WSGC Grant Management Webinar

January 10, 2023

Presented by Christine Bolz, FNL Program Director
Webinar Overview

What will be covered:

- How to add team members to your Rocket Launch Team (Create NOI)
- How to add a co-advisor to your FNL NOI application
- How to add an authorized user (Grants Officer) to your FNL NOI application
- How to upload documents to the Grant Management page
- What is the Period of Performance for the award
- What method of reimbursement requests are available to teams
- When to invoice WSGC/submit a reimbursement request
- How to fill out a WSGC project/travel expense form
- How to fill out a WSGC invoice template
- How to submit WSGC invoices/reimbursement requests for federal funds and cost-share
How to Add Team Members to Your First Nations Launch Notice of Intent to Compete
Adding Team Members

*This step should be completed at time of application submission or as part of the award acceptance process, or any time there is a change in the Team Member roster.

**STEP 1:** PI logs into their account > Select “Manage Application” > Select “Rocket Launch Team (Create NOI)” application

**STEP 2:** Team Members register/log in to website > Apply for “First Nations Rocket Launch Competition”

Upload media release

*Instructions are listed in award letters and on the WSGC registration page: spacegrant.carthage.edu/about/login/*
How to Add a Co-Advisor to your WSGC Grant Application
Adding a Co-Advisor

*This step should be completed as part of the award acceptance process.

**STEP 1: Co-Advisor** must register with WSGC

**STEP 2: PI** logs into their account > Select “Manage Application” > Select “Rocket Launch Team (Create NOI)” > Select Co-Advisor from dropdown list

**NOTE:** If you do not see your Co-Advisor listed in the dropdown, they have not completed STEP 1 above.

Instructions are listed in award letters and on the WSGC registration page: [spacegrant.carthage.edu/about/login/](http://spacegrant.carthage.edu/about/login/)
How to Add an Authorized User (Grants Officer) to Your “Rocket Launch Team (Create NOI)” Grant Application
Adding an Authorized User (Grants Officer)

*This step should be completed as part of the award acceptance process.

**STEP 1:** Grants Officer must register with WSGC

**STEP 2:** PI logs into their account > Select “Manage Application” > Select “Rocket Launch Team (Create NOI)” > Select Grants Officer from dropdown list

**NOTE:** If you do not see your Grants Officer listed in the dropdown, they have not completed STEP 1 above.

Instructions are listed in award letters and on the WSGC registration page: spacegrant.carthage.edu/about/login/
How to Upload Documents to the Grant Management Page
Uploading Documents to the Grant Management Page

**STEP 1:** 
PI, Co-Advisor logs into their account > Select “Manage Application” > Select “Rocket Launch Team (Create NOI)” > or Team Lead logs into their account > Select “Manage Application” > Select “First Nations Rocket Launch Competition” > Select Field for Document that Needs to be Uploaded to the Grant Management Page

- Media Release and W9 must be current!!!
Uploading Documents to the Grant Management Page

**STEP 2:** Upload PDF, RKT, URL, JPG, XLSX to appropriate field.

**STEP 3:** Upload 2-3 photos of team members in action during the design, build, fly stages.

**NOTE:** Optional File Fields can be used when a specific field is not available (i.e. Invoice, Reach for the Stars Request, etc.)
What is the Period of Performance for the Award
### Period of Performance

**NOTE:** This date is dependent upon the date WSGC receives the award acceptance material.

<table>
<thead>
<tr>
<th>Period of Performance</th>
<th>MOON/MARS</th>
<th>GATEWAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Begin Date</td>
<td>October 28, 2022</td>
<td>January 2, 2023</td>
</tr>
<tr>
<td>Expenditure Begin Date</td>
<td>October 28, 2022</td>
<td>January 2, 2023</td>
</tr>
<tr>
<td>Fully Reimbursable Begin Date</td>
<td>November 14, 2022</td>
<td>January 20, 2023</td>
</tr>
<tr>
<td>Award Acceptance Date</td>
<td>November 14, 2022</td>
<td>January 20, 2023</td>
</tr>
<tr>
<td>Award End Date</td>
<td>May 8, 2023</td>
<td>May 8, 2023</td>
</tr>
<tr>
<td>Closeout Date</td>
<td>May 8, 2023</td>
<td>May 8, 2023</td>
</tr>
</tbody>
</table>

- Final Reimbursements Due
- 2-3 Project Photos featuring team members/1-minute video
- PLAR Report (Moon/Mars)
What Method of Reimbursement Requests are Available to Teams
## Method of Reimbursement Requests

