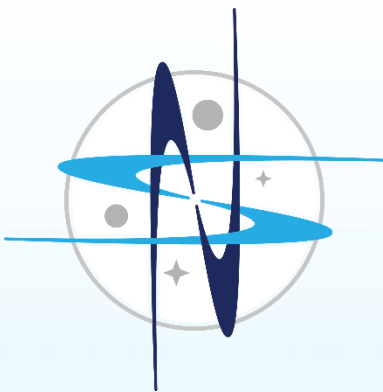


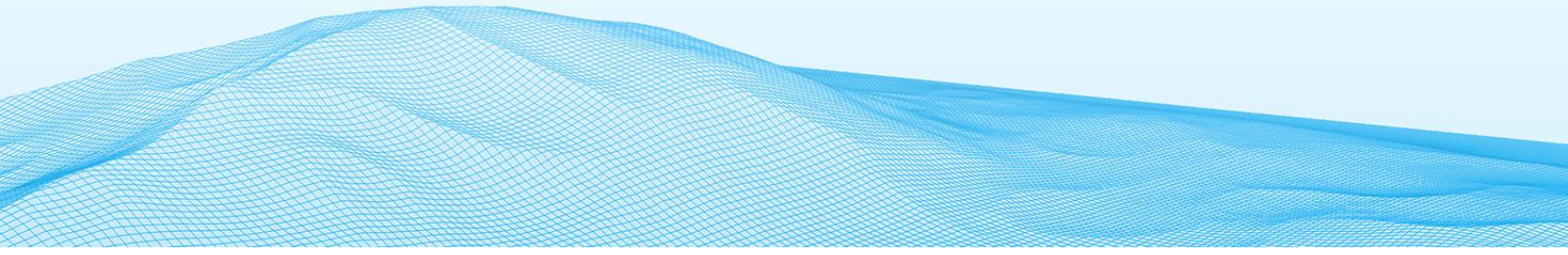


Sample NASA STEM Gateway Team Lead Application Instructions

NASA Spacesuit User Interface Technologies for Students



NASA STEM



NASA STEM Gateway

Gateway Team Lead Application Instructions

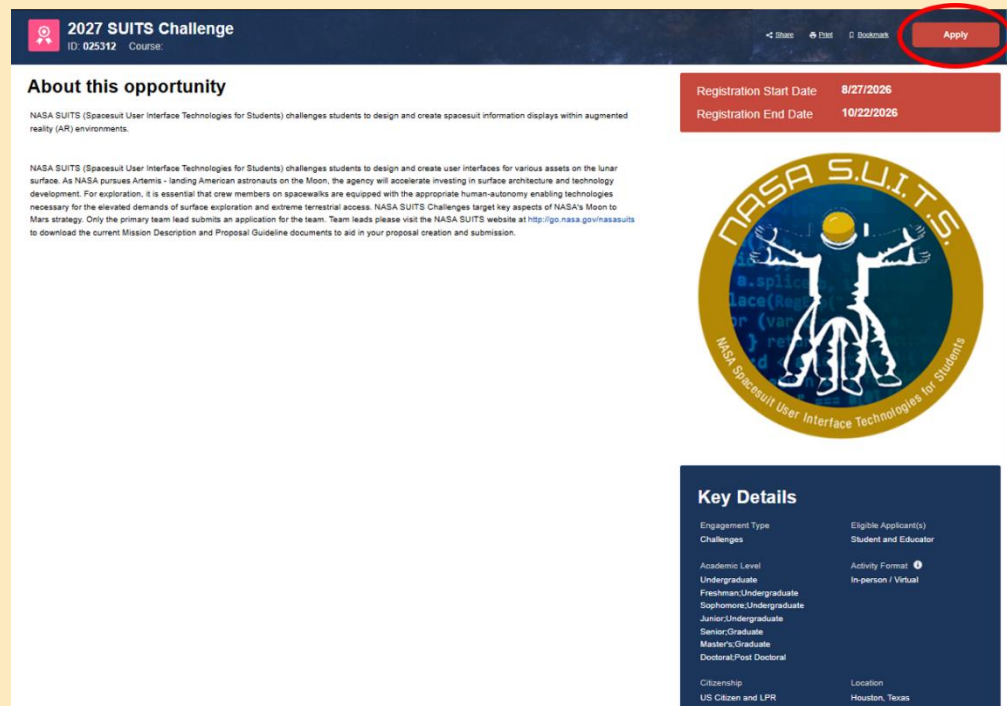
The following instructions need to be completed by the Student Team Lead of your NASA SUITS Team. Only ONE Gateway Team Lead Application should be created for each SUITS Team.

