APPLICATION FORM INSTRUCTIONS

To apply for the new NASA Bioastronautics and Fundamental Space Biology Postdoctoral Research Program, you must complete the entire application form and submit it with all supporting documents to the USRA’s Division of Space Life Sciences no later than 5:00pm Central Time on Monday, February 2, 2004. The application is a Microsoft Word Form that can be completed electronically; however, you must print your completed application form for submittal. Please be certain that your full name appears on all pages of your supporting documents.

The checklist is intended to aid you in the compilation of your application package. You must sign and date the checklist and include it as a cover page to your application package. You must also sign and date the last page of the application form for it to be valid.

**Personal and Contact Information**
Please complete all requested personal and contact information. This information will be used only to select recipients of BFSB appointments and to allow the BFSB Program Administrator to manage the appointments. It will be kept confidential and will not be used for any other purpose. Please ensure that your e-mail address is accurate on your application form as this is the primary method of contact for award notifications.

**Education and Transcripts**
Please provide complete and accurate information regarding your graduate and undergraduate studies. List all institutions where you have studied, any degrees and diplomas that you have received or expect to receive and the dates that you attended. Submit official transcripts for all of your graduate and undergraduate studies.

**Honors and Awards**
Please describe any Honors and Awards you have received.

**Employment History and Military Service**
Please list your current and previous employment with contact information for your supervisors. If you have served in the military, please include the requested information.

**References**
You should list persons who are acquainted with your academic and professional background and submit a letter of reference from each listed individual. For recent doctoral recipients, the first name listed should be that of your thesis advisor. Letters of reference must have the applicant’s name included in the body of the letter and be submitted with the complete application package.
APPLICATION FORM INSTRUCTIONS

Publications
Include in this section all of your publications and presentations, providing complete citations, including all author(s), full name of journal, volume number, page number(s), and year of publication. If you require more space than what is provided on the application form, you may attach one additional page to the application.

Other Achievements
This area is provided for you to describe any achievements that do not fall into the more specific categories provided on the application. This may include grants, fellowships, etc.

Previous and Current Research
The Previous and Current Research section should reflect the last three years of your professional or academic career including your doctoral thesis. Provide brief descriptions of all investigations; stating where, when and with whom they were carried out. The fields on the application form will expand to a maximum of 256 characters per field. If you require additional space to fully explain the scope of an investigation, you may submit one additional page with your application.

Research Proposal
Your Research Proposal should be developed in response to a specific research opportunity posted on this site and must be limited to 3,000 words or less. Your research proposal must be an original body of work that addresses a specific research area of your choice and complements one of the posted research opportunities. It should not be simply an extension or continuation of existing projects. You are strongly encouraged to contact the NASA Mentor listed on the Research Opportunity for guidance during development of your research proposal. Contact information for each mentor is posted with the research opportunity abstract.

Additional Information
If you have any questions that are not addressed in these instructions, please feel free to contact our offices by e-mail, phone or fax.

E-Mail: hoffpauir@dsls.usra.edu
Phone: 281-244-2011
Fax: 281-244-2006