

National Aeronautics and
Space Administration



MITTIC

MUREP Innovation and Technology Transfer Idea Competition

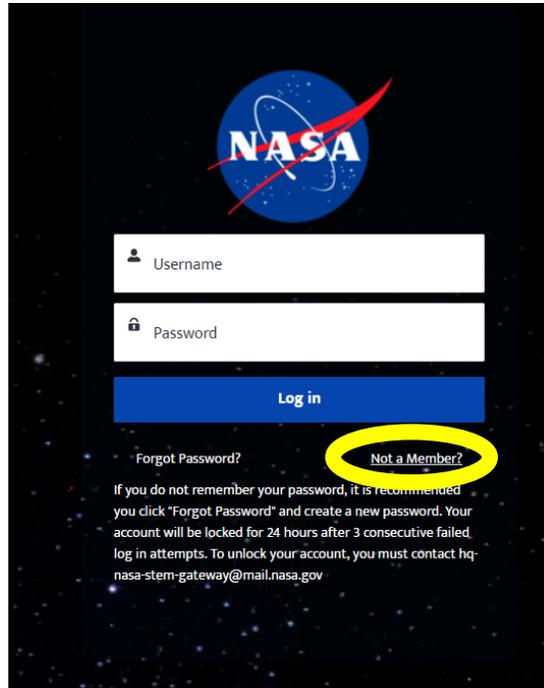
NASA MITTIC Proposal Submission Guide

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First Time Users of NASA STEM Gateway:

NASA MITTIC proposals must be submitted to the current opportunity within the NASA STEM Gateway by clicking the link [HERE](#) or using the APPLY NOW button on the NASA MITTIC [website](#). Users will be directed to the login screen shown here:

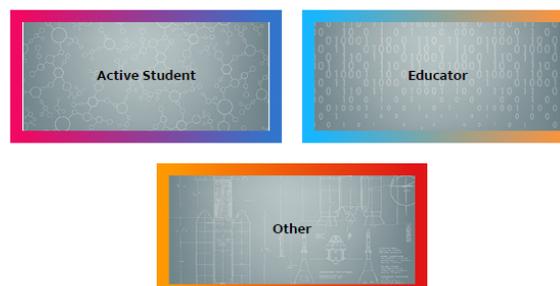


Users who have used NASA STEM Gateway to apply for previous NASA MITTIC opportunities or other NASA opportunities within Gateway can login using their username and password. Users who have never accessed Gateway will need to click “Not a Member?” (shown in the yellow circle above).

Click the button which corresponds to your current role.

Which category best represents you?

Hover over each category for more information and then click the user type that best describes you.



The next few screens will guide you through the application process. Be sure to complete all necessary fields.

When you get to the Authorization for NASA Media Release screen shown here:

Home Activities and Opportunities Selected by NASA AT946122

NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

Authorization for NASA Media Release

I understand and agree that the text, photographs, and/or videotapes thereof containing my name, likeness, and voice, including transcripts thereof, may be used in the production of instructional, promotional materials, and for other purposes that NASA deems appropriate and that such materials may be distributed to the public and displayed publicly one or more times and in different formats, including but not limited to, websites, cablecasting, broadcasting, and other forms of transmission to the public. I also understand that this permission to use the text, photographs, videotapes, and name in such material is not limited in time and that I will not receive any compensation for granting this permission.

I understand that NASA has no obligation to use my name, likeness, or voice in the materials it produces, but if NASA so decides to use them, I acknowledge that it may edit such materials. I hereby waive the right to inspect or approve any such use, either in advance or following distribution or display.

I hereby unconditionally release NASA and its representatives from any and all claims and demands arising out of the activities authorized under the terms of this agreement.

YES, by making this selection, I represent that I am of legal age, have full legal capacity, and agree that I will not revoke or deny this agreement at any time. I have read the foregoing and fully understand its contents.

NO, NASA does not have my consent to be interviewed, photographed, and/or videotaped by NASA or its representatives.