1. Gateway Team leads should follow the instructions found in “NASA STEM Gateway Account Set-Up and Log In Instructions” document to either create or verify an existing account before proceeding.

2. Click in the link provided below:

<https://stemgateway.nasa.gov/s/course-offering/a0BSJ000007dNLh/2027-suits-challenge>

3. Click “Apply.”



2027 SUITS Challenge
ID: 025312 Course:

Share Post Bookmarks **Apply**

About this opportunity

NASA SUITS (Spacesuit User Interface Technologies for Students) challenges students to design and create spacesuit information displays within augmented reality (AR) environments.

NASA SUITS (Spacesuit User Interface Technologies for Students) challenges students to design and create user interfaces for various assets on the lunar surface. As NASA pursues Artemis - landing American astronauts on the Moon, the agency will accelerate investing in surface architecture and technology development. For exploration, it is essential that crew members on spacewalks are equipped with the appropriate human-autonomy enabling technologies necessary for the elevated demands of surface exploration and extreme terrestrial access. NASA SUITS Challenges target key aspects of NASA's Moon to Mars strategy. Only the primary team lead submits an application for the team. Team leads please visit the NASA SUITS website at <http://go.nasa.gov/nasasuits> to download the current Mission Description and Proposal Guideline documents to aid in your proposal creation and submission.

Registration Start Date: 8/27/2026
Registration End Date: 10/22/2026



Key Details

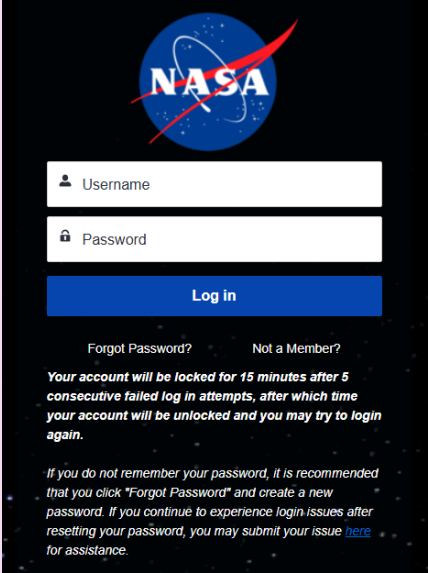
Engagement Type Challenges	Eligible Applicant(s) Student and Educator
Academic Level Undergraduate Freshman/Undergraduate Sophomore/Undergraduate Junior/Undergraduate Senior/Graduate Master's/Graduate Doctoral/Post Doctoral	Activity Format In-person / Virtual
Citizenship US Citizen and LPR	Location Houston, Texas

4. Click “Log In.”

PLEASE NOTE: DO NOT CLICK “Not a Member? Sign Up.” If you have not created a NASA STEM Gateway Account as referenced in Step 1 of this document, please complete the instructions outlined in “NASA STEM Gateway Account Set-Up and Log In Instructions” document to create a new account before proceeding.

