Space Grant in OSSl:SOLAR:
Overview tutorial

NASA One Stop Shopping Initiative (OSSI)
Student On-Line Application for Recruiting Interns, Fellows, and Scholars (SOLAR) System

March 5, 2011
Agenda

- Overview of OSSI:SOLAR
- Overview of Roles
- Overview of Process
- Questions
Overview of OSSi:SOLAR
“The SOLAR System is one component of the Agency-wide One Stop Shopping Initiative to provide students seeking NASA research and education opportunities with a “one stop shopping” experience. The system will centralize & standardize the application and placement process for students engaged in STEM research, aerospace education and space exploration, and it will help strengthen the development, management and analysis of NASA’s workforce pipeline.”

Dr. Mabel Matthews
Higher Education Manager
NASA Office of Education
### OSSI Objectives

<table>
<thead>
<tr>
<th>Functional Objective 1:</th>
<th>Provide a single point-of-entry for students seeking NASA internships, fellowships and scholarships</th>
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</thead>
<tbody>
<tr>
<td>Functional Objective 2:</td>
<td>Enhance national branding of NASA’s internship/fellowship opportunities</td>
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<td>Functional Objective 3:</td>
<td>Increase participation of all types of Higher Education institutions through the use of Broker-Facilitator Corps to recruit and assist students in applying for internships/fellowships, in addressing retention issues and in developing career strategies</td>
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<td>Functional Objective 4:</td>
<td>Standardize the selection process</td>
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<td>Functional Objective 5:</td>
<td>Enhance communication, participation and collaboration between scientists and engineers and funding source managers/coordinators for internship/fellowship</td>
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<tr>
<td>Functional Objective 6:</td>
<td>Increase the workforce pipeline of former NASA interns/fellows [Re-entry]</td>
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</tbody>
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Life of an Opportunity

- **Business Manager**
  - Define opportunity schedule
  - Invite mentors
  - Select opportunities
  - Create/Submit opportunity
  - Approve/Post opportunity
  - Maintain mentor profile

- **Center Ed**
  - Select opportunities
  - Maintain mentor profile

- **Mentor**
  - Maintain mentor profile

- **Funding Source Coordinator**
  - Create/Submit opportunity

- **Student**
  - Search for opportunities
  - Register
  - Create interest profile
  - Submit application
  - Apply to opportunities

- **Broker Facilitator**
  - Assist students

- **Space Grant Consortia**
  - Review Students' Applications (which are eligible for the SGC)
  - Receive Funding Decision for student
  - Work with FSC to ensure funding for student(s)

- **Final student selection**

- **For SG, ensure student is ‘OK to Fund’ and SGC has agreed to fund student**
  - Assign funding source
  - Extend offer (for SG, inform the SGC)
  - Accept/Decline offer
Overview of Roles
Responsibilities/Capabilities of Various User Roles

- **Funding Source Manager (FSM) (e.g. Diane DeTroye, delegate):**
  - Ensure that the Space Grant Users all have NASA remote identities
  - Assist with Space Grant User’s slot allocations at each Center, if needed by Space Grant User
  - Review metrics reports on number of slots allocated and used for each Space Grant Consortium (SGC) at each Center (Future functionality)

- **Space Grant User:**
  - Review students that meet the SGC’s eligibility requirements and indicate if the students are ‘OK to Fund’, ‘Not OK to Fund’, or ‘Possible’
  - Respond to requests/questions from Space Grant Center Funding Source Coordinators
  - Establish slot allocations at each Center (Optional) (Pending Functionality)
  - View metrics reports for offers extended and offers accepted at each Center, for their Space Grant (Future functionality)
Responsibilities/Capabilities of Various User Roles

- **OSSI Center Admin**
  - Assign the Funding Source Coordinator role to users at their Center
  - Assign Funding Sources to each Funding Source Coordinator (i.e. for Space Grant, the OSSI Center Admin will assign each Space Grant Consortium (i.e. Space Grant-MD, Space Grant-VA, etc.) to the appropriate Funding Source Coordinator).

- **Center Funding Source Coordinator (FSC) for each SGC:**
  - Review the SGC’s funding decision for students (Pending Functionality)
  - Make SGC’s funding decisions available to the Center Panel
  - Work with SGC contacts outside of system, as appropriate – Centers must receive positive written approval prior to extending an offer
  - Record the funding source assignment for a selected student
  - Send an offer letter via the system
  - View metrics reports for offers extended and offers accepted for each SGC, for their Center only (Future functionality)

- **OSSI Business Manager (e.g. Darla Jones, Fawn Stanton):**
  - Serve as the NAMS approver and OSSI:SOLAR provisioner for requests for the Space Grant User role
Overview of Process
Overview of Process

Section 1:
Set up: Establish each Space Grant Consortium and Users in the system*

Section 2:
General Student Application Review: Space Grant Users can view the student’s application and indicate student funding status

Section 3:
Funding Source Assignment: The Center Ed Office will select students and extend offers to those marked as “OK to fund”, so long as the Center has available slots for that SGC. Center Ed Offices must contact Space Grant if student is not marked as “OK to fund” and/or to request additional slots.

