

Major Milestones in a Given NITARP Cycle

12/16/19, L. M. Rebull

Phase	Date example	Milestone	FAQ answers
Application	May 2019	Application released	<ul style="list-style-type: none"> • Any teacher in US schools can apply. (We can't pay for travel for non-US teachers.) • This is not just for Southern California teachers. • We have historically been targeted at grades 9-12 teachers, but 8th grade and community college educators may benefit, and we have recently begun accepting non-traditional educators. • If you want to join us but you don't fall in those categories, make your case in your application! Convince us that you will leverage your experience in an interesting and innovative way, and we'll consider your application! • We do require some baseline astronomy knowledge because we have a lot to accomplish in just a calendar year. If you have questions about your qualifications, please ask. • Every team is different, so no, we can't tell you from this point in the process who you might work with, what you might work on, or how much math will be involved. You get selected first, then put on a team. Because each project is unique, original research, we can't tell you what is going to happen... that's research! If you have a strong preference for, e.g., extragalactic science, tell us about it in your application.
Application	August 2019	Money arrives; scientists commit	<ul style="list-style-type: none"> • We know about this time for sure how much money we have for the year, so we know how many teams we can support financially.

			<ul style="list-style-type: none"> We must have the scientists “fish or cut bait” at about this time, because we need to know how many teams we can support scientifically.
Application	September 2019	Applications due	<ul style="list-style-type: none"> Yes, we know September is crazy for teachers, but the timelines of the AAS registration don’t allow it to be much later.
Application	October 2019	Acceptances/ rejections sent out.	<ul style="list-style-type: none"> We have always had more teachers than we can accept, typically about 4-5 times as many. If you don’t make it this time, try again next time! We send out customized rejection letters! Please read yours carefully.
AAS prep 1	Oct-Dec 2019	Travel preparations	<ul style="list-style-type: none"> Travel for the government can be complex, especially if you do not travel a lot, much less for work. Please read (and follow!) all the instructions that are sent to you.
AAS prep 1	Oct 2019	AAS registration	<ul style="list-style-type: none"> By, now you should be registered for the AAS meeting
AAS prep 1	Dec 2019	Initial survey	<ul style="list-style-type: none"> Initial survey of project participants.
AAS prep 1	Dec 2019	AAS travel arrangements in place	<ul style="list-style-type: none"> By now, you should have your flights and hotel in place for the AAS meeting.
Startup	Before Jan 2020 AAS	Official kickoff workshop (“Bootcamp”)	<ul style="list-style-type: none"> Contains overview of the program again, highlighting major milestones & misconceptions (e.g., contents of this document) Contains overview of the AAS experience to help make it as valuable as possible (as opposed to overwhelming, which it still will be).
Startup	Jan 2020	Attend AAS! Meet team, set times for telecons, set dates for Summer visit, start to outline project.	<ul style="list-style-type: none"> You need to meet people in person so that communicating regularly over email and phone is easier. You’ll be doing a lot of remote work in this project. You need to set up a window for regular communication. Even if you miss a telecon, there will be another one coming up, so it’s not the end of the

			<p>world. Recommend weekly or biweekly schedule.</p> <ul style="list-style-type: none"> You need to block out dates now for the Summer visit so that schedules don't fill up.
Startup	mid Jan 2020	Worksheet/feedback	<ul style="list-style-type: none"> Please turn in your worksheet/feedback forms!
Spring	Feb-Mar 2020	Write proposals	<ul style="list-style-type: none"> Recommend proposals be teacher-led, not scientist-led, though scientist should be heavily involved. Teams should work on starting to provide background information and a framework on which the project can be hung.
Spring	mid Mar 2020	Proposals due	<ul style="list-style-type: none"> Make sure you solicit and respond to all comments from your scientist before you turn it in. Make sure you have all the sections as spelled out in the instructions, including an Abstract.
Spring	Mar-Apr 2020	Proposal review and feedback	<ul style="list-style-type: none"> Review committee consists of educators (alumni) and scientists. Comments will be provided to the teams, and the teams will have an opportunity to revise the proposal in response to the comments.
Spring	mid April 2020	Revised proposals due	<ul style="list-style-type: none"> Any proposal revisions due back by now.
Spring	April-June 2020	Background work	<ul style="list-style-type: none"> You should continue to work, but with less of a NITARP-driven deadline and more chaos at school, it is expected that you will slack off a bit. We suggest a "journal club" where several relevant background or current research articles are selected and teachers present them on telecons (weekly or bi-weekly) as general preparation work. Lots of stuff on the wiki. Add more as you can! Journal/background work should continue as time and schedules permit until the Summer visit.
Summer	June-August 2020	Summer visits	<ul style="list-style-type: none"> IPAC visits usually occur between June and August, but some have been as late as September. Not all teams come at once; they come whenever