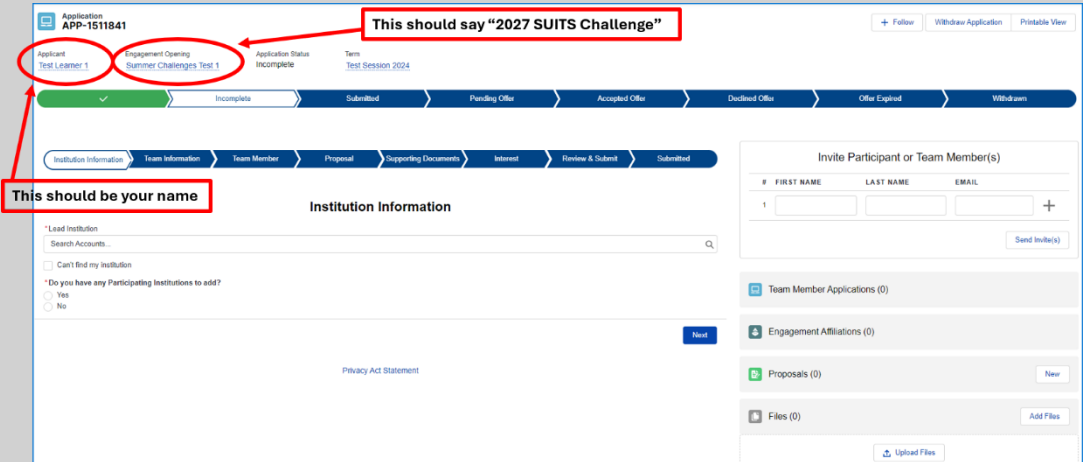
5. Enter your username and password and click “Log In.”

PLEASE NOTE: DO NOT CLICK “Not a Member? Sign Up.” If you have not created a NASA STEM Gateway Account as referenced in Step 1 of this document, please complete the instructions outlined in “NASA STEM Gateway Account Set-Up and Log In Instructions” document to create a new account before proceeding.

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?". A warning message states: "Your account will be locked for 15 minutes after 5 consecutive failed log in attempts, after which time your account will be unlocked and you may try to login again." At the bottom, there is a note about password recovery: "If you do not remember your password, it is recommended that you click 'Forgot Password' and create a new password. If you continue to experience login issues after resetting your password, you may submit your issue [here](#) for assistance."

6. Once you have logged in, you may be directed back to the 2027 SUITS Challenge Application Page. If you are, click “Apply” in the upper right-hand corner.

7. By clicking “Apply” you have created a Gateway Team Lead Application for your SUITS Team. Note the status bar at the top. When an application is created, the status bar will be on “Incomplete.”

The image displays the "Applications" page for APP-1511841. At the top, a red box highlights the text "This should say '2027 SUITS Challenge'". Below this, a progress bar shows the application status as "Incomplete". A red circle highlights the "Applicant" field, which contains "Test Learner 1", with a red arrow pointing to a red box labeled "This should be your name". The page includes sections for "Institution Information", "Team Information", "Team Member", "Proposal", "Supporting Documents", "Interest", "Review & Submit", and "Submitted". On the right side, there are sections for "Invite Participant or Team Member(s)", "Team Member Applications (0)", "Engagement Affiliations (0)", "Proposals (0)", and "Files (0)". A "Next" button is located at the bottom right of the main content area.

8. Enter your team's Institutional Information.

- Lead institution: This is the institution that your team is a part of - your college/university name
- Search for institution in “Lead Institution” field and select.
- If unable to find “Lead Institution” in list, check “Can’t Find My Institution.” Enter institution name and address.
- “Do you have any Participating Institutions to add?” – select “No”
- Click “Next”

The screenshot shows the 'Institution Information' form. A red box highlights the 'Can't find my institution' checkbox, which is checked. A red 'X' is placed over the 'Invite Participant or Team Member(s)' section. The form includes fields for Institution Name, Address (Country, Street, City, State/Province, Zip/Postal Code), and a question 'Do you have any Participating Institutions to add?' with 'No' selected. The 'Next' button is at the bottom right.

9. Enter your team's Team Information.

- Team Name – enter your college/university team name here again
- Faculty/Advisor – enter all known/required information for your faculty advisor
- Student Team Lead Name – enter all known/required information for your student team lead
- DO NOT enter information for a different advisor or student team lead
- Click “Next”

The screenshot shows the 'Team Information' form. A red 'X' is placed over the 'Invite Participant or Team Member(s)' section. The form includes fields for Team Name, Faculty Advisor Name (First Name, Last Name, Email, Phone), and Team Lead Name (First Name, Last Name, Email, Phone). The 'Next' button is at the bottom right.