*Please see the “Instructions for logging into OSSI:SOLAR” slide in the Backup Section of this deck
Section 1: Set Up

1. The Space Grant User role is available in OSSI:SOLAR
2. The 52 Space Grant Consortia are available as Funding Sources in OSSI:SOLAR
3. Once a Space Grant User gets his/her NASA remote identity and NAMS approval, the Business Manager will establish the User with the Space Grant User role and associate him/her with the appropriate Space Grant Funding Source
4. Space Grant User has the option to establish slot allocations at each Center (Pending Functionality)

Possible Slot Allocation Choices:
- Record the total slots, but do not allocate anything to Centers
- Record the total slots available, and allocate some to Centers, leaving some ‘unallocated’
- Record the total slots available, and allocate the total number of slots across the Centers (so none are left)
Overview of Process – Set up workflow – Slot Allocation

• Allows each Space Grant Consortia to ‘reserve’ a certain number of their funding ‘slots’ for various Centers.

• Slot allocation is not required.

• Not all Centers must receive an allocation.

• Not all slots would need to be allocated to any Center. They can be left unallocated.

• Using slot allocations can reduce the amount of required communication between the Space Grant Users and the Funding Source Coordinators.
  • If a Funding Source Coordinator has 3 slots allocated to their Center, they know that for that Space Grant, they can make an offer to 3 of the ‘OK to fund’ students before they need to contact the Space Grant about additional students.
  • Once 3 ‘OK to fund’ students have accepted, the Funding Source Coordinator would have to contact the Space Grant to see if they could make an offer to another student.
Overview of Process – Set up workflow – Slot Allocation

In the system, this would look like:

```
Funding Source Allocation for Space Grant California – Summer 2011

<table>
<thead>
<tr>
<th>Center</th>
<th>Last Session</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DFRC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>GRC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>GSFC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>HQ:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JPL:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>JSC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>KSC:</td>
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<td>1</td>
</tr>
<tr>
<td>LARC:</td>
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<td>1</td>
</tr>
<tr>
<td>MSFC:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>SSC:</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
```

[Save Allocation] [Cancel]
Section 1: Set Up – Workarounds

• Current Approach:
  • Waiting on Space Grant Users’ remote identities to be approved so they can access OSSI:SOLAR
  • For summer 2011 session, SGCs are encouraged to use OSSI:SOLAR, but not required, which will:
    • Allow the Space Grant negotiations and decisions to proceed quickly outside of the system, as necessary
    • Enable the affected parties to become comfortable with the new processes
    • Not delay/prohibit offers from going out as a result of SGCs not yet accessing OSSI:SOLAR
Section 2: General Student Application Review

1. The Space Grant User will be able to view a list of eligible students for their SGC
2. From there the Space Grant User can view students’ application info (except demographic information)
3. Space Grant User will be able to record funding decisions - ‘OK to Fund’, ‘Possible’, ‘Not OK to Fund’
4. Note: This process can begin once the student application period opens
Space Grant options for student funding status after reviewing students:

- **OK to fund:**
  - The Space Grant User approves of this student as a student the Space Grant will fund if selected and if funds remain at the time the student is selected.
  - This does not guarantee funding.
  - Space Grant Users can mark more students as ‘OK to fund’ than they have funding available, to give NASA options in students.

- **Possible:**
  - The Space Grant User reviewed the student and has not made a funding decision

- **Not OK to fund:**
  - The Space Grant User has decided that they will not fund this student
  - **NOTE:** NASA anticipates this will be used infrequently.

- **Center FSC Pending Functionality:**
  - When FSCs review students who have a funding status of ‘OK to Fund’ or ‘Possible’, they will see the Space Grant Consortia in the student’s list of eligible funding sources with ‘(OK to fund)’ or ‘(Possible)’ next to it, respectively
  - For students with a funding status of ‘Not OK to fund’, the Space Grant Consortia will not be listed in the student’s eligible funding sources
  - Students who have not yet been reviewed will be indicated as such
Section 2: General Student Application Review – Workarounds

For Space Grant Users who cannot yet access OSSI:SOLAR:

Workaround for: Reviewing student applications:
- Developers are currently working on a Funding Source Report, which would provide the Space Grant Users with a list of the students eligible for their SGC, as well as the student’s Institution type, Institution Name, City, State, Education Level, GPA, Major, 2nd Major, and Minor.
- If a Space Grant User requests to see the student’s application, the FSC can pull the application for them; however, the FSC must remove the Demographic and PII information prior to sending to the Space Grant User.

