

Instructions for mentors to post research opportunities in the NASA Interns, Fellows & Scholars (NIFS) through the One Stop Shopping Initiative (OSSI)

Important: 1) Write "SESI" as the first word of your title, so it goes to the right program. Example: “SESI – ‘Your research opportunity title here’ ”

2) Do not send your funds to Office of Education, they will have to be sent to CUA.

3) Send the information of the student/s you will be having (name, institution, title of the project, undergraduate or graduate status, etc.) to the SESI team as soon as the student accepts the internship.

It is not necessary to have your funds ready for the student in order to create an opportunity.

Notes: OSSI Internships are only for US citizens, but foreign nationals/lawful permanent residents use OSSI's search feature to find “SESI” opportunities.

Steps:

- 1) Go to the OSSI website: <https://ossi.nasa.gov/ossi/web/public/main/>
- 2) Click on "NASA User Login (Mentors)" at the top of the webpage.
- 3) Login to Launchpad.
- 4) "My mentor profile". Complete or update your mentor profile.

Example:

Edit Your Profile

Contact Information

Name:	GUIDONI, SILVINA E		
NASA Center/Facility name:	Goddard Space Flight Center (GSFC)		
Non-NASA Facility Name:	<input type="text"/>		
NASA Organization Code:	674.0		
Mailing Address:	NASA Goddard Space Flight Center 8800 Greenbelt Road Greenbelt, MD 20771		
Email Address:	silvina.e.guidoni@nasa.gov		
Office Phone:	301.286.3094	Cell Phone:	<input type="text"/>
Fax Number:	<input type="text"/>		

Miscellaneous Information

* Primary Area of Expertise:	<input type="text" value="Science - Physics"/>	Job Title:	<input type="text" value="CEPHEUS Deputy Director of Edui"/>
* Employee/Affiliation Type:	<input type="text" value="Academia"/>	Company/Institution:	<input type="text" value="The Catholic University of America"/>
* I give permission for photographs of myself to be used in publicizing the internship/fellowship program:		<input type="radio"/> Yes <input checked="" type="radio"/> No	
* I give permission for photographs of the work performed as part of my opportunities to be used in publicizing the internship/fellowship program:		<input type="radio"/> Yes <input checked="" type="radio"/> No	

5) Create a research opportunity in "My opportunities"

5.1) Click on "Create New Opportunity."

5.2) **Important:** Write "SESI" as the first word of your title, so it goes to the right program. Example: "SESI – 'Your research opportunity title here' ". All interns (including Foreign nationals and lawful permanent residents use OSSI's search feature to find SESI opportunities).

5.3) **Important:** Choose "Internship".

5.4) Fill the required sections of the "Opportunity Info".

Example:

[FAQ](#) | [Contact Us](#) | [Logout](#)

NIFS NASA INTERNS, FELLOWS & SCHOLARS ONE STOP SHOPPING INITIATIVE OSSI

[Home](#) | [My Mentor Profile](#) | [My Opportunities](#) | [Student Search](#) | [My Students](#)

Create Opportunity

Please enter your internship or fellowship opportunity information. A * by a field name indicates that the field is required. When students search for opportunities, they will be able to narrow their results by adding keywords of interest; the system will search for the keywords from the fields below.

For text-box entries, you may key-in text or cut and paste from a word processor.

Opportunity Info

* Opportunity Title:

* Opportunity Type:

* Opportunity Description/Objective (specific student assignment):

* Expected opportunity outcome (i.e. research, final report, poster presentation, etc.):

Student's Computer and/or Special Skills:

Comments:
(If applicable, add any specific, non Agency-wide requirements that this opportunity or your Center has i.e. student must be 18+)

5.5) Fill all the required sections of the “Session and Student Info”.

5.6) For summer internships, choose “Summer [year],” **do not** choose “year long”.

5.7) If you do not have funds for the student yet, choose “TBD” for “Mentor Funding Options”.

5.8) Choose the relevant academic levels and disciplines for students. Note that **in order for a student to be paired to your project, at least one discipline has to match the student’s major**. Use the hold key to choose more than one option.

Example:

Session and Student Info

* **Session(s):**
 For multiple selections, hold down Ctrl (Command for Macs) while clicking selections.
 Spring 2017
 Year Long 2017
 Summer 2017

* **This opportunity is for how many students per session?** 1

* **Mentor Funding Options:** TBD

Total funding available to contribute to the student per session, excluding the cost for basic computing and office needs:
 \$ 0.00

* **Desired student academic level(s) at the time the opportunity would begin:**
 (Note: Freshman-Senior refer to college students, not high school)
 Pursuing Associates
 College - Freshman
 College - Sophomore
 College - Junior
 College - Senior
 Pursuing Masters
 Pursuing Doctorate
 Pursuing Post Doctorate

Select the academic discipline(s) that interested students should be studying.

Available Discipline/Majors:	Selected Discipline/Major(s):
Engineering - Chemical Eng.	Mathematics - Applied Mathematics
Engineering - Civil Eng.	Mathematics - Statistics
Engineering - Computer Eng.	Science - Astronomy
Engineering - Construction Eng.	Science - Physical Science
Engineering - Ecological Eng.	Science - Physics
Engineering - Electrical Eng.	Technology - Comp Science

5.9) Fill the “Work Site Location”. **Important:** Write the name of the official mentor in “Non-NASA Facility Name:” (that is how the SESI team identifies mentors for our records).

5.10) For Alternate Mentor or Co-Mentor, you can list your NASA supervisor.

5.11) For “Approval Staff”, fill your NASA supervisor’s info. If you are a contractor or a cooperative agreement employee you should input the branch chief for the branch in-which your civil servant contactor works. This approval is required so that branches can plan for the space and other facilities that the students will require.

6) To search for students, click on “Student Search”. You must have a posted opportunity in the current session to be able to search for students.

You can “save without submitting” at the bottom of the page, but it seems that only works if you have filled all the required sections (marked with a red asterisk).

You have to click on “submit for approval” to officially send the opportunity to NASA.