10. Add your Team Members and Advisor(s)

- Enter the Real ID First Name, Last name, and Email address of each team member associated with your team
- Click the “+” after each entry to add another team member
- Enter the First Name, Last name, and Email address of each faculty advisor (if you have more than one)
- Click the “+” after each entry to add another faculty advisor

PLEASE NOTE:

- **DO NOT ADD YOURSELF**
- **ALL Email Addresses added must be the email address each individual uses for their NASA STEM Gateway account.** All team members should have completed the instructions found in “NASA STEM Gateway Account Set-Up and Log In Instructions” document to either create or verify an existing account.
- **Enter all information carefully! The system will not let you change or delete entries.** Consider having a team member or faculty watch you enter the information and help verify all information is correct.
- When ALL team members, advisor(s), and others associated with your team have been entered, click “Send Invites”
- Click “Next”

Team Member

Invite Participant or Team Member(s)

#	FIRST NAME	LAST NAME	EMAIL
1	Team	Member1	teammember@test.com
2			
3			

Send Invite(s)

Next

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Invite Participant or Team Member(s)

#	FIRST NAME	EMAIL
1		

Send Invite(s)

Team Member Applications (0)

Engagement Affiliations (2)

Engagement Affiliations...	Account	Type
ENAF-0007140	The University of Texas at ...	Lead Institution
ENAF-0007141	The University of Houston	Participating Institution

View All

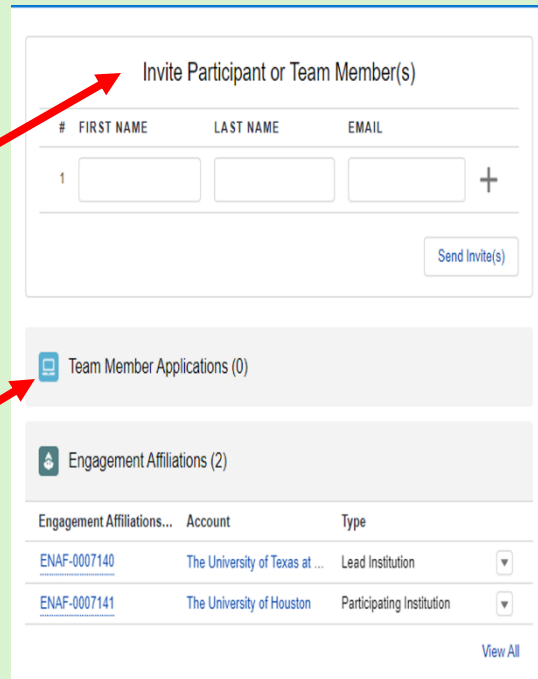
Proposals (0)

Files (0)

Upload Files

Or drop files

- Gateway Team Leads can add team members to the application anytime before the registration deadline by opening the Application and using the Box on the right-hand side called “Invite Participant or Team Member(s).”
- Gateway Team Leads can view all team members added and their application status anytime by opening the application and clicking on “Team Member Applications” on the right-hand side. Team Leads will need to verify that all team members are in “Accepted” status before submitting your team’s Houston Travel Roster.



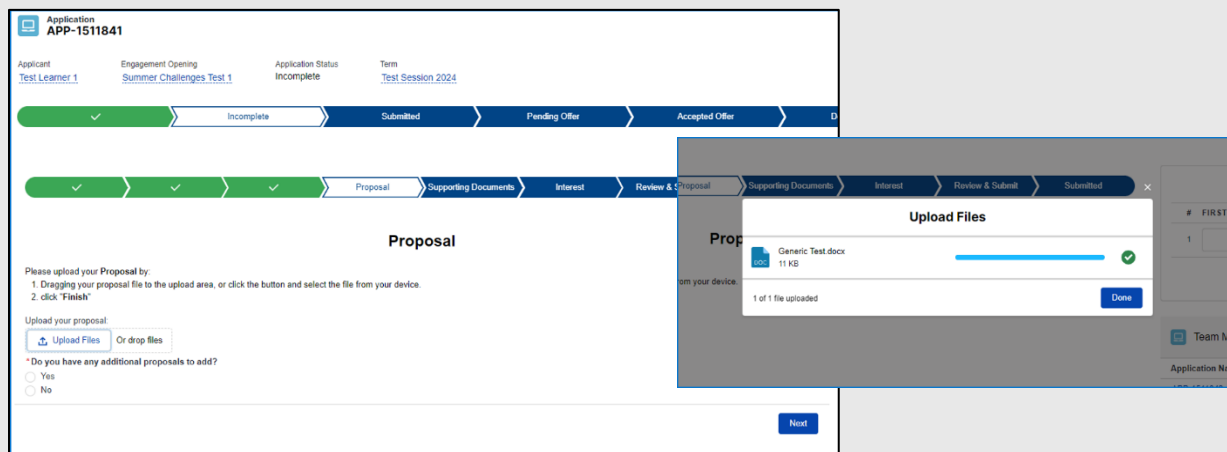
The screenshot shows two parts of the application interface. The top part is a form titled "Invite Participant or Team Member(s)" with columns for "#", "FIRST NAME", "LAST NAME", and "EMAIL". It includes a "Send Invite(s)" button. The bottom part shows the "Team Member Applications (0)" section, which is currently empty. Below this is the "Engagement Affiliations (2)" section, which contains a table with two rows of affiliations.

Engagement Affiliations...	Account	Type
ENAF-0007140	The University of Texas at ...	Lead Institution
ENAF-0007141	The University of Houston	Participating Institution

A "View All" link is located at the bottom right of the affiliations table.

11. Upload your team’s Proposal.

- **PLEASE NOTE:** A proposal is required to submit an application.
- To upload a proposal, check “Yes” and click “Next”
- Click the “Upload Files” button or drag file to the “Drop Files Area” to upload proposal file(s).
- Click “Done” when file has finished uploading.
- If there are more proposal files to add, check “Yes” and click the “Next.” Repeat process as needed. When all files are uploaded, select “No” and then click “Next.”



The screenshot displays the application process for "APP-1511841". The top navigation bar shows the current status: "Incomplete". The main content area is titled "Proposal" and includes instructions for uploading the proposal. A "Next" button is visible at the bottom right. An "Upload Files" modal is open, showing a file named "Generic Test.docx" (11 KB) being uploaded. The modal includes a progress bar and a "Done" button.

12. Supporting Documents

- Skip
- Click “Next”

Application
APP-1511841

Applicant
Test Learner 1

Engagement Opening
Summer Challenges Test 1

Application Status
Incomplete

Term
Test Session 2024

✓

Incomplete

Submitted

Pending Offer

Accepted Offer

D

✓

✓

✓

✓

Supporting Documents

Interest

Review & Submit

Submitted

Supporting Documents

Upload your Supporting Documents (Word, PDF or image)

Upload Files

Or drop files

Next

Privacy Act Statement

13. How Did You Hear About Us

- Select all that apply
- Click “Next”

Application
APP-1511841

Applicant
Test Learner 1

Engagement Opening
Summer Challenges Test 1

Application Status
Incomplete

Term
Test Session 2024

✓

Incomplete

Submitted

Pending Offer

Accepted Offer

D

✓

✓

✓

✓

✓

Interest

Review & Submit

Submitted

How Did You Hear About Us

*How did you learn about this NASA STEM Engagement Opportunity? (Please check all that apply)

☐ Webinar

☐ Video/Promotional Video

☒ Social Media/News Release

☐ Friend/Family/Coworker

☐ Other NASA Engagement Opportunity/Event

☐ Email/Phone Call

☐ Online Search

☐ Capstone Project Search

☒ Faculty/Educator

☐ NASA Express

☐ Newsletter/Flyer

☐ Television/NASA TV

☐ Article/Publication

☐ Another Company's Website

☐ NASA Employee/Intern

☐ Other/Not Listed

Next

Privacy Act Statement

14. Review and Submit Application

- Review application and make any necessary edits.
- Additional team members, files, etc. can be added to the application by clicking on the appropriate buttons on the right-hand side of the screen.
- Verify that all information listed is correct.
- Click “Next”

