



*National Council of Space Grant  
Directors' Meeting  
Presentation to Coordinators*

*New York City, NY  
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National Space Grant  
College and Fellowship  
Program





## List of Discussion Topics

- 2005 CMIS Data Reporting and Status
- Changes to 2006 CMIS Screens and Reports
- Due Dates for 2006 CMIS Report
- Participant Numbers
- Data Entry Guidelines
- Improving CMIS report by using Specialized Reports



## **2005 CMIS Reporting and Status**

- CMIS 2005 Data Entry still open.
- Budget screens will be open second week in November for '07 budget data entry in '06 CMIS.
- 2007 Budgets in CMIS 2006 need to be completed as soon as the proposal and budget is submitted to NASA HQ for 2007 funding.
- Two years of data entry screens will be open-no more waiting for all to finish before next year's application can open.
- 2005 Participant numbers are much more reasonable with the separation of Direct and Indirect Participants.



## **Changes in 2006 CMIS**

- Changes are planned for 2006 CMIS to facilitate reporting requirements at NASA HQ.
- New data entry fields will be added to 2006 application while application is open for data entry.
- Notification of changes will be sent via sg-cmis and sg-dir listserve as they occur.



## **Due Dates for 2006 CMIS Report**

- Due date for CMIS Report is one year and one month after the start date for your Grant year.
- Due dates range from 4/1 to 10/1.
- It is very important that you meet your CMIS due date.
  - To enable the CMIS application for the next reporting year to be opened in a timely manner.
  - To aggregate programmatic outcomes for reporting to NASA HQ.



## **Participant Numbers**

- Participant numbers should be accurate and reasonable-“More is not necessarily better.”
- Projects with funding in a prior year, but no participants because program was not completed, will have participant numbers in the following year. It is possible that there will be no funding sources in this next year. Put a memo in the field directly following the funding stating that participants were entered but funding was entered in the prior year.





## **Data Entry Guidelines**

- Projects that result from a winning proposal from a source outside NASA Education should count as funding only that portion of the grant by year directly attributable to the Space Grant project. This also applies to “Team Proposals”.
- Enter as projects those that result from a won proposal that:
  - Expand an existing Space Grant project.
  - Benefit your state and all the funds stay in the state.



## Data Entry Guidelines 2

- Proposals won that are for National implementation should not be entered as CMIS projects. Examples are NSIP and NASA's Undergraduate Student Research Program (USRP). This type of "won proposal" should be entered in the Proposal section of CMIS.
- *Encumbered Funds, Director's Discretionary Funds, Staff or Slush Funds* are not to be entered as projects. These funds should be entered for a specific project or in management.





## **Data Entry Guidelines 3**

- For EPSCoR or other Federal Agency funded projects, enter only the SG funding and participants supported by this SG funding.
- Do not enter EPSCoR funds in CMIS.
- If your consortium is participating in a multi-consortia project, count only your consortium's contribution and participants.



## **Project Description-Validation**

- Project descriptions should clearly and succinctly describe the project.
- Review text for spelling errors.
- Review text if text was pasted into CMIS for unwanted characters.
- Remember, text in the Project Description field is used in background materials for NASA management and also in reports.



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## **Specialized Report–Project Description**

**2005 Higher Education Program  
Project Description  
XXXX Space Grant Consortium**

**University of XXXX**

### **Project: Workforce Development - Higher Education**

This Program was designed to develop and run student satellite initiative programs. Currently we have four programs under this umbrella (see Fellowships) 1) Student Workforce Fellowship; 2) Student Rocket competition (new this year); 3) Student High-Altitude Balloon Launch Team; and 4) Student High-Altitude Balloon Payload. Criteria and descriptive text for each of these programs is included in their specific categories. This part of the program includes task force design and implementation of this award, workshops to promote the program to smaller schools who may not have the faculty/staff to mentor students in place, supplies and expenses, travel expenses, and other miscellaneous expenses.

## Income Funding Matrix-Validation

- Columns to the right of Totals in the Source row indicate the various sources of SG Funding for the reporting period. Totals of these cells **MUST** equal the Totals cell (NASA Space Grant Funding Total).
- The Total of Carry Over from Previous Year **MUST** equal the prior year **\*\*Difference or carry over to Next Year total.**
- There can be no negative numbers in the **\*\*Difference or carry over to Next Year total.**
- Values in NASA Space Grant row should agree with Budget (+ or – 10%).



