



Space Grant Program  
2004 National Council of Space Grant  
Directors

*Program Coordinator Meeting*  
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National Space Grant  
College and Fellowship  
Program





- **Allocating Carryover Funds in CMIS**
  - Carryover funds in the current CMIS project and management data entry screens are the result of a positive previous year balance.
  - Total amount of carryover funding cannot be increased or decreased.
  - Carryover funds should not be moved out of Fellowship/Scholarship and Workforce projects.
  - Carryover funds in Management and on regular Space Grant projects may be moved to other projects if the Lead Institution has control of the funds and the funds have not been obligated.



## **Carryover Funds on Workforce Development Projects or Other Proposal Generated Projects**

- Carryover funds **MUST** remain with the project from which they originated. They cannot be moved to another WFD project or SG project without prior approval.
- Carryover funds must not be moved back into the Space Grant Funding field.



# Workforce Development

- **Reporting Workforce Development Projects**
  - Funded projects must align with winning proposal in description and funding amount.
  - Projects must have Workforce Development in the project title in 2002 and 2003 CMIS.
  - Projects must be reported under correct institution and in the appropriate area of CMIS.
  - If multiple projects are funded, each must be reported separately in CMIS.
  - If base and WFD funds are used for the same project, enter them separately in CMIS.
  - In 2004, proposal supplying funding must be selected from drop list on project data entry screen.



- **Suggested Technique for Managing Proposal Projects prior to CMIS Data Entry**
  - Create a Spreadsheet at time of proposal submission listing project titles, proposed funding amounts, PI, Institution, and project description, and name of proposal.
  - When award is announced, edit spreadsheet to align with award.
  - Enter information on spreadsheet into CMIS when CMIS application is open for the reporting period.
  - Assign award funding in appropriate funding source field, i.e., Space Grant or Other Federal. Make sure funding aligns with award and that all funding for award is entered, even if not yet spent.



# Checking Data

- **Checking Data Using Existing Forms**
  - Specialized Report: Income Funding Matrix
    - The “Totals” cell is the sum of NASA SG Funds Issued and Space Grant Augmentation.
    - This total is the sum of all data entry in Space Grant funding for all projects and Management. All funds must to allocated in the year in which they were given.
    - “Carryover from Previous Year” are funds that can be seen on the prior years Income Funding Matrix in the “\*\*Difference or Carryover to Next Year” row. The total must be the same.
    - The current carryover value in Fellowships must also align with the prior year’s “\*\*Difference or Carryover... value.



