project Expenditures</b>			
	\$ -		\$ -
	\$ -		\$ -
<b>Total Other Project Expenditures</b>	\$ -	\$ -	\$ -
<b>Total Direct Project Costs</b>	\$ -	\$ -	\$ -
<b>Indirect Cost</b>	\$ -	\$ -	\$ -
<b>Total Cost</b>	\$ -	\$ -	\$ -
<b>Total Requested Funding from OSGC</b>			
<b>Cost Share Ratio</b>	\$ -	#DIV/0!	