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# Specialized Report-Income Funding Matrix

National Space Grant College And Fellowship Program  
 Income Funding Matrix Report  
 Report Year: 2005  
 Space Grant Consortium

Source	Direct (MGT)	Indirect (MGT)	Fellowships	Research Infrastruct.	Higher Education	Precollege	General Public	External Relations	Totals	SG Base Funding	SG Base Augmentation	Workforce Development
NASA Space Grant	\$52,244	\$7,644	\$61,800	\$28,000	\$15,500	\$3,000	\$2,000	\$3,000	\$173,188	\$173,188	\$161,812	\$0
Carry Over from Previous Year	\$0	\$0	\$34,750	\$0	\$0	\$5,000	\$0	\$0	\$39,750	-----	-----	-----
Other Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-----	-----	-----
Lead Institution	\$69,656	\$31,332	\$0	\$0	\$0	\$0	\$0	\$0	\$100,988	-----	-----	-----
Academic Affiliate	\$81,152	\$30,109	\$0	\$0	\$0	\$0	\$0	\$0	\$111,261	-----	-----	-----
State Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-----	-----	-----
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-----	-----	-----
Industry	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-----	-----	-----
Nonprofit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000	-----	-----	-----
Participants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-----	-----	-----
<b>Total Income</b>	\$203,052	\$69,085	\$96,550	\$28,000	\$15,500	\$8,000	\$2,000	\$4,000	\$426,187	-----	-----	-----
<b>Total Expenses</b>	\$203,052	\$69,085	\$0	\$0	\$0	\$0	\$0	\$0	\$272,137	-----	-----	-----
<b>**Difference or Carry Over to Next Year</b>	\$0	\$0	\$96,550	\$28,000	\$15,500	\$8,000	\$2,000	\$4,000	\$154,050	-----	-----	-----

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

Last Updated 10-Oct-2006

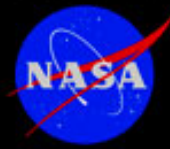




## **Income/Exp by Proj. Matrix/Proj. Type & Affiliate-Valid.**

- Confirm no negative numbers in Bal./Diff. Column.
- Confirm funding income and expense for each project is correct.
- Confirm all projects for the reporting year have been entered.
- Confirm projects are entered under the correct Affiliate and in the correct Program area.





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**Spec. Rpt.-Income/Exp by Proj. Matrix/Proj. Type & Affil.**

Income/Expense by Project Matrix By Project Type and Affiliate  
 2005  
 XXXXX Space Grant Consortium  
 University of XXXXXXX  
 External Relations

Project: XXXX Symposium May												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$4,000	\$5000	-\$1,000

Project: Community College Scholarship												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$6,000

Project: Graduate Fellowship												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000

Project: Industrial Fellowship												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$4,800	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,300	\$0	\$16,300

Project: NASA Summer Academy												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Project: Undergraduate Fellowship												
NASA SG	Carry Over Prev. Year	Other Federal	Lead Inst.	Affiliates	State Gov.	Industry	Non-Profit	Participants	Other	Tot.Income	Expenses	Bal./Diff.
\$36,000	\$23,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,250	\$0	\$59,250



## **Applicant/Awardee Listing Expanded-Validation**

- Look for duplicate names.
- Verify that Level for student has been entered.
- Verify if student is an awardee that “Awardee” and Award Amount are entered.
- Verify that a correct award date appears.
- Verify that University Attending has been entered and is correct.
- Verify that Race and Gender have been entered.
- Verify that applicant/awardee appears under correct award vehicle.



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# Specialized Report-Applicant/Awardees Listing Expanded

## 2005 CMIS Applicants/Awardees Listing All Consortia Types

XX Space Grant Consortium							
University of XX							
XX Graduate Fellowships							
ID: 20387	Benjamin A. Breech	Graduate	Awardee \$26,018	Award Date: 01-Sep-2005	University of XXXXXX	Caucasian	Male
ID: 20387	Benjamin A. Breech	Graduate	Awardee \$26,018	Award Date: 01-Sep-2005	University of XXXXXX	Caucasian	Male
ID: 362-94-0191	Mary D Lemcke		Applicant \$4,625	Award Date: 01-Sep-2004			
ID: 52974	Thomas L. Madura	Graduate	Applicant \$0		University of XXXXXX	Caucasian	Male
ID: 52983	Andrew P. Schmalz	Graduate	Awardee \$26,018		University of XXXXXX	Caucasian	Male
ID: 52293	John D. Shaw	Graduate	Applicant \$0		University of XXXXX	Caucasian	Male
ID: 26339	Erich C. Weigert	Graduate	Awardee \$26,018	Award Date: 01-Sep-2005	University of XXXXX	Caucasian	Male



## **National Summary Stat. Rpt. Pt. 2-Validation**

- Confirm that the numbers of winning proposals and number of publications are correct in each Program area. Proposals will not count as “won” if the proposal data entry form is incomplete.
- Confirm that the Total Dollars to Graduate and to Undergraduate students are correct.
- Confirm the numbers of Direct and Indirect Participants are correct.
- Confirm the total number of awardees. An awardee must have the following information: Awardee Box checked, an award amount, an award date and not indicated as “Declined”.



