

Illuminate your best applicants ✓

Eliminate your busywork ✓

Focus on your programs ✓

LuxApply helps you receive and review applications, and match applicants to internships, scholarships, fellowships, or residency positions.



#### Custom Online Applications

Focus on finding the best applicants for your internships, fellowships, and residency programs.



#### Automatic Collection of Reference Letters and Other Documents

Eliminate the busywork of tracking paper applications, recommendation letters, reviewer feedback, spreadsheets etc.



#### Custom Review Forms and Methodologies

Illuminate your best applicants with the review or matching process that suites your program.



#### Matching Algorithms

Match applicants to positions within opportunities based on rankings and a LuxApply algorithm.



#### Help Desk Support

Receive support from U.S.-based people with decades of experience in education programs.



#### Awards

Make data-driven award decisions. Send notification directly from LuxApply and/or export awardee list.

## Application and Review Solutions designed for:

- Government Agencies
- Non-Profit Organizations
- Educational Institutions
- Professional Associations

LuxApply has supported over 20 thousand applications and 10 thousand reviews across 74 programs in the last 10 years.



## Client Testimonials

“Exceptional – This contractor has exceptionally talented staff. Projects are on-time and within budget. Problems, even complex ones, are handled efficiently and effectively.”

—NSF Official Performance Review

“In this year’s NASA Academy application process, I had no problems whatsoever. As a reviewer, volunteering my time, I greatly appreciate the LuxApply software which enables my time to be spent efficiently, focusing only on reviewing application content. I hope we continue using this software to support the review in future years.”

—Bethany L. Ehlmann, Ph.D. (Rhodes Scholar)

“The system worked flawlessly with no hiccup whatsoever ... In all, it was a real joy experience in working with the [LuxApply Team] whose personnel demonstrated in-depth knowledge and expertise of what they do best. They are very highly professional group worthy of doing business with.”

—NASA Project Director

## Select Clients:



# Custom Online Applications

**NASA GSFC OHE COMBINED INTERN APPLICATION**

Welcome to the Office of Higher Education Online Application. Here you can apply to several of our internships with a single application. Before beginning, please read the instructions (updated Oct. 10, 2007). Then, login or create a new user account.

**DEADLINE**  
Deadline: January 15, 2008 at 5:00 p.m. EST.

You may review and modify your application until deadline, after which the system will be disabled. Incomplete applications may not be considered.

**TEST DRIVE**  
Just looking around? Feel free to take the application for a test drive before you create your account.

**PROGRAMS**  
You may use this application to apply for the following programs. Minimum Level is the level you will enter Fall 2008.

Program	Min. Level	Max. Level	Location(s)
Academy	Undergraduate - Junior	Graduate - Second Year	ARC, GRC, GSFC, MSFC
APL	Undergraduate - Junior	Graduate - Second Year	APL
IVV	Undergraduate - Junior	Graduate - Second Year	IVV
Robotics	Undergraduate - Freshman	Graduate - Second Year	GSFC, MSFC
SAWDRIP	Undergraduate - Junior	Graduate - Second Year	GSFC
SiECA	Undergraduate - Junior	Graduate - Second Year	GSFC
SiP	Undergraduate - Sophomore	Graduate - Second Year	GSFC

A complete list of all of our programs, including those not using this application, can be found at <http://university.gsfc.nasa.gov/programs/>.

**Center for Substance Abuse Prevention Fellowship Program**

Welcome to the CSAP Prevention Fellowship Program and Internship Program portal – your entry into a stimulating work and learning environment where you can advance your knowledge and skills in substance abuse prevention.

**Become a Fellow**  
Fifteen Fellows will be selected for the 2009 - 2010 Prevention Fellowship Program, which begins September 2009, for a 2-year assignment at a State or community agency. Fellows work closely with mentors on assigned projects and receive online and onsite training throughout the 2-year program.

**Be an Intern**  
The new 2009-2010 Internship Program is composed of three 10-week sessions (Fall, Winter, and Spring) and one 48-week session.

- Eight interns will be selected for each 10-week session.
- Thirty interns will be selected for the 48-week session.

**Just looking?**  
Feel free to preview the application and instructions to get a feel for the process before you create your account. [Preview](#)

**New Users**  
Please [create an account](#) and login to begin.

**Login**  
Email:   
Password:   
[Login](#)

## LuxApply Framework

LuxApply can be customized to any client's specific needs based on the service plan selected. We have a flexible framework and series of process modules that we deploy according to your needs. We use the following words and definitions in our framework:

**Position:** One internship, scholarship, fellowship or residency position. One individual can occupy one position within an opportunity or program.

