



Oregon NASA Space Grant Consortium

2025-26

Student Ambassador Program

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

Program Guide

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Applications Due: May 9, 2025**



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Student Ambassador Program Guide

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Student Ambassador Program Guide

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, high-performing, and capable next-generation workforce. Access to experiential learning and research opportunities are crucial to enhancing a student's academic experience in order 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.

The OSGC Student Ambassador program is designed to promote STEM awareness and education to populations across Oregon. Oregon Space Grant will select up to four undergraduate students to serve as the face and voice of OSGC and share NASA's commitment to STEM education through public outreach events. Students applying to be Student Ambassadors must be enrolled in an OSGC member institution.

Student Ambassador awards are open to students in a broad range of disciplines, including, but not limited to, communication, education, marketing, and traditional STEM fields like engineering, mathematics, earth sciences, chemistry, biology, food science, and computer science. Students are encouraged to contact OSGC with questions about field of study eligibility.

ELIGIBLE INSTITUTIONS

Applicants must be enrolled and in good academic standing throughout the entire award period at one of the following member institutions:

4-Year Colleges and Universities

- Eastern Oregon University (EOU)
- George Fox University (GFU)
- Oregon Institute of Technology (OIT)
- Oregon State University (OSU)
- Pacific University (PU)
- Portland State University (PSU)
- Southern Oregon University (SOU)
- University of Oregon (UO)
- University of Portland (UP)
- Western Oregon University (WOU)

Community Colleges

- Lane Community College
- Linn-Benton Community College (LBCC)
- Portland Community College (PCC)
- Southwestern Oregon Community College (SOCC)

Go to <https://spacegrant.oregonstate.edu/members-oregon-nasa-space-grant-consortium> for your institution representative's contact information.

PROGRAM DESCRIPTION

The Student Ambassador program allows Oregon Space Grant to extend its reach across geographic areas of the state and develop authentic connections within a community to promote awareness and inspire, engage, and encourage interest and careers in STEM. Partnerships between OSGC member institutions and local community organizations build opportunities for student success, laying the foundation for enhancing and strengthening the development of a path towards a STEM career.

Student Ambassadors will engage with K-12, higher education, and public audiences, reaching students, families, and communities through events such as library outreach activities, science fairs, boys and girls club, scout activities, and museum events. Ambassadors will be selected to serve the congressional district in which their institution sits but may also be asked to serve areas outside of their district if appropriate. An extension of the OSGC team, Student Ambassadors serve as liaison between OSGC and the audiences they engage and will be expected to collaborate with OSGC member institutions in their assigned district. Ambassadors will develop OSGC outreach opportunities that are promoted through classroom visits, informal education events, and social media.

The program provides a learning opportunity for students to grow and develop communication skills while delivering STEM content knowledge. Student Ambassadors will work independently, with other OSGC Student Ambassadors, and/or with the OSGC leadership team depending on the event. Ambassadors will be required to meet regularly with the OSGC team, conduct a minimum of 3-5 outreach events per award period, assist with OSGC events, and present at an OSGC Student Symposium. Student Ambassadors will be responsible for logging information describing outreach events including details about the communities and audiences they serve, grade levels reached, types of activities, and efforts to promote events. This information will be compiled and incorporated into district-specific informational flyers and/or newsletters to share with congressional representatives from the respective district. Ambassadors will be expected to create content pertaining to events within their assigned district for posting on OSGC social media. At least one Student Ambassador may be invited to attend a Space Grant national or regional meeting.

AWARD TERMS AND CONDITIONS

Award Funds

Up to four awards of \$7,500 per award will be awarded in the 2025-26 Student Ambassador Program, contingent upon funding from NASA Office of STEM Engagement. Student Ambassadors will be competitively selected, with positions awarded to students enrolled at an OSGC affiliated community college or 4-year institution. The positions will span summer 2025 – May 2026. Award payments will be made in two disbursements of \$3,750 each, starting in July 2025. The final payment will be disbursed in May 2026 upon completion of deliverables. Awards are compensation of a student's time and effort; supplies/equipment purchases are prohibited.

Requirements

If selected to serve as a Student Ambassador, students are expected to fulfill the following requirements:

- Present weekly progress reports via PowerPoint at regular weekly meetings with OSGC leadership team.
- Develop outreach activities and organize events to share with local organizations and K-12 communities.
- Conduct a minimum of 3-5 outreach events depending on the scale during the award period.
- Submit transcripts for every quarter/semester of the ambassadorship. Unofficial transcripts from your college or university website are acceptable and should include record of the courses in which you are currently enrolled.
- In a table format, collect data on your outreach events, to include location, title of event, type of activities, and number of students/grade levels reached.
- Create social media content for posting on the OSGC social media sites regarding opportunities, outreach events, and news that is relevant to assigned district.
- Present the ambassador experience at the Student Symposium: May 2026
- Assist with organizing and preparation for OSGC events including but not limited to:
 - o Affiliate Meeting: September 18-19, 2025
 - o Fall Student Symposium: October 10, 2025

Duration

Student Ambassador awards are a one-time, non-renewable award; students who have previously received an ambassadorship are not eligible to participate.