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## Specialized Report-Nat. Summary Stat. Rpt. Pt. 2

### PART II. SUMMARY OF SPECIFIC PROGRAM AREAS

#### Fellowship/ Scholarship:

3 Programs

Total NASA:	\$106,442	Total Match:	\$152,700	Total Publications:	0
Total Carryover:	\$51,250	Other Federal Match:	\$0		
Total Applicants:	49			Average Award:	\$5,747
Total Awardees:	49				
Applicant/Awardee Ratio:	1			Average Undergraduate Award:	\$5,841
Undergraduate:	46 -- 93.9 %			Average Graduate Award:	\$4,306
Graduate:	3 -- 6.1 %				
Undergraduate/Graduate Ratio:	15.3				
Male:	33 -- 67.3 %				
Female:	16 -- 32.7 %				
Female/Male Ratio:	0.5				

Percentage of Awardees to Underrepresented Groups: 14.3 %

#### Awardee Demographic Breakdown:

	Male	Female	Unreported	Subtotal	Persons with Disabilities
African American:	2	3	0	5	0
Hispanic :	0	0	0	0	0
Native American :	0	1	0	1	0
Pacific Islander :	0	1	0	1	0
Total Underrepresented:	2	5	0	7	0
Caucasian :	31	11	0	42	0
Asian :	0	0	0	0	0
All Other Recipients :	0	0	0	0	0
Unreported:	0	0	0	0	0
Total Accepted Awards:	33	16	0	49	0

#### Research Infrastructure:

34 Programs

81 Direct Participants

0 Indirect Participants

Provides development and maintenance of research such as research collaborations, release time, and research grants.

NASA:	\$141,431	Total Match:	\$187,919
Carryover:	\$0	Other Federal Match:	\$0
Total Dollars to Graduate Students:			\$9,558
Total Dollars to Undergraduate Students:			\$55,602
Total Publications			14

#### Proposals From All Institutions:

Total Proposals Submitted and Funded: 2

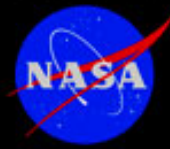
Total Dollars Won via Proposals: \$148,211



## **Response Rate-Validation**

- Each program area has its own Response Rate report.
- All fields in a program report are listed
- Numbers of responses and % are indicated. Anything less than 100% means that there are missing responses in one or more data entry screens.
- Data entry should be 100% in all fields.





# Specialized Report-Response Rate

## Higher Education Response Rate Report

Reporting Year: 2005

XXXXX Space Grant Consortium

Total Number of Programs: 2

	#Response	Response Rate	#Nonresponse	Field Type
Name of Project	2	100 %	0	Text
Contact Person	2	100 %	0	Text
Contacts Telephone	2	100 %	0	Text
Contact Address	2	100 %	0	Text
Name of Sponsor(s)	0	0 %	2	Memo
Project Status	2	100 %	0	Listbox
Project End Date	0	0 %	2	Date
Project Description	2	100 %	0	Memo
Evaluation Mechanisms in Place	2	100 %	0	Checkbox
Evaluation Mechanisms Method	2	100 %	0	Memo
Primary Discipline	2	100 %	0	Text
Secondary Discipline	0	0 %	2	Text
<b>Actual Cost of Project</b>	<b>2</b>	<b>100 %</b>	<b>0</b>	Number
Funding Sources	2	100 %	0	Number
Reason No Project Costs/Funding Sources	0	0 %	2	Memo
Collaborative Efforts	2	100 %	0	Checkbox
Total Dispersed to Undergr. Students	0	0 %	2	Number
Total Dispersed to Undergr. Students	0	0 %	2	Number
<b>Direct Participants</b>	<b>1</b>	<b>50 %</b>	<b>1</b>	Number
Indirect Participants	0	0 %	2	Number
Recruitment & Retention Strategies	2	100 %	0	Memo
Student Activities	2	100 %	0	Checkbox
Faculty Development Activities	2	100 %	0	Checkbox
Curriculum & Instructional Development	2	100 %	0	Checkbox
Institutional Development Activities	1	50 %	1	Checkbox
Any Plans for Dissemination?	2	100 %	0	Checkbox
Did Project Target Underrep or Disabled?	0	0 %	2	Checkbox
Groups Targeted	0	0 %	2	Checkbox
Respect to Underrepres. Groups	2	100 %	0	Listbox



## **Cost Vs. HE Funding No Reason Given-Validation**

- If one or more project names appear on this report, there are no memos in the field directly following the Sources of Income and Cost of project.
- If project should continue and there is no source of income or cost for a project, a memo explaining why project was inactive must be entered.
- If the project is never to run again, it should be deleted.



