National Council of Space Grant Directors 2004 Fall Meeting

Program Coordinator Meeting

October 23, 2004

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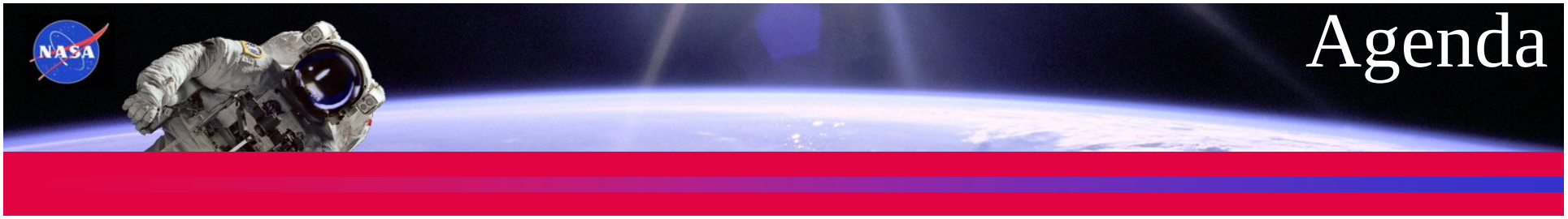
Office of Education

National Space Grant College and Fellowship Program



Agenda

- Steps in the Procurement Process – how a proposal becomes a grant…
- FY05 Budget Call – the mechanics of how its going to work this year.
- Workforce Development Proposals – how to make your proposal more competitive
- Space Grant Website – updates and guidance
- Longitudinal Tracking – something new!

Government Bureaucracy at its best!

Steps in the Procurement Process

How a proposal becomes a grant…

- Proposal/Report Review
  - ✓ HQ SG staff (Diane, Magui & Katie) review your progress report and assess progress toward stated goals.
  - ✓ Proposed activities and programs are also reviewed and approved.
- Budget Review
  - ✓ HQ staff review your budget submission for completeness, allowability of costs and minimum match requirement.
  - ✓ Additional information and/or resubmission of budget paperwork is requested from consortia, if needed.

Steps in the Procurement Process

How a proposal becomes a grant… (cont.)

- Resource Analyst
  - ✓ HQ Resource Analyst verifies amount awarded and transfers money to GSFC. Only then can HQ SG staff send the award package to the Grants Office.
  - ✓ GSFC Resource Analyst verifies money has been transferred from HQ, enters the award in *The Log*, and sends the package to the Procurement Office.
  - ✓ HQ SG staff verify entries in *The Log* on a weekly basis to ensure accuracy.
- Contracting Officer
  - ✓ The package is assigned to a Contracting Officer to write the award document, including any special conditions.
  - ✓ A copy of the award is mailed to the PI & COTR (Diane).

Steps in the Procurement Process

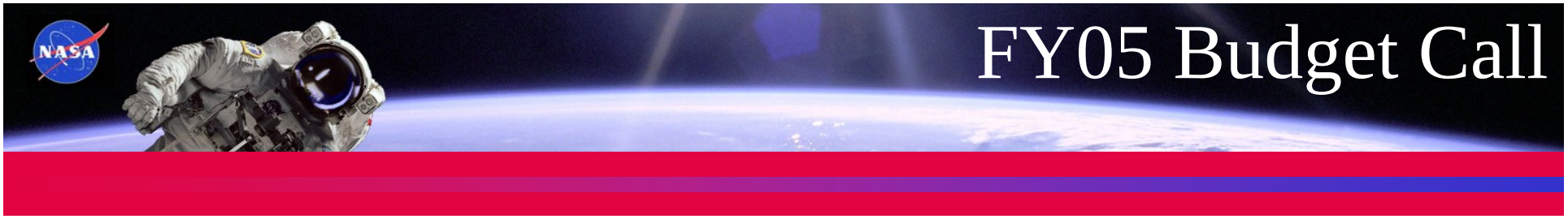
What happens if you change your mind?

