Application Checklist

Use the following checklist to ensure your application is complete.

☐ I have secured a signed Faculty Letter.

The faculty advisor's letter must meet the following requirements:
- The letter must include a statement that the college/university is aware of and in support of the team's participation in this project.
- The letter must include a statement that they have agreed to serve as the team's Faculty Advisor for the duration of the project.
- The letter must include a statement that they will track and manage the $1,500 team stipend funds if the team is selected.
- The letter must be on the school's letterhead.
- The letter must be signed by the faculty advisor.

☐ I have verified my School's MSI Status at the following link:

https://www.nasa.gov/learning-resources/minority-university-research-education-project/the-minority-serving-institution-msi-exchange/

☐ I have read the NASA MINDS 2025 Guidebook at the following link:

https://www.nasa.gov/learning-resources/minority-university-research-education-project/nasa-minds-undergraduate-student-design/

☐ I understand that I must register in the NASA STEM Gateway and apply to the NASA MINDS 2025 Engagement Opening to submit my application at the following link:

https://stemgateway.nasa.gov/s/course-offering/a0BSJ0000009vGn/

☐ **I understand that my Gateway Application will not be considered complete until I have uploaded this completed document and my signed faculty letter under "proposal."**

Application Form

Be sure to complete all information and double-check it. Your School and Team names will appear on our website and your certificates <u>exactly</u> as you enter it here.

Academic Institution Information

Please complete the following information to help us identify your School.

Official Academic Institution Name:

Street Address:

City:

US State/Territory:

Zip Code:

Minority Serving Institution Designation

To be eligible for NASA MINDS, your school must be a Minority Serving Institution (MSI). If you are unsure as to your school's status, you can check it at the link included in the checklist.

Please check the boxes in this section once you have verified your school is an MSI.

☐ I certify that my School is an MSI, and I verified this by going to the link included in the checklist of this document.

My School is an MSI because it is classified as a(n): *(select all that apply)*

☐ Asian American and Native American Pacific Islander Serving Institution (AANAPSI)

☐ Alaska Native and Native Hawaiian (ANNH)

☐ Historical Black Colleges and Universities (HBCUs)

☐ Hispanic Serving Institution (HSI)

☐ Native American Serving Non-Tribal College (NASNTI)

☐ Predominately Black Institution (PBI)

☐ Tribal College or University (TCU)

Team Information

Team Status

If your team has one (1) or more Seniors on the team, your team is considered a **Senior Team.** If your team does not have any seniors, your team is considered an **Underclassmen Team.** Whether or not a student is considered a Senior is determined by the academic institution the team is affiliated with. This means if a high school student is participating on a MINDS team through a program like dual enrollment with your academic institution, that student counts as their enrollment status at **your academic institution, not their high school enrollment status**.

Team Status:

Team Contact Information

Please complete the following information by completing the text fields.

Team Name:

Team Lead First Name:

Team Lead Last Name:

Team Lead Institution Email: (*Must end in .edu*)

Team Lead Cell Phone Number:

Faculty Advisor First Name:

Faculty Advisor Last Name:

Faculty Advisor Institution Email: (*Must end in .edu*)

Faculty Cell Phone Number:

Collaboration

You may collaborate with another school for NASA MINDS, but it is not required. Please answer the following question to identify whether your team is collaborating with another team.

Does your team have an official collaboration with another academic institution?   YES   NO

Collaborating School Information

If you answered yes to the previous question, please complete the remainder of this section to identify the Institution you are collaborating with. If you answered "No" to the previous question, you may skip the remainder of the Collaboration section or enter "N/A".

Collaborating Institution Official Name:

Collaborating Institution Street Address:

Collaborating Institution City:

Collaborating Institution US State/Territory:

Collaborating Institution Zip Code:

Collaborating School MSI Status

If you are unsure, check at the link included in the checklist.

The Collaborating School is an MSI because it is classified as a(n): *(select all that apply)*

☐ Asian American and Native American Pacific Islander Serving Institution (AANAPSI)

☐ Alaska Native and Native Hawaiian (ANNH)

☐ Historical Black Colleges and Universities (HBCUs)

☐ Hispanic Serving Institution (HIS)

☐ Native American Serving Non-Tribal College (NASNTI)

☐ Predominately Black Institution (PBI)

☐ Tribal College or University (TCU)

Collaborating School Contact Information

Complete the following section with the Contact Information of the collaborating school.

Collaborating School Faculty Advisor:

Collaborating School Faculty Advisor Institution Email: (*Must end in .edu*)

Collaborating School Faculty Advisor Cell Phone Number:

Team Proposal

Please complete the requested Proposal Information. Be mindful to stay within the word limit for each section.

You can find the Spec Sheets on the NASA MINDS website at the following link:

https://www.nasa.gov/learning-resources/minority-university-research-education-project/nasa-minds-undergraduate-student-design/

Is your project based on one of the Spec Sheets?   YES   NO

If you answered yes to the above, which Spec Sheet did you use?

Please include the Name of the Spec Sheet as it appears on the document.

Title of proposed project: *(15 words max.)*

Description of what you plan to design and build: (*500 to 1,000 Words*)
Please include a detailed description of your project. Be sure to include what you plan to build and the technical gap your project addresses. Be as explicit as possible so we can fully understand your project's scope and give a fully informed evaluation of your proposal.

Executive Summary: (Will be shared publicly if your proposal is accepted. *100 word max.*)
If your application is accepted, we will share an abstract about your project to the public. Because the audience for this section is the public, this text should be something that a layperson can understand. Be sure to include a description of your project and what you hope to accomplish. Your Executive Summary should be clear, concise, and comprehensive.

Technology terms related to your project: (*10 word max.*)
(Example: "Filtration" or "3D Printing" or "Drones" or "Fuel Production")
These terms will enhance NASA's ability to match your project to NASA subject matter experts serving as judges.

How does this project support NASA's Artemis Mission? (*25 to 100 words*)

☐ **I have read the NASA MINDS 2025 Guidebook and agree to the rules contained within.**

By checking the box above and signing below, you agree that you have read the NASA MINDS 2025 Guidebook and agree to abide by the rules outlined in the Guidebook.

X _____

Team Lead