# 2002 Income Funding Matrix

## National Space Grant College And Fellowship Program Income Funding Matrix Report Report Year: 2002 ALL CONSORTIA

Source	Direct (MGT)	Indirect (MGT)	Fellowships	Research Infrastruct.	Higher Education	Precolleqs	General Public	External Relations	Totals	Tot. NASA SG Funds Issued*	Space Grant Augmentation
NASA Space Grant	\$ 4,384,584	\$ 1,264,605	\$ 6,389,673	\$ 3,339,554	\$ 3,906,532	\$ 2,083,421	\$ 681,249	\$ 548,815	\$ 22,567,633	\$ 18,742,812	\$ 3,684,770
Carry Over from Previous Year	\$ 395,261	\$ 76,270	\$ 682,550	\$ 850,879	\$ 336,998	\$ 144,385	\$ 16,457	\$ 26,631	\$ 2,762,431	-----	-----
Other Federal	\$ 2,503	\$ 102,553	\$ 402,394	\$ 7,955,180	\$ 6,474,740	\$ 1,557,646	\$ 1,073,963	\$ 1,224,630	\$ 18,743,896	-----	-----
Lead Institution	\$ 1,968,774	\$ 2,558,518	\$ 817,075	\$ 1,562,597	\$ 1,622,728	\$ 614,759	\$ 227,365	\$ 164,334	\$ 9,536,140	-----	-----
Academic Affiliates	\$ 1,495,111	\$ 412,519	\$ 1,443,981	\$ 4,135,126	\$ 2,969,495	\$ 1,808,771	\$ 232,902	\$ 210,650	\$ 12,726,537	-----	-----
State Government	\$ 37,472	\$ 0	\$ 265,426	\$ 1,059,312	\$ 466,930	\$ 627,021	\$ 635,925	\$ 767,826	\$ 3,881,912	-----	-----
Other	\$ 120,388	\$ 1,093	\$ 65,677	\$ 84,161	\$ 517,059	\$ 330,505	\$ 142,773	\$ 17,462	\$ 1,279,216	-----	-----
Industry	\$ 119,370	\$ 51,827	\$ 49,299	\$ 1,550,869	\$ 969,151	\$ 944,717	\$ 248,366	\$ 342,459	\$ 4,274,046	-----	-----
Nonprofit	\$ 4,149	\$ 4,095	\$ 62,501	\$ 104,587	\$ 169,563	\$ 556,930	\$ 471,515	\$ 15,903	\$ 1,386,623	-----	-----
Participants	\$ 2,000	\$ 0	\$ 0	\$ 11,080	\$ 261,456	\$ 676,946	\$ 95,271	\$ 63,060	\$ 1,109,813	-----	-----
<b>Total Income</b>	<b>\$ 8,512,512</b>	<b>\$ 4,471,760</b>	<b>\$ 10,381,966</b>	<b>\$ 20,623,347</b>	<b>\$ 17,711,672</b>	<b>\$ 9,346,161</b>	<b>\$ 3,624,065</b>	<b>\$ 3,381,770</b>	<b>\$ 78,252,263</b>	-----	-----
<b>Total Expenses</b>	<b>\$ 7,936,432</b>	<b>\$ 4,389,807</b>	<b>\$ 8,478,495</b>	<b>\$ 18,719,720</b>	<b>\$ 16,717,173</b>	<b>\$ 9,014,905</b>	<b>\$ 3,701,660</b>	<b>\$ 3,297,726</b>	<b>\$ 71,256,313</b>	-----	-----
**Difference or Carry Over to Next Year	\$ 576,080	\$ 81,953	\$ 1,903,469	\$ 1,903,627	\$ 1,994,499	\$ 330,256	\$ 123,005	\$ 84,042	\$ 8,996,949	-----	-----

\*Total NASA SG Funds should equal Total NASA SG Funds Issued Plus Space Grant Augmentation.

\*\*There should be no negative values in this row.