<table>
<thead>
<tr>
<th>METHOD</th>
<th>FORM(S)</th>
<th>SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>University/College</td>
<td>WSGC Invoice/Cost-Share Reporting Form</td>
<td>AOR</td>
</tr>
<tr>
<td>Student Organization</td>
<td>WSGC Invoice/Cost-Share Reporting Form</td>
<td>AOR</td>
</tr>
<tr>
<td>International Status</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>BIE Funded</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Individual</td>
<td>Project/Travel Expense Form</td>
<td>Advisor, Team Lead, Individual</td>
</tr>
</tbody>
</table>

*Forms can be found on the FNL Tools and Tips page: [spacegrant.carthage.edu/first-nations-launch/tools-and-tips/](spacegrant.carthage.edu/first-nations-launch/tools-and-tips/)*
When to Invoice WSGC
WSGC Invoicing

<table>
<thead>
<tr>
<th>Partial Reimbursement Invoice</th>
<th>Final Reimbursement Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2023</td>
<td>May 8, 2023</td>
</tr>
</tbody>
</table>

*First Nations Launch does not follow the fiscal year for WSGC invoicing*
How to Fill Out a WSGC Travel/Project Expense Form
WSGC Travel Guidelines

1. Procedures for Implementation
2. Qualifications Necessary to Determine an Allowable Expense
3. Authorization to Travel
4. Authorization for Travel Expenses
5. Mode of Transportation
   - Air Travel, Travel by Train or Bus, Taxis and Airport Shuttles, Use of Privately-Owned Vehicles, Rental Car
6. Alcoholic Beverages
7. Meals & Incidental Expenses
8. Hotel & Motel Expenses
9. Other Allowable Expenses
10. Outside Contract Personnel expenses
11. International Travel

https://spacegrant.carthage.edu/live/files/5231-travel-guidelines
WSGC Travel Expense Template

1. Date of Purchase
2. Total Purchase
3. List Participants
4. Itemized Receipt
5. Tip Maximum 20%

Misplaced your blank WSGC travel expense form? Find it on the website under Tools & Tips!
https://spacegrant.carthage.edu/first-nations-launch/tools-and-tips/
WSGC Travel Expense Template

1. Google Map
   • To and From Location
   • Mileage - $0.655/mile
   • Include Purpose
   • .5 mile Round Down/.6 mile Round UP

2. Over 100 mi Round Trip – Rental Car

3. Hotel Limitation – Block via FNL

4. Flight Limitation – Economy, No Seat Upgrade, etc.

Misplaced your blank WSGC travel expense form? Find it on the website under Tools & Tips!
https://spacegrant.carthage.edu/first-nations-launch/tools-and-tips/
## WSGC Project Expense Template

1. Receipt #
2. Date of Purchase
3. Vendor/Store
4. Description
5. Amount

### PROJECT EXPENSE FORM

To receive reimbursement, this form must be submitted by each team member who made a purchase.

**NOTE:** The team leader cannot be reimbursed for purchases made by team members and then distribute the money.

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Vendor/Store</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/21/22</td>
<td>Lowe's</td>
<td>Batteries, lighter, tape, glue, screws</td>
<td>$42.98</td>
</tr>
<tr>
<td>2</td>
<td>03/31/22</td>
<td>L&amp;M Fleet Supply</td>
<td>Washers, glue, quick links</td>
<td>$34.60</td>
</tr>
<tr>
<td>3</td>
<td>03/04/22</td>
<td>Adafruit</td>
<td>Servo motor, charger, gyroscope</td>
<td>$109.25</td>
</tr>
</tbody>
</table>

### Misplaced your blank WSGC invoice template? Find it on the website under **Tools & Tips**!

[spacegrant.carthage.edu/first-nations-launch/tools-and-tips/](http://spacegrant.carthage.edu/first-nations-launch/tools-and-tips/)
WSGC Project Expense Template

6. Total

7. Initial and Date Receipt

8. Sign, Phone #, Date

9. Team Lead Signature

10. Advisor Signature

Misplaced your blank WSGC invoice template? Find it on the website under Tools & Tips!

spacegrant.carthage.edu/first-nations-launch/tools-and-tips/
How to Fill Out a WSGC Invoice Template
WSGC Invoice Template - Proposed Budget

1. Proposed Budget Tab
2. Organization – University/College
3. Period of Performance – Award Begin Date to Award End Date
   See Award Letter
4. Enter Proposed Budget under the WSGC Federal Funded Activity Column
   - This information will automatically populate on the Invoice Template tab
   - Total will automatically sum WSGC Federal Funded Activity and Cost-Share Columns
5. Cost-Share is not required

Misplaced your blank WSGC invoice template? Find it on the website under Tools & Tips!
spacegrant.carthage.edu/first-nations-launch/tools-and-tips/
WSGC Invoice Template

