Live In-flight Education Downlink Proposal

Privacy Policy

This notice provides NASA's policy regarding the nature, purpose, use and sharing of any information collected via this form. The information you provide will be used only for its intended purpose. We will protect your information consistent with the principles of the Privacy Act, the e-Government Act of 2002, the Federal Records Act and, as applicable, the Freedom of Information Act.

Submitting information is strictly voluntary. By doing so, you are giving NASA your permission to use the information for the intended purpose. If you do not want to give NASA permission to use your information, simply do not provide it. However, not providing certain information may result in NASA's inability to provide you with the information or services you desire.

http://www.nasa.gov/about/highlights/HP_Privacy.html

Burden Statement

This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 2700-0153 and expires on 06/30/2014. We estimate that it will take 90 minutes to read the instructions, gather the facts, and answer the questions. **Send only comments relating to our time estimate to***: hq-oeidadmin1@mail.nasa.gov.

Submit the completed form via the link on the proposal form. You can find additional information on this program at http://www.nasa.gov/audience/foreducators/teachingfromspace/students/downlinks.html .

I affirm that I have read and understand the Privacy Policy and Burden statements.

Please note the time you begin. Upon completion, we will ask you to let us how much time it took you to complete this form.

GENERAL INFORMATION	
Education Organization	Name: Address: City, State, and Zip Code: Website:
Primary Point of Contact *Must be employed by the host organization*	Name: Work Address: City, State, and Zip Code: Work Telephone: Work Email:
Technical Point of Contact *Technical POC will coordinate technology requirements of the event*	Name: Work Address: City, State, and Zip Code: Work Telephone: Work Email:
Media/Public Affairs Point of Contact	Name: Work Address: City, State, and Zip Code: Work Telephone: Work Email:
If selected, are there any dates between Sept. 1, 2013 and March 31, 2014 that your organization cannot support? *If yes, please provide dates.*	
Please provide your preferred 3-hour time window during normal business hours (8am – 2pm Central). *Please include the appropriate time zone.*	

Provide target audience information. Please also include a count of your expected audience.
 	
Please provide an estimate of the audience that will be at the event location *(on-site)* **and those that will view the event from a remote location** *(off-site).*
	Check all that apply:
	    K-4 students University level students
	    5-8 students Pre-service educators
	    9-12 students Other (please describe)
	
	Audience Onsite: Audience Offsite:

Is this event tied to a specific crewmember or event?	

For the following items, please provide as much detail and information as appropriate.

1. Provide information on your organization, its purpose, educational objectives and the population it serves (include population demographics if possible).

2. Explain why your organization wants a downlink.

3. Describe how your organization will use the downlink to support local STEM goals and objectives. Describe in detail the pre- and post-downlink activities for students and educators. Also, include how you plan to incorporate NASA content and education resources into these activities.

4. Provide information on your organization's plan to secure your target audience in case there is a shift in dates and/or times. Describe any changes that will need to be made if the downlink moves dates and/or times.

5. Describe your organization's plans to evaluate the impact of the downlink on students through pre- and/or post-activities (i.e. how will you know the downlink has influenced student learning and/or attitudes?). Also, include your plans to ensure that students and educators will complete NASA evaluation forms.

6. Describe your media/promotion/outreach plan. Include information on any VIPs you plan on inviting.

7. Describe student, educator and/or organization involvement with other NASA programs (past, current or prospective). List all NASA partnerships that will be part of the downlink and education plan. Share how you will use the downlink to encourage participation in other NASA programs.

8. List your community partnerships that will be part of the downlink and surrounding activities. Explain how your partnerships will be established or improved because of the downlink.

9. Explain in detail how your organization will prepare for the technical component of the downlink. Include information on how you will receive NASA's Media Channel (see Planning Guide for additional details).

Day of Downlink Schedule

Create a sample schedule that outlines the day of the downlink for staff members. This sample schedule would be used for internal coordination and planning (transportation of students, technology setup, activities, etc.) and **not** as a program for the downlink audience. For this sample schedule, assume your downlink is scheduled from 11:15am – 11:35am.

Please let us know how long it took you to complete this form: min   hours

Our goal is to provide a form that is easy to understand. On a scale of 1 – 5 with 5 being the highest, please indicate how easy this form was to understand and complete: 1   2   3   4   5

Do you have any suggestions to make this form easier to understand/complete? If yes, please let us know:
Response: