

## **2024 Undergraduate Research Opportunity Program (UROP)**

**Application Submission Period: December 8, 2023 – January 30, 2024**

**Period of Performance: February 20, 2024 – December 1, 2024**

The California Space Grant Consortium (CaSGC – <http://casgc.ucsd.edu>) will award \$2,000 undergraduate research scholarships to students pursuing careers in science, technology, engineering, and mathematics (STEM). Students must be attending CaSGC affiliate member institutions (listed at [http://casgc.ucsd.edu/?page\\_id=27](http://casgc.ucsd.edu/?page_id=27)). This competitively awarded program engages the future STEM workforce in basic and/or applied STEM-related research projects and facilitates the development of mentor relationships between students, faculty, and the NASA community.

Applications are evaluated based upon the student's academic achievement, quality of proposed research project, letter of recommendation from research mentor, and exhibited leadership qualities.

The research project should be carried out at the student's university with project initiation in the second semester or quarter of the 2023-2024 academic year and project completion occurring before December 1, 2024. All research projects must be conducted under the general supervision of the applicant's research mentor.

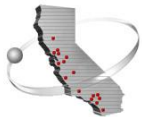
One month after the completion of the research project, students must submit a research summary to CaSGC staff. Final Report Guidelines can be found here:

<https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-Final-Report-Guidelines.pdf>

### **Eligibility Requirements**

The applicant must be:

- Pursuing a bachelor's degree in a science, technology, engineering, or mathematics discipline of interest to NASA or the aerospace industry.
- Classified as a junior or senior at a CaSGC affiliate member university/college during the 2023-2024 academic year.
- Conducting or proposing to conduct a research project related to NASA's Aeronautics Research, Human Exploration, Space Operations, Science, or Space Technology Mission Directorates, under the supervision of a research mentor (more information and links on NASA's Mission Directorates can be found here: <https://www.nasa.gov/directorates/>)
- In good academic standing with a GPA of 3.0 or above (out of 4.0).
- A United States citizen (Permanent Residents are not eligible).



Applicants are eligible to receive a total of two UROP scholarships during their academic studies. Preferences will be given to students who are not currently receiving funding from other sources. Additionally, students should review any impact this awarded amount could have on their financial aid status before applying<sup>1</sup>.

### **Application**

Before filling out the online application, please review the form questions at:  
<https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-SAMPLE-Student-Application.pdf>

The application must be completed online at the following link to officially submit:  
<https://www.surveymonkey.com/r/2024-UROP-Student-Application>

For questions requiring longer answers, it is best to prepare answers in a word processing document beforehand.

In addition, the following are required:

- Transcripts will be required only if a student is selected to receive an award. Transcripts should be emailed to [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). Applicants must use the following naming convention for their transcripts:

“Last Name, First Name--UROP 2024 Transcript--Institution Name”

- Recommendation from the student’s current or proposed research mentor. Once the student application has been submitted, the mentor will be contacted via email with instructions on how to complete the online letter of recommendation. The earlier the application is submitted, the earlier the mentor will be contacted with these instructions. Students are encouraged to communicate this process with their mentor and make sure they treat the following email address as an approved address (to avoid the email going to the spam/junk folder): [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). An application is not considered complete until all components have been submitted.

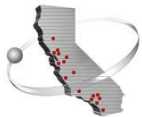
Mentor questions can be found at: [https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP\\_SAMPLE-MENTOR-FORM.pdf](https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP_SAMPLE-MENTOR-FORM.pdf)

### **Due Dates (11:59 PM on the Dates Listed)**

- Online application form – **Due: January 30, 2024**
- Online Letter of Recommendation – **Due: one week after your application is submitted**

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<sup>1</sup> Applicable to UC San Diego students only (financial aid impact)



## Questions?

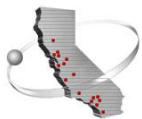
Please review the next two pages “Answers to Frequently Asked Questions”. If you don’t find the answer to your question, please contact:

Becky Howard, Program Coordinator, [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu).

## ANSWERS TO FREQUENTLY ASKED QUESTIONS

### Application

1. *Do I have to be a US citizen to apply?*  
Yes. Federal law requires that we give Space Grant fellowships and scholarships to United States citizens. Permanent Residents are not eligible for this award.
2. *Is my university a member of the California Space Grant Consortium?*  
You can check our affiliate membership list by visiting [http://casgc.ucsd.edu/?page\\_id=27](http://casgc.ucsd.edu/?page_id=27).
3. *What type of supporting documentation is required?*  
The California Space Grant requires a letter of recommendation from the mentor. After award notification, transcripts from the institutions that the applicant has attended (10 or more credits earned) must be submitted. Transcripts must include course name, credit hours, and grades for all work during the most recently completed semester/quarter.
4. *Where do I email my supporting documentation?*  
Student transcripts should be emailed to [rehoward@ucsd.edu](mailto:rehoward@ucsd.edu). The letter of recommendation is to be completed by the mentor online using our application system. CaSGC will send LOR link.
5. *How many letters of recommendation do I need?*  
One. Only one letter of recommendation is allowed per application. If more than one letter is submitted using our on-line application program, the one that was received last will be used in your application packet. This letter of recommendation should come from the person you have designated as being your research mentor for this project.
6. *May I make changes to an application I have already completed?*  
Yes, you may modify your application from the same computer used to complete your application until the due date. However, we advise students to complete the application in one session because individual pages within the application will not be saved if incomplete.  
It is recommended to:



- a.) Review the sample application beforehand,
- b.) Prepare longer answers in a word processing document, and
- c.) Enter all information in one session.

If you are using a public computer, it is advised to delete cookies and browsing history after completing your application to prevent others from accessing/modifying your application.

7. *What are all the documents and links associated with my application?*

Sample Student Form (view this before filling out the online form):	<a href="https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-SAMPLE-Student-Application.pdf">https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-SAMPLE-Student-Application.pdf</a>
Online Student Form:	<a href="https://www.surveymonkey.com/r/2024-UROP-Student-Application">https://www.surveymonkey.com/r/2024-UROP-Student-Application</a>
Sample Mentor Form (share this with your mentor):	<a href="https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP_SAMPLE-MENTOR-FORM.pdf">https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP_SAMPLE-MENTOR-FORM.pdf</a>
Online Mentor Form:	Link will be sent directly to your mentor upon completion of your application.
Final Report Guidelines:	<a href="https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-Final-Report-Guidelines.pdf">https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-Final-Report-Guidelines.pdf</a>

**Award**

1. *When will the awards be announced?*  
Awards will be announced within a month after application due date. Only applicants who are awarded will be emailed a notification.
2. *If I am selected for an award, when will I receive the check?*  
Funds are administered as stipends directly to the student. You may be asked to fill out an awardee form upon awardee selection. After this form is completed, the California Space Grant processes the awards. We aim to have the total amount awarded to selected students within the first two months of the project.

**Program**

1. *When do I need to complete my research project?*  
The project should be completed before December 1, 2024. Extensions may be granted with prior notification.
2. *What is required for the final report?*  
Please refer to the Final Report Guidelines: <https://casgc.ucsd.edu/wp-content/uploads/2023/12/2024-UROP-Final-Report-Guidelines.pdf>