Wisconsin Space Grant Consortium

2023 Spring Advisory Council Meeting

Grants Assistant Report

April 14, 2023

Office Hours

The WSGC has recently started hosting office hours. The office hour sessions are one hour long, and they provide faculty, students, and PIs with the opportunity to ask questions to the WSGC Program Office via Zoom. Individuals can jump online at any time during the hour.

The WSGC hosted three office hour sessions in mid-February. The Programs that were highlighted were the Undergraduate Scholarship, Undergraduate Research Scholarship, Graduate & Professional Research Fellowship, Dr. Laurel Salton Clark Memorial Graduate & Professional Fellowship, Unmanned Aerial Vehicle Program, and Undergraduate Aerospace Design Program. Associate Directors joined us for one of the office hour sessions to help provide information to students who attended the sessions. Topics included program overviews and the application process, leaving time at the end for students to ask questions. This session was the most successful. Three students and one faculty member attended (one undergraduate student, two graduate students). One of the graduate students from UW-Madison applied for the Graduate & Professional Research Fellowship. With more promotion, the office hours could be an effective way to promote WSGC programs and increase engagement.

In early April, the WSGC hosted a 30-minute informational session for Carthage College undergraduate students who are interested in participating in the Second Stage Space Sciences program over the summer. Around 15 students attended. Topics included the application process, project expectations, and locating the necessary documents on the WSGC website. The session was successful in providing an overview of the summer program and answering students’ questions.

The WSGC plans to host monthly office hours starting in the fall at a regular time slot. We will announce the timeframe at the Annual Conference. Faculty, students, and PIs may attend to ask questions regarding the application process, managing their award, etc.

Training Materials

The WSGC recently updated its invoice/cost-share reporting template. A document is currently being written, which will provide step-by-step instructions about filling out the spreadsheet, how documents should be uploaded to the WSGC Grant Management portal, and other helpful notes.

Grant Management Overview

An analysis of 100 awards was conducted to generate data about no-cost extensions, budget modifications, and late document requests. The analyzed awards included: 35 Faculty, Outreach, and Industry Programs, 11 Team Programs, and 54 Student Programs. The selected awards were those with closeout dates between May 31, 2022 and June 30, 2023.

No-Cost Extensions:

Out of the 35 Faculty, Outreach, and Industry Program awards, there were 11 no-cost extension requests (31.4%). For 3 of the NCEs, the period of performance remained under one year, and 8 of the NCEs increased the period of performance to more than one year (see Figure 1). Out of the 11 Team Awards, there were no NCEs.

Budget Modifications:

Out of the 35 Faculty, Outreach, and Industry Program awards, there were 10 budget modification requests (28.6%) (see Figure 2).

Late Document Requests:

Out of the 35 Faculty, Outreach, and Industry Program awards, there were 11 awards that required 1 or more follow-ups to request late document submissions, including quarterly invoices, interim documents, and/or closeout documents (31.4%) (see Figure 3).

For the Team Awards, 2 MRL awards and 8 CRL awards required 2 or more reminders about late document submissions. The WSGC Project Support Assistant regularly works on CRL compliance. This involves attending meetings to remind about missing documents, sending email reminders, and continuously checking team files for new submissions.

Out of the 54 Student Awards, there were 32 awards that required 1 or more reminders (59.3%). Of the 32 awards that required follow-ups, 25 awards required 2 or more reminders (see Figure 4).

Risk Assessment:

The graphs below illustrate some of the challenges that our office is experiencing in post-award management/grant compliance. Due to NASA requirements, we have implemented a risk assessment. We will use three areas to determine whether an institution or an awardee are low, medium, or high risk applicants.

**Individuals**

High Risk

* Request NCE, POP increases to more than 1 year
* Two or more reminders for late documents

Medium Risk

* Request NCE, POP remains under 1 year
* One reminder for late documents

Low Risk

* No NCE request
* No additional reminders for late documents

**Institutions**

High Risk

* Finding on audit, plus any Medium Risk items

Medium Risk

* Answer “No” to debarment, lobbying, citizenship, etc.
* Over six months late on closeout materials from previous award

Low Risk

* Fully compliant

Respectfully submitted,

Megan Goller

Wisconsin Space Grant Consortium

Grants Assistant

Figure 1

Figure 2

Figure 3

Figure 4