# Specialized Report-Cost Vs. HE Funding No Reason Given

## Cost Vs. Higher Education Funding No Reason For No Funding & Expenses Given 2005

Space Grant Consortium			
XXXX			
Project	Total Funding	Total Cost	Difference
Sys. Integ.	\$0	\$0	\$0
XXXX University			
Project	Total Funding	Total Cost	Difference
Synthesis of Particles	\$0	\$0	\$0
XXXX, The State University of			
Project	Total Funding	Total Cost	Difference
Internship	\$0	\$0	\$0
XXXX, The State University of			
Project	Total Funding	Total Cost	Difference
Novel Optical Diagnostics	\$0	\$0	\$0



## **Minimum Matching Funds-Validation**

- Confirm that NASA Funding Received is the total amount of the NASA Space Grant funding per your Grant paperwork. If incorrect, confirm that the SG funding assigned in CMIS is correct (see Income Funding Matrix report).
- Confirm Fellowship NASA Funding non match value is correct per your Grant type and submitted proposal.
- Fellowship NASA Funding is the amount consortium has assigned to Fellowship/Scholarship projects. This amount should at minimum be equal to Fellowship NASA Funding non match.



## **Minimum Matching Funds-Validation 2**

- If there is a negative funding difference, assignment of SG F/S funding is too low.
- A positive funding difference indicates that the excess F/S funding will be subject to the match requirement.
- The Actual Match value should equal or exceed the value in the Minimum Match column.





# Specialized Report-SG Minimum Matching Funds

## SPACE GRANT MINIMUM MATCHING FUNDS MINIMUM MET REPORT

Reporting Year 2005

STATE ID	NASA FUNDING RECEIVED	FELLOWSHIP NASA FUNDING-MAXIMUM NON-MATCH	FELLOWSHIP NASA FUNDING ASSIGNED	NASA SG FUNDING DIFFERENCE*	MINIMUM MATCH	ACTUAL MATCH**
X	\$335,000	\$85,000	\$106,400	\$21,442	\$250,000	\$410,965

*\*If difference is a negative number, there is insufficient Space Grant funding for Fellowship projects.*

*\*\*If value is less than Minimum Match value,- required match was not met.*





## **Director's Research Infra. Evaluation-Validation**

- Verify that your Space Grant Director has completed this report.
- No information is carried forward from prior reporting period. New text and the check boxes must be entered and selected to reflect your Research Infrastructure program.



# Specialized Rpt.-Director's Research Infra. Evaluation

## CMIS Director's Research Infra. Evaluation Form CONSORTIUM: XXXX Space Grant Consortium 2005

*This form summarizes and encompasses all research infrastructure building activities. Assess changes in climate for research at consortium institutions. Indicators of climate for research include more space, equipment, in-house funding, release time, better sponsored programs office, better computer services, more rewards for research in promotion and research stressed more in recruitment.*

**Please check off any significant changes in the research climate of the consortium institutions funded:**

- More Space
- More Equipment
- More In-house funding
- More Release Time
- Better sponsored program services
- Better Computer
- More Rewards for research in promotion
- Research Stressed more in Recruitment

**Please add comments about the research infrastructure activities and results. How successful are they? What seems to work best? What did not work well? What changes will you make next year?**



## **Director's Fellowship Evaluation-Validation**

- Verify that your Space Grant Director has completed this report.
- Only questions 1 & 2 transfer to current reporting year. These should be reviewed and needed edits made.
- Questions 3-7 do not carry information forward from prior reporting period. These will need to be entered to reflect your Fellowship/Scholarship program.



