



Oregon NASA Space Grant Consortium

**2024-25**

**Student Ambassador Program**

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

**Program Guide**

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# Student Ambassador Program Guide

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# Student Ambassador Program Guide

## INTRODUCTION

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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, capable, and diverse 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.

NASA and OSGC are committed to student success and to supporting the national priority to build a more diverse STEM workforce. Oregon Space Grant is dedicated to embedding and integrating inclusive excellence throughout all aspects of OSGC programs and activities. Individuals from underserved and underrepresented groups in STEM fields, including women, students of color, persons with disabilities, first-generation students, students from rural communities, and students in the LGBTQ+ community are strongly encouraged to participate in our programs.

The OSGC Student Ambassador program is designed to promote STEM awareness and education to diverse populations across Oregon. Oregon Space Grant will select six undergraduate students, one from each congressional district, to serve as the face and voice of OSGC and share NASA's commitment to STEM education through public outreach events. The Student Ambassador must be enrolled in a member institution within the district they are selected to serve.

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

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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)
- Oregon Coast Community College (OCCC)
- 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

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The Student Ambassador program allows Oregon Space Grant to extend its reach to all 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. As ambassadors, students will promote Diversity, Equity, Inclusion, and Access (DEIA) in OSGC programs and opportunities. 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 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. 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 three outreach events per year, and present at an OSGC Student Symposium. Student Ambassadors will be responsible for developing a district-specific informational flyer/newsletter to share with congressional representatives from the respective district. Ambassadors will be expected to provide content pertaining to events within their district for 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**

A total of six awards of \$8,200 per award will be awarded in the 2024-25 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 within the district they are selected to serve. The positions will span summer 2024 – February 2025. Award payments will be made in three disbursements of \$2,733 each, starting in July 2024. The final payment will be disbursed in February 2025 upon completion of deliverables. Awards are compensation of a student’s time and effort; supplies/equipment purchases are prohibited.

### **Requirements**

Students are expected to fulfill the following requirements if selected to serve as a Student Ambassador:

- Attend regular meetings with OSGC leadership team
- Lead development of outreach activities/events to share with local organizations and K-12 communities
- Conduct a minimum of three outreach events during the award period
- Develop a district-specific infographic and present to the district’s congressional representative
- Development of content pertinent to their district for OSGC to share on social media
- Present the ambassador experience at the Student Symposium: February 2025
- Assist with organizing and preparation for OSGC events including but not limited to:
  - o Affiliate Meeting: September 2024
  - o Fall Symposium: October 10-11 2024

### **Duration**

Student Ambassador awards are a one-time, non-renewable award

### **Equal Opportunity and Diversity**

Students from underserved groups and groups underrepresented in STEM fields, specifically Native American, African American, Latino, Hispanic, and Pacific Islander, women, persons with disabilities, first-generation students, students from rural communities, and students in the LGBTQ+ community are strongly encouraged to apply. OSGC seeks to recruit applicants from a variety of higher-education member institutions and disciplines.

### **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.

## **DATES AND DEADLINES: APPLICATION PROCESS**

- Application Deadline: **Friday, June 7, 2024**
- Letter of Recommendation Due: **Friday, June 14, 2024**
- Award Selections: **June 28, 2024**
- Award Disbursements: **July 2024, October 2024, and February 2025**

## **ELIGIBILITY**

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

- Student must be a US 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
- DEIA Statement
- Timeline
- Letter of Recommendation
- Affiliate Representative Statement of Support
- Academic Transcript

Documents are to be single-spaced, using standard 8½ x 11 paper, in font not smaller than 12-point with a minimum of 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)**

Includes the following:

- 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 to a diverse population. Elaborate on what forms of communication you plan to utilize.
- Provide specific examples of outreach activities and events you might plan and which organizations you might engage.

### **DEIA Statement (Page limit: 1 page)**

Diversity, Equity, Inclusion, and Accessibility (DEIA) are top priorities for OSGC, NASA, and OSTEM. Please carefully review [OSGC's DEIA efforts](#) listed on the consortium website with links to guiding documents. Describe strategies and goals your approach and planned activities will include for supporting and enhancing diversity and inclusion. Provide specific plans for promoting events and activities and broadening the reach to underserved and underrepresented communities within your district.

### **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 be 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.

### **Online Application**

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

## **REVIEW AND SELECTION PROCESS**

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Applications are evaluated for eligibility when received. Qualified applications will be reviewed by a diverse selection committee who will make recommendations for funding based on stated review criteria (see below). Preference may be given to women, individuals from underserved and underrepresented groups in the STEM fields, and individuals with disabilities.

### **Review Criteria**

- Academic achievement and relevant skillset
- Strength of Letter of Intent
- Strength of DEIA statement
- Strength of Approach and Outreach Plan/Communication
- Strength of Letter of Recommendation

## **DATES AND DEADLINES: PERIOD OF PERFORMANCE**

- Student Profile Form: **July 2024**
- Regularly scheduled meetings: **July 2024 – February 2025**
- OSGC Affiliate Meeting: **September 2024**
- Fall Student Symposium (assist with organization and preparation): **Oct 10-11, 2024**
- Student Symposium (deliver presentation): **February 2025**

## **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.

### **Student Profile Form**

Students agree to complete an online confidential Student Profile Form when selected. This information is used for reporting to NASA's Office of STEM Engagement and for longitudinal tracking purposes to evaluate the effectiveness of NASA's higher education programs.

### **Meetings with OSGC Staff**

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

### **Outreach Events**

Ambassadors agree to conduct a minimum of three outreach events during the award period. Students will lead the development of outreach activities/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.

### **Infographic**

Student ambassadors will develop a district-specific informational flyer/handout to share with congressional representatives from the respective district.

### **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 pertinent to their district for OSGC to share on social media. 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**

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Direct questions to Catherine Lanier, OSGC Director, [catherine.lanier@oregonstate.edu](mailto:catherine.lanier@oregonstate.edu) or to Meghan Megowan, OSGC Program Coordinator, [meghan.megowan@oregonstate.edu](mailto:meghan.megowan@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**

*To discover and expand knowledge for the benefit of humanity*

### **NASA Mission**

Lead an innovative and sustainable program of exploration with commercial and international partners to enable human expansion across the solar system and bring new knowledge and opportunities back to Earth. Support growth of the Nation's economy in space and aeronautics, increase understanding of the universe and our place in it, work with industry to improve America's aerospace technologies, and advance American leadership.

### **Strategic themes that make up the foundation of the 2018 Strategic Plan and NASA's goals**

- **DISCOVER** - Expand human knowledge through new scientific discoveries
- **EXPLORE** - Extend human presence deeper into space and to the Moon for sustainable long-term exploration and utilization
- **DEVELOP** - Address national challenges and catalyze economic growth
- **ENABLE** – Optimize capabilities and operations

## **NASA 2018 Strategic Plan**

[https://www.nasa.gov/sites/default/files/atoms/files/nasa\\_2018\\_strategic\\_plan.pdf](https://www.nasa.gov/sites/default/files/atoms/files/nasa_2018_strategic_plan.pdf)

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)**: 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)**: 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)**: 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>.

# Oregon NASA Space Grant Consortium

## 2024-25 Student Ambassador Program



### Affiliate Representative Statement of Support

*Affiliate Representatives are not responsible for outreach events, tracking activities that have been completed by participants in this program, or managing the Student Ambassador. This 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.*

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.

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)