- Changes to the proposed budget of less than 10% of the total NASA dollars can be made without prior approval.
- There are exceptions:
  - ✓ No money can be transferred out of fellowships/scholarships without prior approval.
  - ✓ No reductions to the total minimum match requirement are allowed without prior approval. This requires an administrative change and a new supplement to be issued.
  - ✓ No equipment purchases are allowed with NASA dollars.
  - ✓ International travel is limited to $500 per year and each trip requires prior approval.

Steps in the Procurement Process

How do I get prior approval?

- Send a request via fax or email, through your Sponsored Programs Office, to Diane (cc: Magui). We will forward the approved request to the Grants Officer.
- If you send your request directly to the Grants Officer it will only take longer – they forward it to Diane for her approval and then she has to forward it back to them.



FY05 Budget Call

How is it different this year?

- No progress report needed!
  - ✓ You will submit a final report to your current grant 90 days after it expires – don't need to worry about it until next Spring (CMIS).
- You will submit a 5-year budget – even if your consortium is on probation.
  - ✓ A detailed budget narrative is only needed for Year 1.
- You will submit your consortium's strategic plan with your proposal
  - ✓ If your consortium does not have one in place, you will be expected to develop one and submit it with your renewal next year.

How is it different this year? (cont.)

- No-cost extensions have been approved for up to three months on your current grant, to run concurrently with your new award.
  - ✓ Requests need to be made before your grant expires.
  - ✓ Requests are accepted via email to Magui from your Sponsored Programs Office, not the Director.
- You will be allowed to de-obligate any unused funds from your current award and re-obligate them to your new award.
  - ✓ Need proper justification – money must be committed to programs, even if it has not been obligated.
  - ✓ Detailed instructions to follow.

Workforce Development Proposals

How to make them more competitive

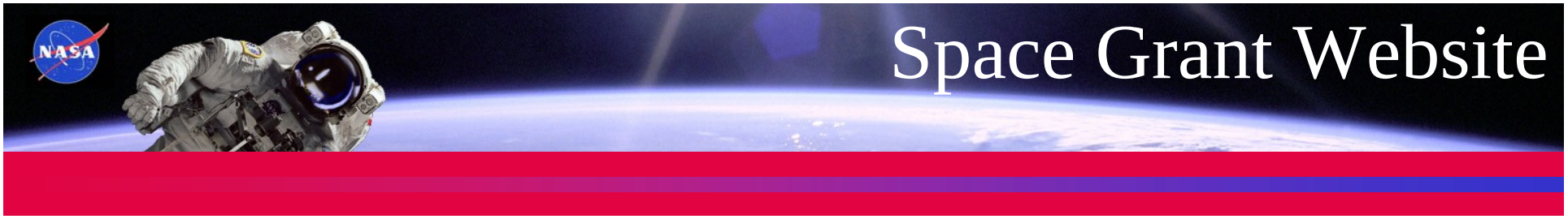
- Be able to identify individual project budgets to facilitate partial funding decisions.
- No match is required.
- Separate electronic submission for each type of proposal: Single Consortium, Multi-Consortium and ISS Engineering Outreach
- Articulate a coherent strategy for the mix of projects

Migration to the Portal

- By CIO directive, all NASA websites have to be migrated to the Portal by the end of the year.
  - ✓Center pages are to be migrated by Nov. 30. All remaining HQ pages to follow.
  - ✓Space Grant is in queue to be the first Higher Education program to be migrated.

Section 508 Compliance

- By Federal law, all NASA websites have to be compliant with Section 508 of the Rehabilitation Act (29 U.S.C. 794d).
  - ✓Not all consortia pages are compliant, including National program website – noted during Website Review (15th Year Evaluation).
  - ✓Once migrated to the portal, we will not be able to maintain a link to consortia sites that are not compliant.



