



SOUTH DAKOTA SPACE GRANT CONSORTIUM
Student Stipend Program
INTERNSHIP STIPENDS – Application and Instructions
2025/2026 Academic Year (Summer/Fall 2025 & Spring 2026)
(Release Date – November 1, 2024)

Program Summary

The South Dakota Space Grant Consortium (SDSGC) NASA Internship and Fellowship (NIF) stipend program invites applications for **Internship stipends** from undergraduate and graduate students pursuing degrees in the fields of science, technology, engineering, and mathematics (STEM). This stipend will support internships of at least 400 hours of mentored, degree-relevant activity at a NASA Center (note: US citizenship required for NASA Centers that require US citizenship) or Aerospace Industry. Internship projects must align with NASA’s mission and those of the SDSGC and its affiliates. *All 2025/2026 awards are contingent upon U.S. Congressional approval of the 2025 federal budget and the availability and receipt of FY2025 Space Grant funding from NASA.*

- **NASA Center Internship stipends** that are fully-funded by Space Grant are provided in the standardized amounts of \$7,300 (undergraduate students) and \$9,000 (graduate students) to support 10-week Summer internships, and \$13,120 (undergraduate) and \$15,840 (graduate) to support 16-week Fall/Spring semester internships at NASA Centers, plus an additional \$1,500 allowance to assist with additional expenses associated with internship. If NASA fully-funds or provides partial financial support to the student intern, the Space Grant stipend amount will be appropriately reduced from the dollar figures referenced above. In other words, NASA Center Internships may be: A) fully-funded by Space Grant, B) cooperatively-funded by Space Grant and NASA, or C) fully-funded by NASA. Specifics are determined individually after a student applies and is selected for a NASA internship offer. Case-specific internship stipends may also be provided to students selected for aerospace industry internships. (See page 4 for NASA’s internship web portal.)
- **Aerostar Aerospace Industry Internships** – One to two \$12,000 mechanical/aerospace internship stipends will be provided to South Dakota students who apply to, and are selected by, Aerostar Technical Solutions for internships at their Sioux Falls, SD facility. (See Aerostar position descriptions and application website on page 4.)
- **KBR Aerospace Industry Internship** – An aerospace internship stipend of up to \$12,000 will be provided to a South Dakota student who applies to, and is selected by, KBR for an internship at USGS EROS in Sioux Falls, SD. (See KBR position description and application website on page 4.)

Summer or semester-long Internships **must** align with at least one of NASA’s Mission Directorate Research Priorities [see Appendices A.1 – A.6 for a list of these priorities (pages 1-27)] and/or at least one of the NASA Centers Areas of Interest [see Appx. A.7 for a list of these areas of interest (pages 28-52)], posted at <https://sdSPACEgrant.sdsmt.edu/NASAMissionDirectorate&CenterAlignmentFY2023.docx>

Important Dates

Application Receipt Deadline: January 23, 2025, 11:59 p.m. MST.

Award Notification: anticipated to be announced by March 20, 2025.

Eligibility

Stipends under this solicitation are available only to students attending South Dakota institutions of higher education during the award period. Women students and students from underrepresented groups are particularly encouraged to apply.

- Note: U.S. citizenship is required for NASA OSTEM internships that are directly supported by SDSGC. In some cases, internships funded directly by NASA may be open to non-U.S. citizens, and students should check <<https://www.nasa.gov/learning-resources/internship-programs/>> for eligibility requirements for specific internship opportunities. Prior to making a Space Grant award

to a non-U.S. citizen, SD Space Grant management must obtain confirmation from a NASA technical officer in coordination with the NASA Office of International and Interagency Relations that there are no restrictions related to the country of origin of that individual. See current **NASA Designated Countries List**:

<https://www.nasa.gov/wp-content/uploads/2024/03/oir-designated-country-list-3-19-2024.pdf?emrc=575961>

Application Instructions

Applications are to be submitted online and consist of the following five items in this order:

1. A completed application form
2. Cover letter
3. Faculty recommendation letter
4. Resume
5. Transcript(s) of completed undergraduate and graduate work, including a list of current course registration

1. **Application form** must be completed online at the following website:

https://sdmines.sdsmt.edu/cgi-bin/global/sg_update_app.cgi

2. **Cover letter** must include: A) reference to any education or experience the applicant may have in relation to NASA, B) a career goal statement, C) a statement indicating whether the applicant plans to be enrolled as a full-time or part-time student during the requested stipend period (preference given to full-time students), D) the location and brief description of the proposed NASA, aerospace industry, or other internship if known at the time of writing the cover letter, and E) a statement of how the internship aligns with at least one of NASA's Mission Directorate Research Priorities or NASA Center Areas of Interest (see Appx A posted at <https://sdspacegrant.sdsmt.edu/NASAMissionDirectorate&CenterAlignmentFY2023.docx>) The Internship stipend cover letter must not exceed two (2) single-spaced, 12-font pages. Note: Spelling and grammar will be taken into account during selection.

- Please note that NASA Center and industry internships also have their own internship or employment application process separate from this application. Those agencies or employers must be contacted directly for their application materials (see pages 3-4 for a list of some internship opportunity websites). Many internships provided by NASA Centers and industry occur in the summer. USGS EROS internships are gained through the regular employment application process available through the EROS Technical Support Services Contractor, KBR or the US Geological Survey.

3. **Recommendation letter**: Recommendation letter must come from a STEM faculty member and address the student's qualifications for the Space Grant stipend. Alternatively, if the student has a NASA mentor who may already know them from a previous project, that person may submit the recommendation letter in lieu of a college faculty member. Faculty or NASA mentors who prefer to submit their recommendation letter separately rather than giving it to the student to include in his/her application must submit it online by 11:59 p.m. MST on January 23, 2025, according to instructions that will be sent to them in a system-generated email message.

4. **Resume** must include a summary of education, training, experience, and accomplishments.

5. **Transcript** must be the most recent copy of the applicant's completed undergraduate and graduate work. An unofficial copy (e.g., from Web Advisor) or scanned photocopy of the transcript is sufficient.

Application Electronic Submission Instructions

- Application item 1 (the Application Form) is to be completed online at

https://sdmines.sdsmt.edu/cgi-bin/global/sg_update_app.cgi

Applications items 2, 3, 4, and 5 must be uploaded as a **single electronic file in PDF format** (5MB file size limit) online at the same website as the Application Form by **11:59 p.m. MST, January 23, 2025**. (*Students should not wait until the last day, or even close to it, if their faculty recommendation letter is to be submitted separately by the faculty member. The online application site will close to further uploads at 11:59 p.m. MST, January 23, 2025.*)

- Faculty who wish to submit their recommendation letter (item 3) separately rather than giving it to the student to include in their electronic application may do so by uploading the letter in **PDF format**

directly to an online site that only the reviewers will be able to access. The recommendation letters are due by January 23, 2025, 11:59 p.m. MST. The URL address where the faculty member should upload his/her letter will be sent to that person in a system-generated email message immediately after the student enters that person's email address on the completed Application Form and clicks "Submit".

- Late or incomplete applications or applications containing more than a single electronic file (with the exception of faculty recommendation letters which may be submitted separately) will not be accepted.

Awards (*All Awards are contingent upon SDSGC's receipt of FY2025 Space Grant funding from NASA*) Applications will be reviewed and award selections made by the SDSGC Management Team listed online at <https://sdspacegrant.sdsmt.edu/contact.html>. **The purpose of both undergraduate and graduate internship stipends is to reward past accomplishments and recognize potential future achievements. The stipends are made to individuals and are not to be considered compensation for employment.** The student awardee should contact the Internal Revenue Service (IRS) or a tax accountant to determine what needs to be reported on a tax return since Consortium personnel may not be qualified to answer all questions in this regard.

Reporting

At the end of the award period, the student must submit a brief report (an email message will suffice) to Dr. Todd Letcher <todd.letcher@sdstate.edu> at the Space Grant Headquarters Office summarizing his/her experience and accomplishments. Reports for internship stipend awardees should include specific details about their internship project. Additional survey/questionnaire documents will be sent periodically to student awardees via email by a private company associated with the National Space Grant Foundation hired by the SD Space Grant Consortium to conduct "**longitudinal tracking**" of students supported by Space Grant. NASA requires that we gather data on the education and employment history of current and former participants in our programs. The longitudinal tracking survey/questionnaire is an online document. The email message sent to the students will explain how to access it. Internship stipend awardees will also receive a survey from SDSGC's program evaluator to complete at the end of their stipend period.

Inquiries

Questions concerning the preparation and submission of applications and the administration of this program should be addressed to Dr. Todd Letcher, South Dakota State University, Crothers Engineering Hall 212, Mechanical Engineering-Box 2219, Brookings, SD 57007, Email: todd.letcher@sdstate.edu, Phone: 605-688-5311.

Students who have filed a Free Application for Federal Student Aid (FAFSA) for the period in which they would receive the Space Grant stipend may wish to visit with their institution's Financial Aid office to determine what impact, if any, receiving a Space Grant stipend could have on their eligibility for certain types of Federal Student Aid (loans, work-study, and certain grants). This visit is just a suggestion.

Acknowledgement

In any presentations or publications that the student develops as a result of his/her Space Grant-supported educational or research project, we ask that the student please acknowledge the support provided by the NASA South Dakota Space Grant Consortium.

Internship Websites

The following websites provide information on specific internships and educational programs to which students can apply at NASA Centers, KBR (USGS EROS), other government agencies, or industry. Some of these internships may not yet be open for application to 2025-2026 programs. However, in the Space Grant application cover letter, students who are interested in NASA, other government, or aerospace industry internships should indicate to which of those internships they have applied, or are planning to apply when applications open. Please note that most, but not all, NASA internship opportunities are listed here.

- **NASA Internships** (NASA's internship web portal)
<https://www.nasa.gov/learning-resources/internship-programs/>
- **KBR Science and Space Division Aerospace Internship at USGS EROS** – Interested students can apply for the Space Grant-funded aerospace internship opportunity at KBR (contractor for USGS EROS) listed at the following website. The student's Space Grant application cover letter should clearly have "*KBR Internship application*" typed near the top of the page.
 - <https://sdspacegrant.sdsmt.edu/KBR-AerospaceInternPostionDescriptionFY25.pdf>
- **Aerostar** (intern positions) – Interested students can apply for Space Grant-supported mechanical/aerospace internship opportunities at Aerostar Technical Solutions at their Sioux Falls, SD facility. **The student's Space Grant application cover letter should clearly have "*Aerostar Internship application*" typed near the top of the page.**
 - Intern: Software Engineering-(Co-op) (CS/CE) INTER001213:
<https://recruiting2.ultipro.com/AER1004AROI/JobBoard/57af4392-2729-4577-830f-6ec5d73ec6e0/Opportunity/OpportunityDetail?opportunityId=e38442bc-0f3c-4cc3-9fe8-c4767eb15ad2>
 - Intern: Aerospace & Mechanical Engineering -(Co-op) INTER001209
<https://recruiting2.ultipro.com/AER1004AROI/JobBoard/57af4392-2729-4577-830f-6ec5d73ec6e0/Opportunity/OpportunityDetail?opportunityId=86a5a2e0-6281-42bb-836c-c97103d2b798>
 - Intern: Mechanical & Aerospace Engineering (Spring/Summer or Summer/Fall) STRAT001216
<https://recruiting2.ultipro.com/AER1004AROI/JobBoard/57af4392-2729-4577-830f-6ec5d73ec6e0/Opportunity/OpportunityDetail?opportunityId=acb63182-efcc-4ff5-be54-256c6b567aff>
 - Intern: Data Analysis-(Co-op) STRAT001215
<https://recruiting2.ultipro.com/AER1004AROI/JobBoard/57af4392-2729-4577-830f-6ec5d73ec6e0/Opportunity/OpportunityDetail?opportunityId=0cd6cd3e-9d1b-4b8d-b54c-11ad68e539f2>
 - Intern: Test Engineer- (Summer) STRAT001214
<https://recruiting2.ultipro.com/AER1004AROI/JobBoard/57af4392-2729-4577-830f-6ec5d73ec6e0/Opportunity/OpportunityDetail?opportunityId=5900727a-c696-40f6-9ecd-b0bc257abbf8>
- **Sanford Underground Research Facility (SURF) Internships, including Davis/Bahcall Scholars Program**
 - <https://sanfordlab.org/dbs>
 - <https://www.sanfordlab.org/feature/internships>