Restrictions

The OSGC Cooperative Agreement stipulates that no human subject work can be conducted under the award. Hence, Human Subject Research is prohibited from inclusion in this or any OSGC program. Surveys are acceptable for internal use; however, results cannot be included in presentation results.

DATES AND DEADLINES: APPLICATION PROCESS

- Application Deadline: **Friday, May 9, 2025**
- Letter of Recommendation Due: **Friday, May 16, 2025**
- Award Selections: **June 2025**
- Award Disbursements: **July 2025** and **May 2026**

ELIGIBILITY

Student Ambassador positions are open to students who meet the following eligibility criteria:

- Student must be a U.S. Citizen.
- Student must maintain good academic standing.
- Student is enrolled in a minimum of 6 credit hours per term at an OSGC-affiliated community college or 4-year member institution at the time of application and remains enrolled for the duration of the position.

Go to <https://spacegrant.oregonstate.edu/members-oregon-nasa-space-grant-consortium> for a list of OSGC Member Institutions and Representatives.

APPLICATION REQUIREMENTS AND FORMAT GUIDELINES

Application packets for the Student Ambassador positions must include the following:

- Letter of Intent
- Student Resume
- Approach and Outreach Plan
- Timeline
- Letter of Recommendation
- Affiliate Representative Statement of Support
- Academic Transcript

Documents are to be single-spaced, using standard 8½ x 11 paper, in 12-point font with 1” margins. All pages must be numbered sequentially. Students will submit application packets online.

Letter of Intent (Page limit: 2 pages)

Includes the following:

- Describe the Plan of Study for your academic goals throughout your undergraduate program.
- Express your interest in and commitment to helping support OSGC’s mission to create a STEM-literate future workforce to support the space science/aerospace industry.
- Briefly describe your skill sets and qualifications in context of this opportunity.
- Describe how this opportunity relates to your current area of interest and how it would benefit you and contribute to your academic objectives and future career goals.

Student Resume (Page limit: 1 page)

Include relevant employment, education, and extra-curricular activities. Resume should include current contact information including email, phone, and mailing address.

Approach and Outreach Plan (Page limit: 2 pages)

OSGC is committed to delivering programs with the intent of broadening student participation through access to NASA resources, opportunities, and activities. Sharing knowledge and academic experiences with K-12 communities and public audiences promotes STEM awareness and STEM literacy. Your approach and outreach plan should include the following:

- Provide a personal statement that describes the importance of outreach to you and the impact of sharing your knowledge and experience with the goal of inspiring and engaging the next generation of learners.
- In coordination with OSGC leadership, ambassadors are expected to demonstrate self-directed efforts when connecting with local communities. Describe the approach you would take to meet the goals of serving as a Student Ambassador to engage with higher education, K-12 communities, and public audiences, with the

intent of reaching students, families, and communities to promote STEM awareness and education. Elaborate on what forms of communication you plan to utilize.

- Provide specific examples of age-appropriate outreach activities for different grade levels/audiences.
- Provide specific examples of events you might plan and which organizations you might engage.

Timeline and Milestones (Page limit: 1 page)

Timelines are tools that help ambassadors stay on track to complete a project within the allotted timeframe. Include a timeline for your student ambassadorship that includes milestones and measurable outcomes. The timeline will be a shared document with OSGC leadership as a guide to ensure project deadlines are met in a timely manner and within the period of performance. Refer to the *Dates and Deadlines: Period of Performance* section for associated deadlines.

Letter of Recommendation (Page limit: 1 page)

One letter of recommendation is required. The letter should specifically address the student's qualifications and merit for receiving an OSGC Student Ambassadorship. Students will be asked to provide contact information for the person providing a letter of recommendation. Upon submission of your application, this individual will receive an email request for the letter. The letter of recommendation will be due the week following the student application deadline.

Affiliate Representative Statement of Support (Form Attached)

Students must present their approach and outreach plan to the Affiliate Representative from the student's respective institution. The Affiliate Representative must provide a brief statement acknowledging support for the student's plan. The statement of support must express the Affiliate Representative's willingness to support the student's efforts, help make community connections whenever possible, and help facilitate outreach events/activities as needed.