Application APP-1511841

Applicant: Test Learner 1 | Engagement Opening: Summer Challenges Test 1 | Application Status: Incomplete | Term: Test Session 2024

Progress: Incomplete, Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, Withdrawn

Review & Submit

Review the information you have entered and verify that it is accurate to the best of your knowledge. Clicking Next on this page will submit your application/registration. Be sure to review your entries in the section in addition to the sections that may appear to the right or below the Next button – Team Members, Engagement Affiliations (Participating Institutions), Proposal, and Files (Supporting Documents). If you have entered the information to your satisfaction, submit your application/registration. By submitting this application/registration, you certify that the information provided is true and correct.

*Application Date: Mar 25, 2024

*Team Name: Team Number 1

Team Lead

First Name: Team

Last Name: Lead

Email: team@test.com

Phone: 8885553333

Faculty Advisor

First Name: Faculty

Last Name: Person

Email: sldfa@test.com

Phone: 7778889999

Next

Privacy Act Statement

Invite Participant or Team Member(s)

#	FIRST NAME	LAST NAME	EMAIL
1			

Send Invite(s)

Team Member Applications (2)

Application N...	Applicant	Application Sta...
APP-1511842	Team Member1	Invitation Sent
APP-1511843	Morgan TestStu...	Invitation Sent

View All

Engagement Affiliations (2)

Engagement ...	Account	Type
ENAF-0007140	The University o...	Lead Institution
ENAF-0007141	The University o...	Participating Inst...

View All

Proposals (2)

Proposal Name	Created Date	Student
Prop-001322	3/25/2024, 11:08...	Test Learner 1
Prop-001323	3/25/2024, 11:09...	Test Learner 1

View All

Files (0)

Add Files

Upload Files

Or drop files

15. When you receive the message seen below: “Thank you for your submission” your Gateway Team Lead Application is complete.

PLEASE NOTE: the progress bar status is now “Submitted.”

Application APP-1511841

Applicant: Test Learner 1 | Engagement Opening: Summer Challenges Test 1 | Application Status: Submitted | Term: Test Session 2024

Progress: Submitted, Pending Offer, Accepted Offer, Declined Offer, Offer Expired, Withdrawn

Thank you for your submission.
You may now navigate away from this page.

Privacy Act Statement

Invite Participant or Team Member(s)

#	FIRST NAME	LAST NAME	EMAIL
1			

Send Invite(s)

Team Member Applications (2)

Application Name	Applicant	Application Status
APP-1511842	Team Member1	Invitation Sent
APP-1511843	Morgan TestStudent	Submitted

View All

16. After you have completed the Gateway Team Lead Application:

Notify your team members and advisors that you added in Step 10 to check their email (the email associated with their NASA STEM Gateway account that you had entered when you added them to your application) for an email from the NASA STEM Gateway System inviting them to register/apply for their 2027 NASA SUITS Engagement Opening.

- They will need to open the email and follow the link and directions in the email. They may need to search JUNK or SPAM if the email is not in their inbox.
- They will be prompted to log in and go through the Team Member Application process in Gateway.
- They have completed the first phase of registration when they have submitted their Team Member Application, and their application progress bar is in the “Submitted” status.

If you experience any technical difficulties with your Gateway Team Lead Application, return to <https://stemgateway.nasa.gov/s/>, go to top right corner, click “Help,” and then on the right-hand side click “Submit an issue,” for help.

If your team members or advisors do not receive an invitation email after you have added them to your Gateway Team Lead Application, have them return to <https://stemgateway.nasa.gov/s/>, go to top right corner, click “Help,” and then on the right-hand side click “Submit an issue,” for help.

**Congratulations on submitting your
NASA SUITS Application!**