Your acknowledgement response below:

YES

NO

For information about NASA STEM Engagement, you may visit <https://www.nasa.gov/stem>

Previous Next

Click YES so that you can be included in any pictures that are taken during the on-site experiences (for selected teams).

The final page of the Gateway application process looks like this:

Home Activities and Opportunities Selected by NASA AT946122

NASA STEM GATEWAY

Your Gateway for Participating in NASA STEM Opportunities

Congratulations!

You are now ready to Apply / Register for available opportunities.

Next

NASA - National Aeronautics and Space Administration INSPIRE - ENGAGE - EDUCATE - EMPLOY The Next Generation of Explorers Related Links No Fear Act | FOIA | PRA | Privacy | OIG | Agency Financial Reports | Help

Click "Next" to begin applying for the current NASA MITTIC opportunity.

Instructions for Submitting Your MITTIC Proposal

The progress bar outlines the process for submitting your NASA MITTIC proposal and identifies your status.



Add your educational institution's name. If your institution is partnering with other educational institutions to submit a NASA MITTIC proposal, click "Yes" and add those additional institution names where prompted.

The 'Institution Information' form includes a search bar for 'Lead Institution' with the placeholder text 'Search Accounts...'. Below it, there are radio buttons for 'Do you have any Participating Institutions to add?' with options 'Yes' and 'No'. 'Previous' and 'Next' buttons are at the bottom right.

Add all core team members expected to travel to NASA's Johnson Space Center in Houston, Texas for the on-site experience should your team be selected. Click "**Send Invite(s)**" before clicking Next.

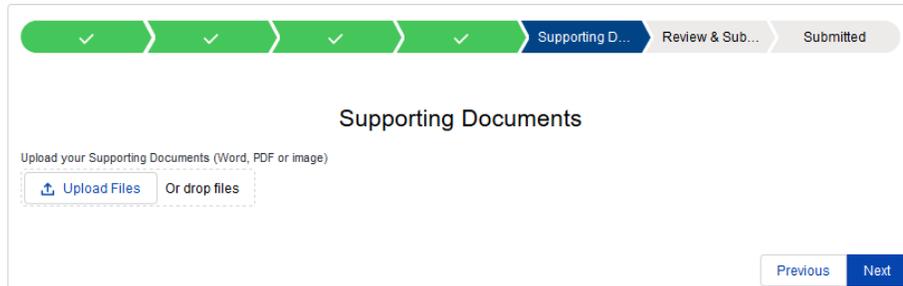
The 'Team Member' form features a table for adding participants. The table has columns for '#', 'FIRST NAME', 'LAST NAME', and 'EMAIL'. Three rows are shown with example names: 'Another Test', 'Meg Magoo', and 'John Smith'. Each row has a '+' icon to add more and a trash icon to remove. A 'Send Invite(s)' button is highlighted with a yellow circle at the bottom right of the table. 'Previous' and 'Next' buttons are at the bottom right of the form.

#	FIRST NAME	LAST NAME	EMAIL	
1	Another	Test	testemail@school.edu	+
2	Meg	Magoo	testemail@school.edu	🗑️
3	John	Smith	testemail@school.edu	🗑️

The technical paper portion of your proposals must be submitted as a PDF. Upload your PDF file here and continue.

The 'Proposal' form instructs users to upload their proposal as a PDF. It includes an 'Upload Files' button and a note to click 'Finish' after uploading. There are also radio buttons for 'Do you have any additional proposals to add?' with options 'Yes' and 'No'. 'Previous' and 'Next' buttons are at the bottom right.

The pitch video portion of the proposal must be saved as an **unlisted YouTube video** (see [section 3](#) for tips on uploading your video to YouTube). The link to your video must be either included in your technical paper or saved within a separate document (Word or PDF) in the Supporting Documents section.



Before hitting submit, make sure both your technical paper AND pitch video YouTube **link** are included in your proposal.

Uploading an Unlisted YouTube Video

Watch this short video to learn how to upload your proposal pitch as an unlisted YouTube video. You will need a YouTube account before posting the video to YouTube.



Remember to obtain the link associated with your pitch video and add it to your technical paper OR paste it into a new document which can be added in the Supporting Documents section.