



## Institutional Representative Responsibilities

The Consortium exists to promote aerospace-related STEM education and to incentivize participation in the state's aerospace workforce. To achieve these objectives, affiliate membership in the WSGC requires that each member institution appoint an Institutional Representative to serve as a member of the WSGC Advisory Council. Institutional Representatives are responsible for the following:

- Distributing all WSGC scholarship and grant opportunities to students, faculty and staff at your institution and encouraging promising students to apply to our many student programs.
- Distributing all NASA opportunities to students, faculty and staff at your institution and encouraging promising students to apply.
- Providing input from your institution and contributing to the overall quality and growth of the WSGC through participation at WSGC Advisory Council meetings and through emails soliciting information and help. Meetings are generally held three times a year, with one being held during the time of the annual Wisconsin Space Grant Consortium. The expense of attending the meetings and conference are considered part of your institution's match to the WSGC.
- Providing specific information to WSGC that is being solicited by NASA. (Note: The WSGC is considered NASA's presence in Wisconsin by NASA.)
- Providing match information by filling out a form twice a year, one showing proposed match and one showing actual match. Match is made up of travel, S&E, minimal membership dues, and time spent by the Institutional Representative performing his or her duties in this capacity.
- Acting as the link between your institution or any of its members with WSGC or any of its members who wish to partner on any STEM field endeavor or grant opportunities.

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