Workaround for: Recording funding decisions:
- FSCs will need to work with Space Grant Users outside of the system to obtain Space Grant funding decisions (‘OK to Fund’, ‘Possible’, or ‘Not OK to Fund’).
- Reminder: FSCs must receive (and maintain) positive written approval prior to extending an offer.
1. From the Space Grant tab, the Space Grant User will select the **View Students** sub-tab or **View Eligible Students** hyperlink
Section 2: General Student Application Review, Cont’d

2. Select the session you are interested in for reviewing students

```
Space Grant - DC

Sessions
Please select a session:

- Spring 2011
- Summer 2011
- Fall 2011
- Year Long 2011
```
3. To review the student’s application, select **Review**
4. To record your decision on the student’s funding status, select **Decision**
Section 2: General Student Application Review, Cont’d

5. If you selected review, you can view the student’s information.

6. You can record the funding status:
   OK to Fund, Possible, Not OK to Fund
Section 2: General Student Application Review, Cont’d

7. Once a funding decision has been recorded, it will appear as such:

![Space Grant - DC students database](image)

<table>
<thead>
<tr>
<th>Actions</th>
<th>Student</th>
<th>Degree</th>
<th>Education Level</th>
<th>Institution</th>
<th>Major</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agraputo, Ramana</td>
<td>Bachelor's Degree</td>
<td>Senior</td>
<td>CARNEGIE MELLON UNIVERSITY (PITTSBURGH, PA)</td>
<td>Engineering - Mechanical Eng.</td>
<td>Possible</td>
</tr>
<tr>
<td></td>
<td>Andrews, Bobbie</td>
<td>Bachelor's Degree</td>
<td>Senior</td>
<td>SALISBURY UNIVERSITY (SALISBURY, MD)</td>
<td>Engineering - Computer Eng</td>
<td>Not Reviewed</td>
</tr>
<tr>
<td></td>
<td>Giggle, Gigi</td>
<td>Associate's Degree</td>
<td>Freshman</td>
<td>UNIVERSITY OF MARYLAND-BALTIMORE (BALTIMORE, MD)</td>
<td>Technology - Electronics</td>
<td>Not Reviewed</td>
</tr>
</tbody>
</table>
Section 3: Funding Source Assignment

1. The Center Education Office will recommend student(s) to be selected for the opportunity

2. If the student has already been marked as ‘OK to fund’ and there are still allocated slots available at that Center, the Center Funding Source Coordinator will assign the funding source and extend an offer to the student

3. If the student has not been marked as ‘OK to fund’ and/or if there are no more allocated slots available at the Center, the Funding Source Coordinator must contact the Space Grant User to discuss the student

4. FSC must let the SGC know when an offer has been extended

5. Note: Orange boxes indicate processes that the system would not support
Section 3: Funding Source Assignment – Workarounds

For Space Grant Users who cannot yet access OSSI:SOLAR:

Workaround for: Steps Needed Prior to Extending an Offer:

- FSCs will need to work with Space Grant Users outside of the system to obtain their funding decisions (‘OK to Fund’, ‘Possible’, or ‘Not OK to Fund’)
  - Reminder: FSCs must receive (and maintain) positive written approval prior to extending an offer
- FSC must let the SGC know when an offer has been extended
Space Grant Communications

- OSSI:SOLAR Team sent contact information for each Space Grant Consortium User to each Center Funding Source Coordinator (sent: 3/4/11)

- Diane DeTroye sent contact information for the Center Funding Source Coordinator(s) to each Space Grant Consortium User (sent: 3/5/11)

- “Rules of Engagement” – Centers have been instructed to not contact Space Grant regarding students until March 5, 2011.
Reports

- Reports will be available in the system for Space Grant Users in the future (Date TBD) – details on the reports will be emailed out once they are available.
Backup Slides
**Instructions for logging into OSSISOLAR**

1. Log in to OSSISOLAR by accessing the OSSI Launchpad at: [http://intern.nasa.gov](http://intern.nasa.gov)
2. Select the OSSISOLAR “Quick Launch to apply for Internship, Fellowship, or Scholarship opportunities” hyperlink near the top of the page
3. Click the “NASA OSSISOLAR Users Login” button
4. Enter your NASA Agency User ID (AUID) and password