Affiliate Representatives are not responsible for outreach events, tracking activities that have been completed by participants in the program, or managing the Student Ambassador. The statement of support does not indicate an endorsement of any one student for the position, merely that the Affiliate Representative has received, reviewed, and approved the Approach and Outreach Plan prepared by the applicant to the OSGC Student Ambassador Program.

The Affiliate Representative Statement of Support fillable form can be found at the end of this document following Appendix A. The statement of support is to be include in the online application packet submitted by the student. The statement of support does not serve as the required letter of recommendation.

Academic Transcript (Page limit: As needed)

A PDF of your academic transcript must be submitted with your online application. Unofficial transcripts from your college or university website are acceptable and should include record of the courses in which you are currently enrolled.

Student Profile Form

Applicants 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's Office of STEM Engagement higher education programs.

Online Application

Complete application packets will be submitted online: <https://spacegrant.net/apps/orsap>

REVIEW AND SELECTION PROCESS

Applications are evaluated for eligibility when received. Qualified applications will be reviewed by a selection committee who will make recommendations for funding based on stated review criteria (see below). OSGC encourages applicants from all member institutions with graduate programs.

Review Criteria

- Academic achievement and relevant skillset
- Strength of Letter of Intent
- Strength of Approach and Outreach Plan/Communication
- Strength of Letter of Recommendation
- Completed Affiliate Representative Statement of Support

DATES AND DEADLINES: PERIOD OF PERFORMANCE

- Regularly scheduled meetings/progress reports: **July 2025 – May 2026**
- OSGC Affiliate Meeting: **September 2025**
- Fall Student Symposium (assist with organization and preparation): **Oct 10, 2025**
- Student Symposium (deliver presentation): **May 2026**

DELIVERABLES IF AWARDED

More detailed information pertaining to the following deliverables will be communicated directly with students who are selected to serve as a Student Ambassador.

Meetings with OSGC Staff

OSGC will host regular weekly meetings with Student Ambassadors where students will deliver progress reports, discuss challenges, and plan events.

Outreach Events

Ambassadors agree to conduct a minimum of 3-5 outreach events during the award period. Students will lead the development of outreach activities and organize events to share with local organizations and K-12 communities. Students agree to coordinate with their affiliate representative when planning outreach events and notify them of scheduled events and activities for dissemination to their respective network.

Event Assistance

Students will assist OSGC staff with organizing and hosting the following two in-person events: OSGC affiliate meeting and the fall Student Symposium. Students may be asked to participate in other OSGC events as necessary.

Social Media Content Development

Ambassadors are responsible for development of content that is relevant to the district they are serving, for OSGC to share on social media (Instagram, Facebook, and LinkedIn). A minimum of one post every other week is required. Content should highlight events and activities ambassadors are organizing and hosting with community partners.

Presentation

Student Ambassadors are required to present a poster and PowerPoint presentation at the OSGC Spring Symposium, documenting their activities and outcomes, as well as community reach and impact.

Information/Media Release

The student 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 for publications and/or social media.

Contact Information

The student agrees to notify OSGC of any changes in mailing address, email, and telephone number for contact purposes.

FOR MORE INFORMATION

Direct questions to Monty Johnson, OSGC Program Manager, monty.johnson@oregonstate.edu.

Visit the Oregon Space Grant Consortium website: <http://spacegrant.oregonstate.edu>.

Student Ambassador program details: <https://spacegrant.oregonstate.edu/student-ambassadors>

APPENDIX A: AGENCY INFORMATION AND STRATEGIC FRAMEWORK

NASA's current topics and relevant missions are listed below. Students should use these priorities to guide them in the selection of a STARR research review topic.

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

Exploring 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.

NASA 2022 Strategic Plan

<https://www.nasa.gov/wp-content/uploads/2023/09/fy-22-strategic-plan-1.pdf?emrc=ff1a1e>

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 (ARM D)**: 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. ARM D 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)**: 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 (SOM D)**: manages NASA's current and future space operations in and beyond low-Earth orbit (LEO), including commercial launch services to the International Space Station. SOM D operates and maintains exploration systems, develops and operates space transportation systems, and performs broad scientific research on orbit. In addition, SOM D 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)**: 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)**: 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>.

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Affiliate Representative Statement of Support

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Dear OSGC Leadership,

In my capacity as Affiliate Representative for _____, I affirm my full support for the outreach initiative proposed by _____.

Should this student be selected to participate in the Student Ambassador Program, I am willing to support the student's efforts as outlined in their Approach and Outreach Plan, help make community connections whenever possible, and help facilitate outreach events/activities as appropriate.

Thank you for considering this proposal, and I look forward to collaborating to make a positive impact in our community and beyond.

Sincerely,

_____ (name)

_____ (title)

_____ (school/institution name)

_____ (date)