

National Aeronautics and
Space Administration



MITTIC

MUREP Innovation and Technology Transfer Idea Competition

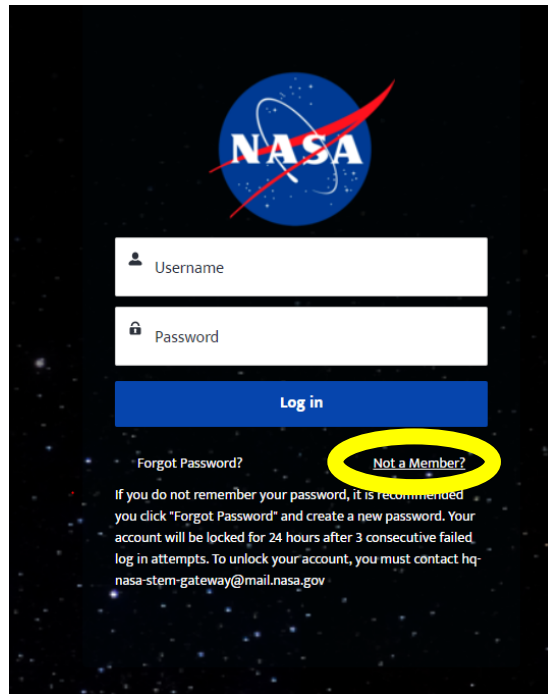
NASA MITTIC Proposal Submission Guide

Contents:

1. [First time users of NASA STEM Gateway](#)
2. [Submitting Your NASA MITTIC Proposal](#)
3. [Process to Upload Proposal Pitch Video](#)

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:

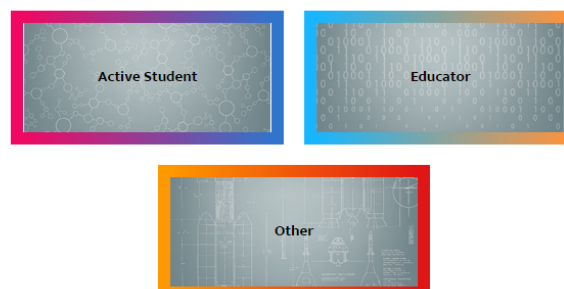
The image shows the NASA STEM Gateway login interface. At the top is the NASA logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. Underneath the button are two links: 'Forgot Password?' and 'Not a Member?'. The 'Not a Member?' link is circled in yellow. Below these links is a paragraph of text: 'If you do not remember your password, it is recommended you click "Forgot Password" and create a new password. Your account will be locked for 24 hours after 3 consecutive failed log in attempts. To unlock your account, you must contact hq-nasa-stem-gateway@mail.nasa.gov'.

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:

The screenshot shows the 'Authorization for NASA Media Release' screen. At the top, there is a NASA logo and a 'Home' link. A search bar contains the text 'Activities and Opportunities Selected by NASA' and a dropdown menu shows 'AT946122'. The main header features the 'NASA STEM GATEWAY' logo with the tagline 'Your Gateway for Participating in NASA STEM Opportunities'. Below this, the text reads: '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.' This is followed by a paragraph about waiving the right to inspect or approve any such use. Then, it states: '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.' Below this, it says: 'NO, NASA does not have my consent to be interviewed, photographed, and/or videotaped by NASA or its representatives.' A section titled 'My acknowledgement response below:' has two radio buttons: 'YES' (which is selected and circled in yellow) and 'NO'. At the bottom, there is a link to 'https://www.nasa.gov/stem' and two buttons: 'Previous' and '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:

The screenshot shows the final page of the application process. At the top, there is a NASA logo and a 'Home' link. A search bar contains the text 'Activities and Opportunities Selected by NASA' and a dropdown menu shows 'AT946122'. The main header features the 'NASA STEM GATEWAY' logo with the tagline 'Your Gateway for Participating in NASA STEM Opportunities'. Below this, the text reads: 'Congratulations! You are now ready to Apply / Register for available opportunities.' At the bottom right, there is a blue button labeled 'Next' which is circled in yellow. The footer contains the NASA logo, the text 'NASA - National Aeronautics and Space Administration', the 'INSPIRE-ENGAGE-EDUCATE-EMPLOY' logo, and the text 'The Next Generation of Explorers'. There are also links for '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 is shown. It includes a progress bar at the top with 'Institution Info...' highlighted. Below the title, there is a search bar for 'Lead Institution' with the placeholder text 'Search Accounts...'. Below that, a question asks 'Do you have any Participating Institutions to add?' with radio button options for 'Yes' and 'No'. At the bottom right, there are 'Previous' and 'Next' buttons.

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.

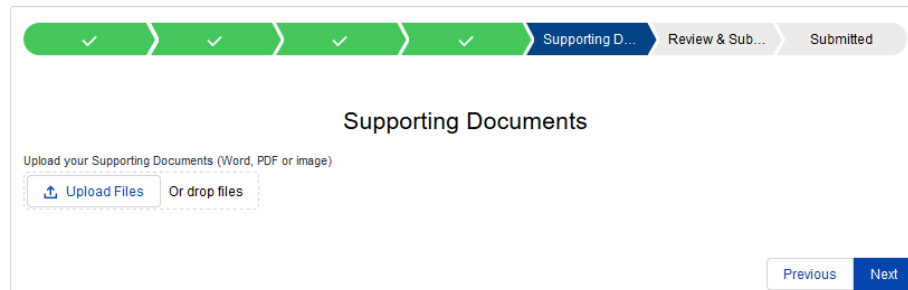
The 'Team Member' form is shown. It includes a progress bar at the top with 'Team Member' highlighted. Below the title, there is a table for adding team members. The table has columns for '#', 'FIRST NAME', 'LAST NAME', and 'EMAIL'. Three rows are shown, each with a red trash icon to the right. Below the table, there is a 'Send Invite(s)' button, which is circled in yellow. At the bottom right, there are 'Previous' and 'Next' buttons.

#	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 is shown. It includes a progress bar at the top with 'Proposal' highlighted. Below the title, there is a section for uploading the proposal. It includes instructions: 'Please upload your Proposal by: 1. Dragging your proposal file to the upload area, or click the button and select the file from your device. 2. click "Finish"'. Below this, there is a button labeled 'Upload Files' and a link 'Or drop files'. Below that, a question asks 'Do you have any additional proposals to add?' with radio button options for 'Yes' and 'No'. At the bottom right, there are 'Previous' and 'Next' buttons.

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.



The screenshot shows a progress bar at the top with five steps: four green with checkmarks and one blue labeled 'Supporting D...'. Below the progress bar, the heading 'Supporting Documents' is centered. Underneath, it says 'Upload your Supporting Documents (Word, PDF or image)'. There is a dashed box containing an 'Upload Files' button with an upload icon and the text 'Or drop files'. At the bottom right, there are 'Previous' and 'Next' buttons.

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.