1. Select Invoice Template Tab
2. WSGC Award # - FNL23_0-0
3. Period of Performance – Award Begin Date to Award End Date
   See Award Letter
4. Organization – University/College
5. Organization Invoice # - If no invoice number then enter N/A
6. Partial Reimbursement select Q3 and Partial
7. Final Reimbursement select Q4 and Final
8. WSGC Funds Awarded - $4,000
   Note: If advisor stipend is paid through the university/college, include the stipend amount ($500 – on campus duties/$500 travel to launch activities)
9. Cost-Share Funds Committed - $0

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| Reporting | Q1 (Jul-Sep) | Q2 (Oct-Dec) | Q3 (Jan-Mar) | Q4 (Apr-Jun) | Q5 | Q6 | Invoice #1 | Invoice #2 | Invoice #3 | Invoice #4 | Invoice #5 | Invoice #6 | Final Invoice |
|-----------|--------------|--------------|--------------|--------------|----|----|------------|------------|------------|------------|------------|------------|-------------|-------------|
| Organization |             |              |              |              |    |    |            |            |            |            |            |            |             |             |

| Organization Invoice/Reference # |              |              |              |              |    |    |            |            |            |            |            |            |             |             |

**WSGC Invoice/Cost-Share Reporting**

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>Approved Budget</th>
<th>INVOICE #1</th>
<th>INVOICE #2</th>
<th>INVOICE #3</th>
<th>FINAL INVOICE</th>
<th>Cumulative Total</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSGC Federal Funds Awarded</td>
<td>Cost-Share Funds Committed</td>
<td>WSGC Funded</td>
<td>Cost-Share Funded</td>
<td>WSGC Funded</td>
<td>Cost-Share Funded</td>
<td>WSGC Funded</td>
<td>Cost-Share Funded</td>
</tr>
<tr>
<td>WSGC/First Nations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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Misplaced your blank WSGC invoice template? Find it on the website under Tools & Tips! [spacegrant.carthage.edu/first-nations-launch/tools-and-tips/]
How to Submit WSGC Invoices/Reimbursement Request for Federal
WSGC Invoicing/Reimbursement Requests

● Invoice/Reimbursement Request packets must be emailed to Megan Goller (mgoller@carthage.edu) as ONE PDF (per award) with subject line FNL23_Invoice/Reimbursement Request.
  ○ PDF portfolios will not be accepted, please use Adobe’s “Combine” tool
  ○ Institutions should submit one partial and one final invoice/cost-share report
    ■ If $0 is spent for the reimbursement period, an invoice must still be submitted
  ○ Note: Cost-share reporting is not required

● Invoice/Reimbursement Request packets should include:
  ○ WSGC invoice with federal funds for the reimbursement period and cumulative expenditures
  ○ Institutional invoice (if applicable)
  ○ Supporting documentation for federal funds (receipts, etc.)
WSGC Invoicing

- **WSGC cannot** process invoices that:
  - are incomplete or missing signatures
  - include expenses outside of the approved budget and period of performance
  - are missing supporting documentation
  - that include expenses for student team members/co-advisors who have not completed the application process

  ■ **As a reminder, the application process includes:**
  1. Registering on the WSGC website
  2. Completing the appropriate application (Rocket Launch Team (Create NOI), First Nations Rocket Launch)
  3. **PI** upload award acceptance, signed media release form, individual W9 and institutional W9 if submitting invoices through the university/college/student group
  4. **Co-advisor** upload signed media release form, individual W9
  5. **Team lead** upload signed media release form
  6. **Team members** upload signed media release form
Additional Notes
Additional Notes

- Check signature date on W9, Media Release and Reimbursement Forms. The date must be after the period of performance begin date.
- Check your award letter for your closeout date and the documents required for closeout.
  - Common award closeout documents include:
    - Post-Launch Assessment Report
    - 2-3 project/program photos
    - Final reimbursement request
  - Post-Launch Assessment Report, photos and final reimbursement requests must be uploaded to the proper grant management page.
Questions?

Email us at spacegrant@carthage.edu
WSGC Invoicing/Reimbursement Requests

- Invoice/Reimbursement Request packets must be uploaded to the Rocket Launch Team (Create NOI) grant management page (on the WSGC website) as **ONE PDF** (per award) under “Other” File.
  - Other 1 (Partial Reimbursement Request) - March 6 Invoice/Reimbursement Request
  - Other 2 (Final Reimbursement Request) - May 8 Invoice/Reimbursement Request
  - **PDF portfolios will not be accepted, please use Adobe’s “Combine” tool**
  - Institutions should submit one partial and one final invoice/cost-share report
    - If $0 is spent for the reimbursement period, an invoice must still be submitted
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