

Assistant Director Report
August 10, 2023

Office Updates: Beginning in September, the WSGC staff will host monthly office hours the first Tuesday of the month. The consortium will use this hour time slot to answer questions for applicants and awardees, assisting with pre- and post-award management. Affiliate members, faculty, students, applicants, OSP, and awardees may attend any of these meetings.

Due to the volume of reimbursement requests our team receives during the rocket competition season, a new email will be established for reimbursements and invoicing Reimbursements@carthage.edu. We also will be adding a direct email for the First Nations Launch program, fnl@carthage.edu.

After the NASA Site Visit, we have identified procedures that will be updated in the upcoming months. We received positive feedback on our grant management processes. In order to manage post-award compliance, we are exploring SmartSheet capabilities for project management. With this tool, we anticipate automating due date reminders, etc. Forms will be updated to meet the needs of the program.

We are working with the Carthage College IT team to update the application website. We have submitted requests and are waiting for the changes to be implemented.

Funding Programs: We modified the funding cycles to accommodate NASA's spend down expectations and streamline the office workload. There will be a summer and a fall opportunity with three application deadlines. Undergraduate Scholarships and Graduate Fellowships will all be increased \$1000. There will be an HEI opportunity this fall for a one-semester project. This is due to this line item being underspent.

Marketing: We will email Announcement of Opportunities next week and plan to issue posters by September 1. We'll plan to update brochures for the Fall Award Cycle. Remember, we created a slide deck for each institution, highlighting the WSGC programs and data from their respective organization. We provided a magnet to each attendee outlining AO and application deadline dates. We have extra if you would like a few extra for your campus.

Affiliate Updates: Thank you to all who paid their membership dues. We only have two outstanding invoices. Secondly, thank you to everyone who submitted their affiliate member documents. Megan and I are still reviewing the information. As of this afternoon, we only have one affiliate member transitioning, who will be meeting with me to submit their paperwork. Great job!

National Programs: Team members will be attending the following events during 2023: First Nations Launch VIP Tour at KSC, National Space Grant Regional Meeting in Hawaii, American Indian Science and Engineering Society Conference in Washington, and Better Together Conference in California.