National Council of Space Grant Directors 2004 Fall Meeting

Program Coordinator Meeting

October 23, 2004

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Steps in the Procurement Process – how a proposal becomes a grant…

FY05 Budget Call – the mechanics of how it’s 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.
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).
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.
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.
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.
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.
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”
Welcome to the National Council of Space Grant Directors' National Meeting web page and online information center.

The hotel is located one block from the famous Colorado Boulevard along the Rose Bowl Parade Route. Even closer is the Paseo Colorado – a large outdoor shopping mall with many restaurants and stores. Old Town Pasadena is two blocks away.

All the excitement the greater Los Angeles area has to offer is just at your fingertips. Begin with the Pasadena Convention and Visitors Bureau to plan your time in Pasadena. See our "Local Destinations" page to plan your trip.

Click here to see a list of who has registered for the meeting Updated on 10/4/04

National Aeronautics and Space Administration

National Space Grant College and Fellowship Program

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Questions or Comments Email: Webmaster
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.