

Congratulations on being selected to participate in the 2021-2022 NASA Student Launch Challenge!

You have successfully completed the first step of what will be an exciting journey into high-powered rocketry. We look forward to seeing your progress as you work towards each of the project milestones over the next 8 months. Please carefully review the information contained below and submit all requested items by the deadlines indicated.

Selection Press Release

The NASA Marshall Space Flight Center Communications Office will be issuing a national Press Release announcing the selection of teams for the NASA Student Launch Challenge. Here is the link for the media release, <https://www.nasa.gov/centers/marshall/news/nasa-announces-60-teams-for-2022-student-launch-competition.html>. You can share it with your institution, local news media, social media accounts, or however you'd like. Please share your accomplishment!

Project Management Team

When communicating with us, please contact the primary person listed below for your topic and copy the rest of our team on your email. This enables us to make sure you receive a timely response, even when the primary contact is out of the office or unavailable. When emailing our team, please remember to include your school or institution name in the subject line.

Safety Engineer – Direct safety questions to Zachary Koch - zachary.a.koch@nasa.gov

Technical Coordinator – Direct technical and handbook requirement questions to John Eckhart – john.r.eckhart@nasa.gov

Logistics Coordinator – Direct Logistical and STEM Engagement questions to Allison Chouinard – allison.i.chouinard@nasa.gov

Student Launch Activity Lead – Fred Kepner - fred.kepner@nasa.gov

Team Contacts

In order to streamline communication, we ask that teams utilize their team leadership to communicate with our management team. We will maintain a list containing team leads, safety officers, faculty advisors, and team mentors that will be utilized when sending out project updates and information. We have pulled this information from your proposals and future project notifications will be sent exclusively to persons on that list. If the person submitting your proposal was not listed as the team lead, faculty advisor, or mentor in the proposal, they do not appear on the list and will not receive future project communications. If you need to make a change to your team's contact information now or throughout the year, whether adding or deleting a person, please email us with a request. Requests for changes to the Distribution List should go to Allison (allison.i.chouinard@nasa.gov).

Kickoff and PDR Q&A Teleconference: Thursday October 7th, 2021

We will hold a Kickoff videoconference followed by a Preliminary Design Review Question and Answer Session on Thursday, October 7th. There will be two separate but identical sessions occurring at 10 AM CDT and 3 PM CDT. A list of teams with assigned sessions is at the end of this email. We will utilize the WEBEX system to share the presentation slides. Please Note: This is NOT the same setup we will use during milestone reviews throughout the year. If possible, please use the same facilities and equipment you will use when presenting your PDR, CDR, and FRR (as a team or individually) so that you can identify any potential issues. The meeting room will be open at least 15 minutes prior to the meeting. Please sign in prior to your scheduled start time; late connection notifications are very distracting. Please DO sign into the WEBEX conference using your school's name (ex. Bill from the University of Las Vegas

would enter "University of Las Vegas – Bill N." into the "Name" box). We will use the WEBEX participant list to take roll. Some users have experienced issues when connecting to our meetings via the web browser. When you click the meeting link, you will be given the option to download the WEBEX app. We recommend you utilize the desktop app if supported by your system. The meeting links are live. You are welcome to download and install the desktop app at any time. If you experience issues and are unable to connect to the video conference, you may utilize the included "Audio only" connection from any US-based phone (see "Phone connection" below).

For the WEBEX videoconference, you will need:

- High Speed Internet Connection.
- Microphone ****This can be a webcam microphone, please be sure your webcam is hooked up and any drivers installed before joining the videoconference****
- Links to your assigned Kickoff meeting time slots are included below.
*****Note***** Microphones and cameras will be disabled prior to the actual sessions (i.e. during your connection tests). You can test your camera and microphone when you arrive 15 minutes prior to your scheduled session.

Our system can accommodate a limited number of connections. **We are asking that you limit your team's participation to 3 connections.** We suggest that amongst the participants each team include their designated team leader (College/University teams) or an adult educator (High School/Middle School teams). Additional team members, faculty/educators, and mentors are welcome to attend if sharing the team's 3 connections. Please be sure to utilize appropriate social distancing protocols when sharing a connection.

Phone connection

If your team or representative cannot join the videoconference, it is possible to join via telephone. The dial-in number and passcode are included below. Please note, the telecon system also has limitations. Teams are still expected to limit participation to a **total** of 3 connections (WEBEX + telephone)

Audio only connection: +1-929-251-9612 USA Toll 2 or +1-415-527-5035 US Toll

Join by meeting number: Meeting number (access code): 1996 31 1077

Meeting password: MxkkwNW*545

WEBEX conference connection

| NASA Student Launch 2021-2022 Kick-Off and PDR Q&A | |
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| Session 1: Thursday, October 7 th , 2021 10:00 am CDT – 11:30 am CDT | |
| WEBEX Session Link: | |
| https://nasaenterprise.Webex.com/nasaenterprise/j.php?MTID=m0120ab983febee76eba2e78bb324bb9a | |
| USLI Teams: | |
| Auburn University | The University of Texas at Arlington |
| California State Polytechnic University, Pomona | United States Airforce Academy |
| California State University, Long Beach | United States Naval Academy |
| Cedarville University | University of Alabama in Huntsville |
| Central Washington University | University of California, Davis |
| Dillard University | University of California, Los Angeles |
| Fisk University | University of California, Santa Cruz |
| Iowa State University | University of Florida |
| James Madison University | University of Massachusetts Amherst |
| Lipscomb University | University of North Carolina at Charlotte |
| New York University | University of North Dakota |
| North Carolina A&T State University | University of North Texas |
| North Carolina State University | University of Notre Dame |

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| Oregon State University | University of Pittsburgh |
| Piedmont Virginia Community College | University of Puerto Rico, Mayagüez Campus |
| Purdue University | University of South Alabama |
| Rose-Hulman Institute of Technology | University of South Florida |
| Stony Brook University | University of Tennessee at Chattanooga |
| Tarleton State University | Utah State University |
| The Ohio State University | Vanderbilt University |
| The Pennsylvania State University | Virginia Polytechnic Institute and State University |
| The University of Alabama | Washington University in St. Louis |
| Session 2: Thursday, October 7th, 2021 3:00 pm CDT – 4:30 pm CDT | |
| WEBEX Session Link: | |
| https://nasaenterprise.Webex.com/nasaenterprise/j.php?MTID=m0120ab983febee76eba2e78bb324bb9a | |
| SLI Teams: | |
| AIAA Orange County | Portland Rocketry Team |
| American Youth Soccer Organization Region 174 | St. Vincent - St. Mary High School |
| Boy Scout Troop 17 | Victory Christian Center School |
| Camas High School | Vocational STEAM Works |
| Cedar Falls High School | Webster City High School |
| Explorer Post 1010 | WISECamps |
| Madison West High School | Yamhill Carlton High School |
| Plantation High School | Young Engineers in Action |

Social Media Presence and Submission: due 8:00 am CDT, October 21st, 2021

Please submit a list of the usernames (no passwords) and associated social media platforms that your team will utilize this year to promote your project. This list is due to Ted Pena (Ted.w.pena@nasa.gov) **no later than 8am CDT on October 21st, 2021**. Please only send handles that belong specifically to the rocket team, we are not asking for social media handles belonging to individual team members or the entire academic institution. If your team will utilize a website to share or promote your project, please include your URL.

Preliminary Design Review: due 8:00 am CDT November 1st, 2021

Your Preliminary Design Review (PDR) report package will be **due no later than November 1st, 2021 at 8AM CDT**. The requirements for the PDR are listed in your handbook (available on the SL website: <https://www.nasa.gov/stem/studentlaunch/handbook/index.html>). Please review the following carefully:

- The PDR package includes: Report, PowerPoint slides that will be used during your presentation, and the flysheet (template will be provided at the PDR Q&A session).
- Late submissions received within 72 hours of the deadline will result in point deductions (USLI) and/or other penalties (SLI).
- **Failure to submit milestone packages within 72 hours of deadlines will result in an incomplete milestone review and prevent your team from continuing in this year's NASA Student Launch.** When submitting your documents, please remember to send to John Eckhart and Zachary Koch (john.r.eckhart@nasa.gov) and (zachary.a.koch@nasa.gov).

- You may attach your documents directly to the email or, if your files are too large (larger than 10MB), you may email download links. If sending links, please ensure that the files can be downloaded by anyone with the link. Some systems, such as Google Drive, will require a login if not shared correctly and we will be unable to access your files.

Frequently Asked Questions Webpage

We have established a webpage that will be used to provide updates and clarification to rules and requirements as the year progresses. Teams should review this page periodically and consult it before submitting questions. **If there is a discrepancy between the SL Handbook and the FAQ page, use the information on the FAQ page.**

<https://www.nasa.gov/audience/forstudents/studentlaunch/faqs.html>

Media Release Form

Please have every team member complete the Media Release Form on the Gateway system. Directions for Gateway will be discussed during the Kick-off teleconference along with via email.

Late Submissions

Your team will be expected to supply various documents and requested items in a timely manner, throughout the project year. Every request will come with a deadline that provides ample time to gather the requested information. We will track missed deadlines throughout the project year and will reward teams during launch week who have consistently met deadlines. For example, teams who have met all deadlines will have the first opportunity to select a launch slot for launch day.

For your reference, late submissions are addressed in handbook requirement 1.7:

1.7. Teams will email all deliverables to the NASA project management team by the deadline specified in the handbook for each milestone. In the event that a deliverable is too large to attach to an email, inclusion of a link to download the file will be sufficient. Late submissions of milestone documents will be accepted up to 72 hours after the submission deadline. Late submissions will incur an overall penalty. No milestone documents will be accepted beyond the 72-hour window. Teams that fail to submit milestone documents will be eliminated from the project.

Again, congratulations on successfully navigating the first milestone. We look forward to meeting with you later this week.

Sincerely,
Student Launch Management Team