



How to Contribute

We seek to provide educators with a collection prepared by various individuals of diverse expertise and experience. We welcome contributions from NASA civil servants, contractors, and retirees; certified educators, both secondary teachers and higher education professors; and civilians that serve other federal agencies.

Eligible Contributors:

- Current/retired NASA civil servants
- Current/retired NASA contractors
- Current/retired federal government employees
- Post-Secondary Educators
- High School Educators

Individuals wishing to contribute to the Shuttle Case Study Collection should read through this submission process carefully and completely. The [Submission Process](#) is intended to ensure that all submission packages are complete upon receipt and evaluated in a fair, equitable, and timely manner. This process also ensures the legal release of documents to NASA and compliance with NASA requirements for documentation, approval, and dissemination of scientific and technical information. Please read the instructions and referenced documents below clearly before submitting your case materials.

Case Study Preparation and Submission Instructions

The following documents are required for submission to the Shuttle Case Study Collection:

1. **Author Information Form:** This form serves to provide SCSC management with identity, affiliation, and contact information for primary and co-authors. No personal or contact information will be included in the case study documents.
2. **Case Study:** The case study constitutes three separate documents – the *Case Study Report*, *Epilogue*, and *Teaching Notes*. All three documents must be submitted as Microsoft Word documents with editing privileges enabled. Formatting requirements are detailed in the [Style Guide](#).
 - a. **Report:** The case study report serves as a narrative of the actual events to be explored. It should be written in a manner that promotes in-depth discussion, critical thinking, decision analysis, and problem solving. The report must be

based on a specified Space Shuttle Program lessons learned documented in the NASA [Lessons Learned Information System \(LLIS\)](#). Reports should be written to suit high school, undergraduate, or graduate level educators for pre-engineering or engineering curricula. Please review the [Report Template](#) for further detail and formatting requirements.

- b. **Epilogue:** The epilogue should provide additional insight into the aftermath of the events detailed in the case study report. For a complete and more detailed guideline please review the [Epilogue Template](#).
 - c. **Teaching Notes:** Teaching notes are required to assist the instructor with preparations for facilitation of the case study. Please review the [Teaching Notes Template](#) for additional guidance.
3. **Copyright Release Form:** All non-federal employees, including retirees, are required to read, sign, and return a copyright release form. Originally signed forms must be faxed to (321) 867-2097 at the attention of SCSC Management or scanned and emailed with the submission package. Please be sure to abide by your company or organization's internal process to gain proper approval for release of the materials prior to signing and submitting this form.
 4. **NASA Form 1676:** All NASA civil servants and contractors must complete and submit a signed electronic copy of NF-1676, Scientific and Technical Information (STI) Document Availability Authorization (DAA) for each of the three case study documents, as part of the submission package. Resident employees at KSC are exempt from this requirement. Case studies originating from KSC will go through the KSC STI Review Process ([KDP-KSC-P-1212](#)) as part of the SCSC [Review Process](#). Case studies originating at other NASA centers must obtain approval through respective center-specific STI processes before the material can be disseminated outside the bounds of the originating center. These case studies will have to undergo an additional STI process at KSC, only if significant modifications are made to the content during the SCSC review process.

Case study submission packages can be emailed at any time. The call for contributions is open continuously, but may be re-released periodically to include new and/or updated information. Upon submission, your case study and accompanying materials will undergo a thorough review process by NASA personnel. By submitting a case package, you are claiming the work submitted as your own and any sources used in the development of your case materials have been appropriately cited. Submission also acknowledges consent for release of materials to be added to the Shuttle Case Study Collection and any third party websites for educational purposes.

Please submit your case study package and direct all other inquiries to:
KSC-ShuttleCases@mail.nasa.gov.