			<p>everyone's schedules mesh.</p> <ul style="list-style-type: none"> • The trip is usually 4 working days long, with travel days at both ends. • Travel for the government can be complex (as it was for the AAS), especially if you do not travel a lot, much less for work, and now you have students along. Please read (and follow!) all the instructions that are sent to you. • You do not HAVE to bring students. If you can't find any who are sufficiently interested, or they have to do other things, or your district kills the idea, or you feel like you learn better on your own, THIS IS FINE. We are here to teach you, and you teach your students, wherever they may be. • If we offered in your offer letter to pay for students, we expect that we will be able pay for UP TO TWO students to come. If you want to bring more, you have to find the money. We strongly discourage more than four, as the logistics quickly become very complicated. • Students who come should be prepared, e.g., not be learning about the program on the plane. A good way to start teaching your students is to use the material that your scientist used to teach you, augmented or modified to suit your environment. Ask your mentor teacher for advice! • Everyone who comes should fill out the correct forms (medical, media releases) as found on the NITARP site. • 0.5 day of the trip is spent in a JPL tour. The rest is at the SSC at Caltech. • Suggest that people with early visits budget time (a few days) to review contents (substance) of visit in late Summer before students come back to school. (We
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			<p>have noticed a “brain drain” among people with earliest visits.)</p> <ul style="list-style-type: none"> • Don’t forget to send in your feedback forms!
Fall	September-October 2020	Continue analysis	<ul style="list-style-type: none"> • Continue data analysis begun at the visit. (If the visit was in June, this phase starts in July.) • We suggest making a list of tasks to complete with intermediate deadlines.
Fall/ AAS Prep 2	October 2020	AAS abstracts due	<ul style="list-style-type: none"> • Check AAS website for specific deadline. • We suggest one teacher lead the science poster and another lead the outreach. • OK to have more than two posters if the team has evolved this way! • Be sure to consult authorship policies.
Fall	October-November 2020	Continue analysis	<ul style="list-style-type: none"> • Finish up the analysis begun at the visit. • Make sure everyone understands everything, each step. • We suggest continuing list of tasks to complete with intermediate deadlines.
Fall/ AAS Prep 2	October-November 2020	Travel logistics	<ul style="list-style-type: none"> • Travel for the government (as above) can be complex, especially if you do not travel a lot, much less for work, and now you have students along. Please read (and follow!) all the instructions that are sent to you. • Early AAS registration may be before this window; watch your email and consult instructions that will be sent to you.
Fall/ AAS Prep 2	November 2020	Analysis complete	<ul style="list-style-type: none"> • Analysis should be done by Thanksgiving, and you should be starting on your poster drafts over the long weekend.
Fall/ AAS Prep 2	December 2020	Poster work	<ul style="list-style-type: none"> • Get an initial blank poster draft from your scientist or Luisa. • We suggest one teacher lead the science poster and

			<p>another lead the outreach. Responsibility for subsections can be parceled out amongst the rest of the teachers.</p> <ul style="list-style-type: none"> • Involve everyone in the drafting process.
Fall/ AAS Prep 2	mid December 2020	Posters should be done	<ul style="list-style-type: none"> • Turn in your posters to your scientist for printing.
<i>(cushion)</i>	late December 2020	Cushion in case posters are not done	<ul style="list-style-type: none"> • Posters are never done on time, but I am perpetually optimistic.
Winter/ Finish	Early Jan 2020	AAS to present results!	<ul style="list-style-type: none"> • We recommend a get-together the night before/ morning of your poster presentations to review what everyone did, make sure everyone's on the same page (teachers and students). • We recommend making a schedule for who will stand by the posters and when.
Winter/ Finish	mid Jan 2020	Feedback forms due	<ul style="list-style-type: none"> • Send in your feedback forms!
NITARP Ambassador	January -June 2020	Outreach to your environment	<ul style="list-style-type: none"> • Become a NASA/NITARP ambassador. Share what you know with teachers, students, amateurs via talks, workshops, articles, interviews, at the local, state, regional, national level ...? • Let us know about all the cool stuff you did!