NASA Office of Education
Guidelines for Weekly Activity Report (WAR) Submissions
(EHB-3004)

1. Submissions to the WAR tool should be short and self-explanatory. They should consist of short paragraphs describing the key points of a major program or project activity. Reports are shared with many people who may not be familiar with NASA Education. Acronyms should be spelled out the first time used.

2. Each submission should answer the following questions:
   a. Who is participating in, conducting, and/or funding the activity?
   b. What is the activity?
   c. Where is it being held?
   d. When will it be held?
   e. Why is this activity important to education at NASA?
   f. How is this activity being conducted? (may not apply in all cases)

3. WAR submissions should provide meaningful information that clearly demonstrates how programs and projects are being implemented to meet the goals of the Agency.

4. Although submissions may be grouped according to project, each submission should identify the relevant project in the submission as individual submissions may be selected for reporting up through the Agency.

5. Identify specific Mission Directorates and Centers in submission rather than generically referring to NASA.

6. Web sites provided with the submission should be active and accessible to all users. Web sites requiring password access should not be included.

7. Below is a sample submission:

   Twenty-two (22) students from 14 high schools {who—participants} are engaged in engineering design challenges {what} from July 8 through August 10, 2010 {when} through the Michael P. Anderson Summer Camp at Alabama A&M University {where}. The project is offered by Alabama A&M School of Engineering {who—conducting} and is funded by NASA Space Operations Mission Directorate {who—funding}. The goal of the project is to inspire underserved students to attend college and pursue majors in engineering and science {why}. The 2-week camp includes robotics, aerodynamics, bridge building, land surveying, and electronics {what}.