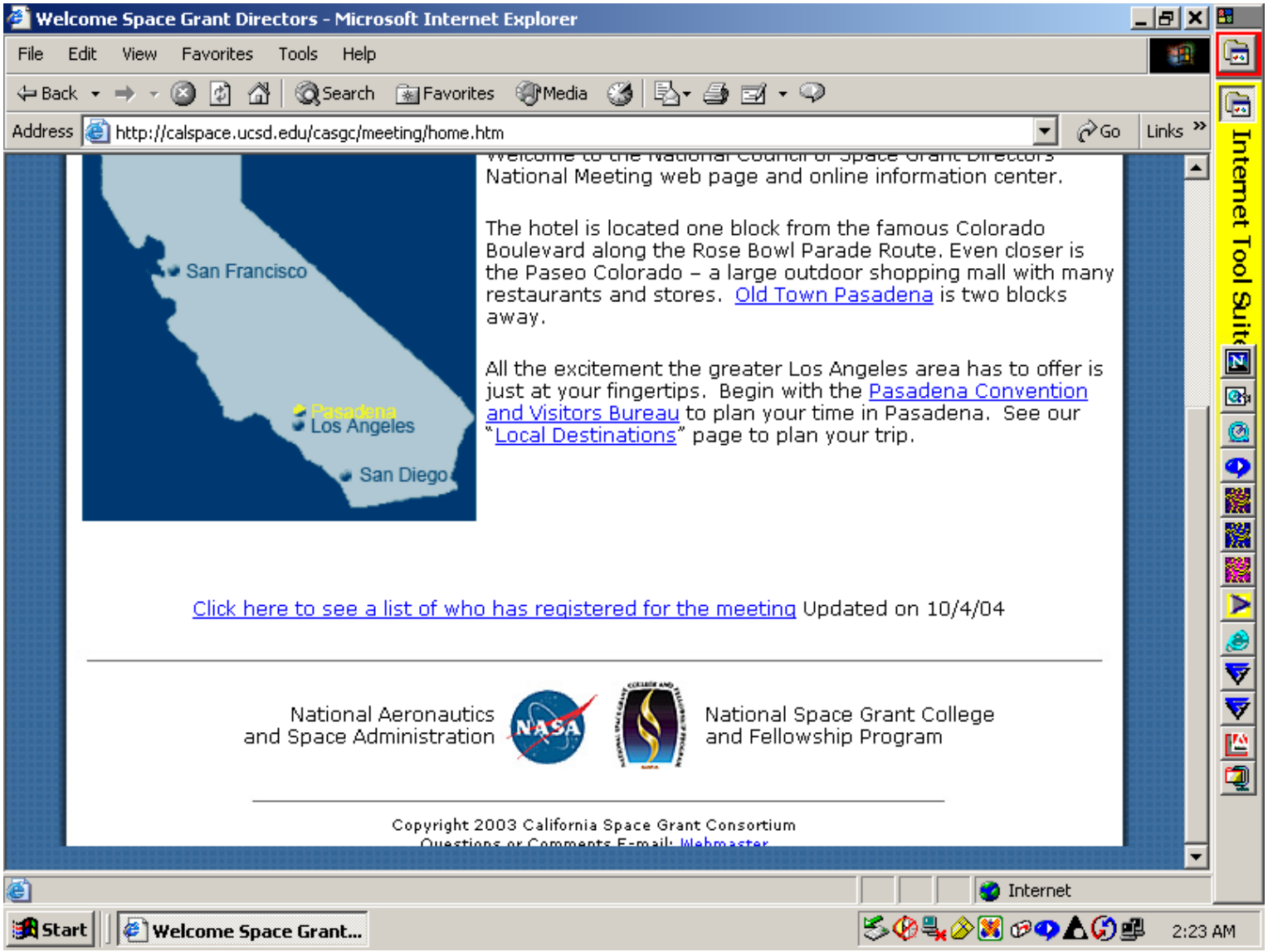
Space Grant Website

Appropriate use of the “meatball”

- As NASA-sponsored programs, consortia websites are expected to display the NASA insignia or “meatball”.
  - ✓ Random checks of consortia sites revealed some have made inappropriate use of the NASA insignia, others don’t display it at all.
- It is important to display it appropriately.
  - ✓ No alterations or embedding are allowed.
  - ✓ Placement should be at the bottom of the landing page, including the following statement:

    “The State Space Grant Consortium is funded through a NASA Training Grant”

Space Grant Website



Longitudinal Tracking

How do we keep track of our students to find out where they end up?

- Through the 15th Year Evaluation process, it was revealed that not all consortia really know what happens to their students once they leave their programs.
- Some consortia have exemplary longitudinal tracking models that could be replicated throughout the National Network.