Last Updated 15-Oct-2004



# 2003 Income Funding Matrix

## National Space Grant College And Fellowship Program Income Funding Matrix Report Report Year: 2003 ALL CONSORTIA

Source	Direct (MGT)	Indirect (MGT)	Fellowships	Research Infrastruct.	Higher Education	Precollege	General Public	External Relations	Totals	Tot. NASA SG Funds Issued*	Space Grant Augmentation
NASA Space Grant	\$ 4,364,752	\$ 1,119,001	\$ 6,245,437	\$ 3,097,129	\$ 4,015,981	\$ 1,811,863	\$ 694,698	\$ 452,131	\$ 21,748,192	\$ 18,754,062	\$ 3,750,237
Carry Over from Previous Year	\$ 389,122	\$ 68,116	\$ 1,649,503	\$ 1,340,758	\$ 1,870,486	\$ 293,496	\$ 128,747	\$ 81,581	\$ 8,021,857	-----	-----
Other Federal	\$ 7,336	\$ 10,483	\$ 518,568	\$ 4,726,010	\$ 4,911,544	\$ 1,818,822	\$ 1,170,992	\$ 168,147	\$ 13,333,852	-----	-----
Lead Institution	\$ 2,082,192	\$ 2,522,131	\$ 904,603	\$ 1,355,331	\$ 1,474,184	\$ 850,652	\$ 394,063	\$ 319,337	\$ 9,932,472	-----	-----
Academic Affiliate	\$ 1,507,045	\$ 817,634	\$ 1,395,979	\$ 2,627,818	\$ 2,693,664	\$ 764,776	\$ 278,291	\$ 164,467	\$ 10,350,912	-----	-----
State Government	\$ 11,218	\$ 0	\$ 232,500	\$ 1,041,348	\$ 654,350	\$ 837,737	\$ 695,677	\$ 471,801	\$ 4,047,627	-----	-----
Other	\$ 9,776	\$ 0	\$ 76,907	\$ 288,383	\$ 133,764	\$ 216,334	\$ 278,263	\$ 12,000	\$ 1,012,037	-----	-----
Industry	\$ 135,563	\$ 53,333	\$ 107,727	\$ 758,932	\$ 599,119	\$ 674,291	\$ 272,509	\$ 275,156	\$ 2,874,680	-----	-----
Nonprofit	\$ 27,417	\$ 6,800	\$ 8,969	\$ 348,174	\$ 118,560	\$ 768,658	\$ 593,062	\$ 27,889	\$ 1,897,339	-----	-----
Participants	\$ 23,012	\$ 0	\$ 0	\$ 73,349	\$ 278,575	\$ 684,503	\$ 338,685	\$ 58,130	\$ 1,458,454	-----	-----
<b>Total Income</b>	<b>\$ 8,567,431</b>	<b>\$ 4,507,678</b>	<b>\$ 11,334,773</b>	<b>\$ 15,653,238</b>	<b>\$ 16,650,267</b>	<b>\$ 8,750,032</b>	<b>\$ 5,039,366</b>	<b>\$ 1,980,689</b>	<b>\$ 72,573,462</b>	-----	-----
<b>Total Expenses</b>	<b>\$ 8,266,363</b>	<b>\$ 4,550,896</b>	<b>\$ 9,406,764</b>	<b>\$ 14,193,453</b>	<b>\$ 14,556,198</b>	<b>\$ 8,369,300</b>	<b>\$ 4,695,139</b>	<b>\$ 1,603,533</b>	<b>\$ 65,844,748</b>	-----	-----
<b>**Difference or Carry Over to Next Year</b>	<b>\$ 291,068</b>	<b>\$ 46,682</b>	<b>\$ 1,928,009</b>	<b>\$ 1,459,773</b>	<b>\$ 2,094,069</b>	<b>\$ 380,732</b>	<b>\$ 141,227</b>	<b>\$ 377,156</b>	<b>\$ 8,728,718</b>	-----	-----

\*Total NASA SG Funds should equal Total NASA SG Funds Issued Plus Space Grant Augmentation.

\*\*There should be no negative values in this row.

Last Updated 15-Oct-2004





# Checking Data

- Specialized Report: Income/Expense by Project Matrix  
By Project Type and Affiliate
  - Report displays all projects by Affiliate in each program area.
  - Report displays all projects and Management Funding Sources and Expenses (Cost of Project).
  - The “Bal/Diff.” cell is the difference between Tot. Income and Expenses. No negative balances are allowed.
  - This “Bal/Diff.” cell appears as “Carry Over Prev. Year” amount in next years report.







# CMIS Changes

## Changes in CMIS for FY04

- Budget will allow entry of augmentation funds
- All project data entry screens will have a drop list for Augmentation Categories
  - WFD—Single State
  - WFD—Multi-State
  - WFD—ISS
  - Congressional Augmentation
  - FIRST
  - Earth Grant
  - Other
- Same drop list will appear on Specialized Reports Filter Screen
  - Reports can then be run showing projects for one Augmentation Category



# CMIS Reports

- **Timely CMIS Reports are essential**
  - Reports cannot be run on most current data until all data are entered, checked and appropriate edits made.
  - CMIS cannot be opened for next reporting period until ALL data from ALL consortia are entered and edited.
  - The only CMIS applications that are always available are Contacts and Affiliates.
  - Contacts data should always be correct—make edits and add new contacts when there is a change.
  - Timely response to email requests for data edits is essential.



# Listserve

- **NASA HQ Listserve Lists**
  - Lists are maintained by Susan Stewart
  - Send email to [sstewart@nasaprs.com](mailto:sstewart@nasaprs.com) to request additions, deletions or email changes.
  - NASA security prohibits use of listserve for all not entered on listserve account. Senders email address must match the email address on the listserve account in order to use the listserve address to send email.



# CMIS UserID and Password

- **CMIS UserID and Passwords**
  - Notify me when a CMIS User changes at [sstewart@nasaprs.com](mailto:sstewart@nasaprs.com).
  - UserID is the first part of your email address (portion before the @ sign).
  - Everyone receives the same type of password initially (welc0meUserID). Note: 0 is a zero.
  - Password **MUST** be changed to ensure consortium data integrity.