**Opportunity:** An internship, scholarship, fellowship or residency opportunity, which may have multiple positions. An opportunity has one description covering all positions in the opportunity.

**Program:** An internship, scholarship, fellowship or residency program, which may have multiple opportunities, each with one or multiple positions. A program has one description covering all opportunities within the program.

**Screening:** Applications or applicants can be excluded for failure to meet specific criteria.

**Reviewing:** Reviews involve individuals providing scores and/or comments based on their judgements.

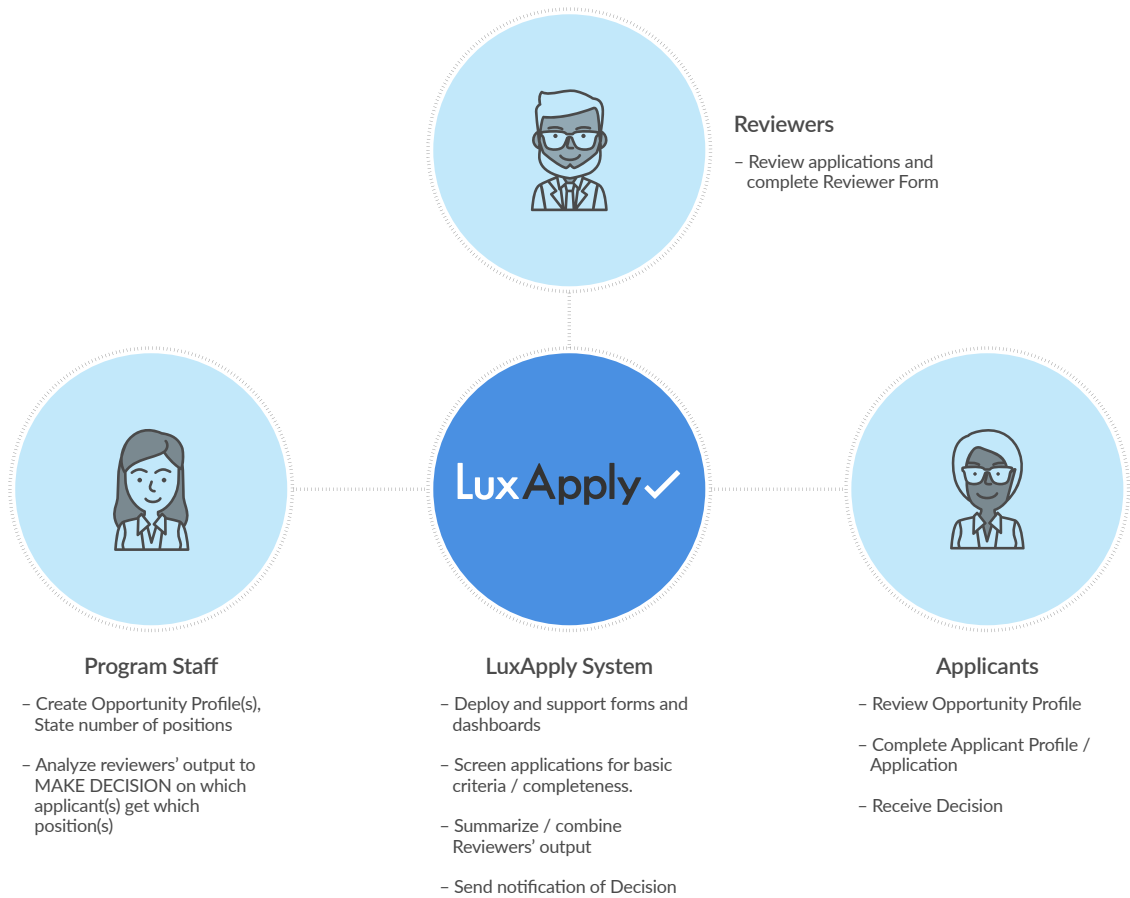
**Matching:** Matching involves a computer algorithm, the LuxApply Algorithm, to sort between the rank order list of the applicant and the opportunity staff. There is judgment involved in creating the rank order list, but the assignment of applicants to positions is not based on reviewer comments and/or scores.

The relationship between program, opportunity, and position in the LuxApply framework is illustrated below. For some clients, opportunity and program are the same thing. For other clients, position and opportunity are the same thing. All of these scenarios can be accommodated within this flexible framework.



LuxApply has two basic modular processes which can be deployed in any combination: A Review Process and a Match Process. We can deploy a hybrid approach with reviews and/or matches at different phases. For simplification, the Review Process and Match Process are illustrated separately below.

## Sample Review Process:



## Sample Matching Process:

