

# NASA STEM Gateway Best Practices for Data Sharing & Engagement for the Space Grant Consortia

## Prerequisites for accessing NASA STEM Gateway Dashboards:

Two Analytics Licenses are allocated for each Space Grant. If you require access, contact the HQ Space Grant Support Team.



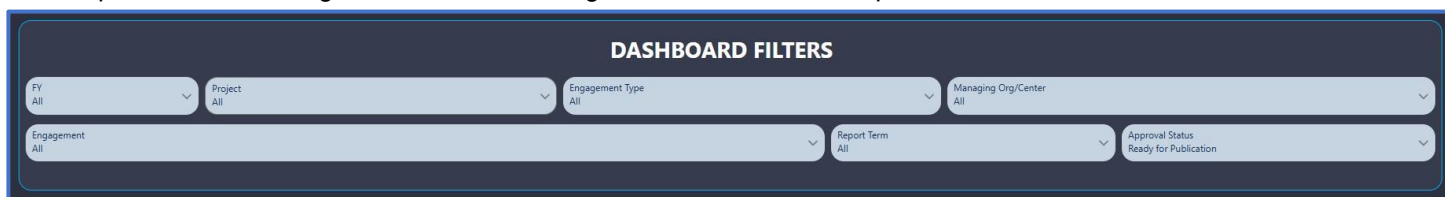
## How to Access the Closeout Performance Report Dashboard:

1. Access the [NASA STEM Gateway](#) homepage
2. Under **Key Links**, click on [Main STEM Engagement Analytics Dashboard](#)
3. On the Analytics Dashboard, click the [Closeout Performance Report Dashboard](#) link located in the top-right corner

## CPR Dashboard Filters

Explore, analyze, and extrapolate aggregated data from Closeout Performance Reports within **NASA STEM Gateway** for real-time monitoring across all of your activities.

The filters up top and all the values in the charts below are interactive, allowing you to deep dive into specific datasets to gain more focused insights across the OSTEM portfolio.



## Download Charts/Graphs

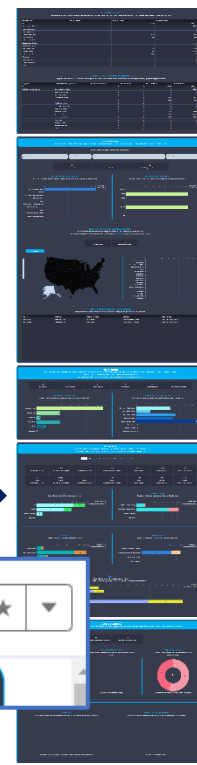
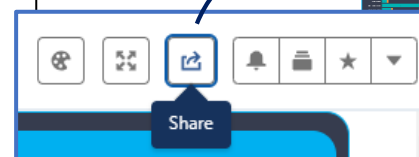
Chart, graphs, and data can be downloaded to share and use in presentations.

1. Hover over the graphic to download.
2. Click on the down arrow.
3. Select Download.
4. Choose how you would like to download the data (image, Excel file, or CSV format).



## Download Embedded CPR Rollup Dashboard Image

To download an image of the entire CPR Rollup Dashboard, click the Bar Chart icon in the embedded CPR Dashboard to open the Analytics Studio. Then click the Share icon and select the Download tab.



**Dashboards are updated every hour on the hour Monday – Friday 6:00 AM to 6:00 PM CST.**



# NASA STEM Gateway Best Practices for Data Sharing & Engagement for the Space Grant Consortia

**When to use Participant List Only (PLO) Engagement Openings:** Available to activity teams where awards are mandated to occur through other Agency mechanisms outside of NASA STEM Gateway. Participant selections are made outside of the system and participants are then invited to self-register within the system after those selections have been made.

## Tips:

- Create engagement opening and assign application type as Participant List Only
- Information needed to successfully associate participants to engagement opening via PLO
  - Participant's First Name
  - Participant's Last Name
  - Email
- Students/faculty receive an email notification informing them they have been identified as a participant



## Recommendations:

Encourage students/faculty to create profile or update profile at initiation of engagement. This eliminates the need for them to take action after you enter them onto a PLO opening. This also ensures the data (ie academic level, etc) associated to their application is accurate.

Communicate to students/faculty the need to use consistent email address (i.e email address must match the email address student used to create STEM Gateway account)

The screenshot shows the NASA STEM Gateway interface. At the top, there's a navigation bar with links like Home, Engagements, Engagement Openings, Sessions, Applications, Course Connections, Accounts, Contacts, Engagement Affiliations, Affiliations, and More. Below this, the main content area is titled 'Application: APP-1623185'. It includes tabs for Applicant, Engagement Opening (PLO Test Opening), Application Status (Submitted), and Term (Test Session Fall 2024). A red banner states 'This is a parent application.' Below this, there's a section for 'Application Details' with fields for Application Name, Engagement Opening, Engagement Opening Type, Application Type, Term, Record Type, Majors, Cloned From, and Employee-Initiated. To the right, there's a 'Search for Participants' form with fields for First Name, Last Name, and Email. A blue arrow points from the text 'To associate awardees to the engagement opening, enter each participant's information.' to the 'Search for Participants' form. At the bottom, there's a 'Team Member Applications (1)' section with a table listing applications.

Application Name	Applicant	Applicant Email	Application Status	Application...
APP-1623352	Other Demo	trintest42+50@gmail...	Incomplete	

To associate awardees to the engagement opening, enter each participant's information.

## Participant List Only Terms to Know:

**Engagement opening:** Engagement opening records are the opportunity postings to which applications and participant records are aligned within an engagement.

**Parent application:** This is the PLO application that serves as the foundation for participant applications for an engagement opening using PLO.

**Course Connection:** Course Connections are system generated records and serve as the participant record for a selected candidate. Course connections are used for dashboard participant data.

**Award letter:** Award Letters are used to collect and manage award amounts, contact hours, and significant investment indicators per direct participant.