NASA DEVELOP – Online Application Guidelines

Who is Eligible to Apply to DEVELOP?
Individuals interested in furthering their experience in the Earth sciences and remote sensing, including currently enrolled students, recent graduates, early career professionals, and transitioning career professionals.

General Eligibility Requirements:
- At least 18 years of age by the start of the term for which you are applying.
- Strong interest in Earth science and remote sensing.
- U.S. citizenship is required to apply to DEVELOP in-person opportunities at NASA and NOAA locations.
- U.S. citizens and non-U.S. citizens are eligible to apply to DEVELOP in-person opportunities at regional locations and all virtual opportunities.
- Minimum 3.0 GPA on a 4.0 scale (either cumulative or most recent) from the current or most recent institution of higher learning.
- Ability to work 20-29 hours per week during the 10-week term during regular business hours for each location (typically 9am - 5pm Monday through Thursday).
- For in-person opportunities: Participants must have the ability to provide personal transportation to and from the DEVELOP location.
- For virtual opportunities: Participants are required to be located and work from within the 50 U.S. states or Washington, DC for the duration of the 10-week term. Virtual participants are not authorized to work remotely from U.S. territories or outside the U.S.

Each applicant must also meet the below additional requirements specific to their applicant classification:
- **Currently Enrolled Student**: Students who are currently enrolled at a U.S. accredited community college, undergraduate or graduate college or university. Open to all majors. *Must provide evidence of enrollment at an accredited U.S. school (acceptance letter or current unofficial transcripts).*
- **Recent Graduate**: Individuals who have graduated with an undergraduate or graduate degree from a U.S. accredited college or university within the past two years. *Must provide evidence of an awarded degree from a college or university (diploma or transcript showing graduation).*
- **Early Career Professional/Transitioning Career Professional**: Individuals who are pursuing further experience in the Earth sciences and remote sensing, transitioning to a new career field, and/or have at least two years of work experience in a professional environment (including transitioning/recently transitioned veterans from the U.S. Armed Forces)

Which Application Should I Fill Out?
- **New Participant Application –** this should be completed by:
    - Applicants who have never applied to DEVELOP before
    - Applicants who have applied before, but were not selected
    - Applicants who were previously selected, but declined their selection and did not participate in DEVELOP
    - Applicants who participated in the program more than a year ago (previous 3 terms) from the current application window
- **Previous Participant Application –** Applicants who were previously selected and participated in the DEVELOP National Program at one of the locations within the last year (previous 3 terms) from the current application window. This application focuses on the experience the applicant had during their time at DEVELOP.

Online Application Submission Guidelines:

To submit your online application, you must complete the following:

1. Complete the applicant profile section and click "Save Changes."
2. Complete and submit the eligibility questions to determine your program eligibility.
3. If you are eligible for the program based on your responses to the eligibility questions, a link for the new or returning participant application will be provided at the bottom of the page. Once you click the link, you are taken to the application portal to complete your application. If you do not see a link, then you are currently not eligible to apply to the DEVELOP Program.
4. Complete the application section and click "Save Changes."
5. Complete the short essay questions section and click "Save Changes."
6. New participant applicants will then complete the Recommendation section and click "Save Changes" to ensure ALL stages are marked as "Complete."
7. The voluntary information section is optional.
8. <u>Once all stages are marked as "Complete," applicants must click the green "Submit" button at the top of the page to completely submit their application prior to the deadline.</u>
9. Applicants will receive a confirmation email when a "Draft" application has been started, and a final email once the application has been successfully "Submitted."

Please complete the application thoroughly. Although providing the information requested is voluntary, failure to provide complete answers may affect the review and competitiveness of your application.

You can save a draft of your application by clicking "Save Draft" at the bottom of the page at any time after creating your login information and starting the profile. You can re-access the draft application to continue by using the login information you initially created. A link to the application portal is included in the email you receive once starting a draft application. In addition, you can access the application portal by going from the DEVELOP website Apply Page to the eligibility portal. From the eligibility portal, login, click view to see your eligibility form, and then click on the link at the bottom of the form to access the application portal.

All submissions must be fully submitted by the application deadline. Applications are not accessible through the portal for review or revision after the application deadline. **Late application submissions will not be reviewed or considered. There is no exception to this rule.**

***NOTE:** NASA DEVELOP prohibits the use of artificial intelligence (AI) or AI-assisted tools, to include but not limited to ChatGPT, in drafting application responses. Any application found to have used AI or AI-assisted tools will be automatically disqualified.*

Application Resources:
The following websites are fundamental to understanding DEVELOP and its goals:
DEVELOP National Program: Apply to DEVELOP | NASA Applied Sciences
NASA Applied Sciences Program: Homepage | NASA Applied Sciences
NASA Capacity Building: Capacity Building | NASA Applied Sciences
NASA Science Mission Directorate: Science Mission Directorate | Science (nasa.gov)
DEVELOP's YouTube Channel: NASA DEVELOP National Program - YouTube

Recommendation Forms (New Participant Application Only)
Two recommendation forms are required, preferably from an academic and professional source. Two academic or two professional recommendations are acceptable if necessary.

New participants will list the names and email addresses of at least two recommenders in the recommendation section of their application. Once the applicant saves the recommendation section, the recommenders will receive an email providing instructions to follow a link and complete a recommendation form. The deadline for your recommenders to submit the recommendation form is two weeks after the application window closes.

Non-U.S. Citizen Applicants
Non-U.S. citizens are eligible to apply to DEVELOP in-person opportunities at regional locations and all virtual opportunities. Please refer to the DEVELOP Apply Page for locations able to accept non-U.S. citizens.

If selected, non-U.S. citizens must be currently enrolled students at, or recently graduated from, a U.S. accredited institution, and will be required to provide proof of a pre-obtained visa or approved CPT/OPT that will allow them to legally work within the U.S. If selected and requesting CPT/OPT approval, Analytical Mechanics Associates must be listed as the hiring organization.

All non-U.S. citizens selected for the program must be able to provide official unexpired U.S. work authorization that satisfies the acceptable document requirements of an I-9 form. DEVELOP does not sponsor visa applications or file petitions with U.S. Immigration. Applicants who do not meet these requirements will not be eligible to participate in the DEVELOP Program.

Please visit the I-9 Central page on the United States Central and Immigration Services (USCIS) website for additional work authorization information: https://www.uscis.gov/i-9-central

Selection Process
The DEVELOP National Program provides selected participants an opportunity to perform research under the guidance of mentors, who are accomplished professional research staff and management. If selected, you will be classified as a part-time, temporary employee.

Applications are reviewed by the DEVELOP National Program Office and the location(s) the applicant selected.

Applicants selected for an interview will be contacted to arrange a day and time. Interviews will be conducted over video conference. Interviews will be conducted by at least two members of the DEVELOP Program and may include mentors and center management team members. The DEVELOP application and selection processes are managed by contractors.

After the review process is complete and selections are made, each applicant will receive a notification via email regarding the outcome of the selection decision.

Please check the Apply Page and Questions Page on the DEVELOP website for additional information regarding the application process. You may also email us directly if your question is not answered: NASA-DL-DEVELOP@mail.nasa.gov.