# Specialized Report-Director's Fellowship Evaluation

## CMIS Director's Fellowships Evaluation Form XXXX Space Grant Consortium 2005

**1. Please state your criteria for a successful fellowship program and how your consortium worked to meet this criteria:**Our fellowship program tries to reach as diverse a population as possible. We try to balance awards to the University of XXXX, one of the state's largest research institutions, with that of the other consortium members. In addition we look for diverse types of research areas. We also strive to provide wide spread advertisement of the program throughout the consortium. The inclusion of the XXXX College of Technology in our consortia has helped us extend the opportunity to junior college students also. **2. What are the overall objectives of the consortium fellowship programs?**Our consortium goals were identified several years ago as the following 1 - To create synergistic collaborations between private, academic and governmental sectors on technical problems of mutual interest. 2 - To develop a research agenda which will result in a center of excellence in one or several fields. 3 - To establish more opportunities for information exchange between students and faculty within the XXXX Space Grant Consortium, between other Consortia, and with personnel at NASA centers. 4 - To be supportive of the objectives of Workforce needs which addresses the human resource opportunities and barriers of various target audiences. 5 - To target specific decision-makers to inform them of the XXXX Space Grant Consortium's role in the XXXX education community. **3. How well are they being met?****4. Please state the successful outcomes and any disappointments:****5. What components of the fellowship programs could be improved?****6. In what way(s) does the consortium encourage a sense of social responsibility in conjunction with a [monetary] Space Grant award?****7. How well is this (above question) working?**



## Budget-Validation

- Confirm that the NASA SG Funding auto fill is correct. If incorrect, notify Diane or me immediately.
- Confirm that totals in all columns agree with one another in the three areas of the Budget form.
- Budget in CMIS should accurately reflect the hard copy Budget submitted with your proposal.
- Space Grant funding assignments in the Summary of Proposed Expenditures by Program section of the Budget should be reflected in the Income Funding Matrix report after data entry for the grant year has been completed (+or- 10%).





# Specialized Report-Budget

## CMIS Budget Form - 2005

Consortium: XXXXXX Space Grant Consortium

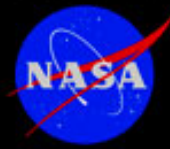
NASA Space Grant Base Budget:	\$208,844
NASA Space Grant Augmentation:	\$126,156
Other Federal Funds:	\$

### Non-Federal Matching Funds

	Cash	Other	Total (No Entry)
Lead Institution:	\$	\$95,481	\$95,481
Academic Affiliates:	\$	\$133,846	\$133,846
State/Local Gov't:	\$91,156	\$	\$91,156
Industry:	\$	\$	\$0
Nonprofit Org's:	\$	\$	\$0
Other(describe below):	\$	\$	\$0
<b>Total Nonfederal:</b>	<b>\$91,156</b>	<b>\$229,327</b>	<b>\$320,483</b>
<b>Total Budgeted:</b>			<b>\$655,483</b>

Explanation of Carry-Over Funds:





# Specialized Report-Budget Page 2

## Proposed Expenditures

	NASA S.G	Other Federal	Non-Federal	Total (No Entry)
Direct Labor:	\$27,864	\$0	\$58,915	\$86,779
Estimated Travel:	\$6,000	\$0	\$0	\$6,000
Supplies/Services:	\$980	\$0	\$0	\$980
Describe Supplies/Services Below:				
	NASA S.G	Other Federal	Non-Federal	Total (No Entry)
Other Direct Costs:	\$187,806	\$0	\$91,156	\$278,962
Indirect Costs:	\$0	\$0	\$36,566	\$36,566
Fellowships:	\$112,350	\$0	\$133,846	\$246,196
<b>Total Estimated Costs:</b>	<b>\$335,000</b>	<b>\$0</b>	<b>\$320,483</b>	<b>\$655,483</b>



# Specialized Report-Budget Page 3

## Summary of Proposed Expenditures by Program

	NASA S.G	Other Federal	Non-Federal	Total (No Entry)
Research Infrastructure:	\$147,306	\$0	\$91,156	\$238,462
Higher Education:	\$0	\$0	\$0	\$0
K-12:	\$40,500	\$0	\$0	\$40,500
General Public:	\$0	\$0	\$0	\$0
External Relations:	\$0	\$0	\$0	\$0
Consortium Admin. Costs:	\$34,844	\$0	\$58,915	\$93,759
Indirect Costs:	\$0	\$0	\$36,566	\$36,566
<b>Fellowships</b>	<b>\$112,350</b>	<b>\$0</b>	<b>\$133,846</b>	<b>\$246,196</b>
	<b>NASA S.G</b>	<b>Other Federal</b>	<b>Non-Federal</b>	<b>Total (No Entry)</b>
<b>TOTAL: (No Entry)</b>	<b>\$335,000</b>	<b>\$0</b>	<b>\$320,483</b>	<b>\$655,483</b>

Optional Notes: