



WSGC Grant Management Webinar

April 16, 2021

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Webinar Overview

What will be covered:

- How to add team members to your WSGC grant application
- How to add an authorized user (Grants Officer) to your WSGC grant application
- When to invoice WSGC
- How to fill out a WSGC invoice template
- How to submit WSGC invoices for federal funds and cost-share
- How to submit WSGC invoices for institutions with multiple grants

Notes:

- Please feel free to ask clarifying questions during the presentation
- There will be time for grant-specific questions at the end!



How to Add Team Members to Your WSGC Grant Application



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 the correct application

Team members

Add or remove team members with the following icons:

+ -

Member 1

STEP 2: **Team Members** register/log in to website > Apply for Professional Program Student Participation
Upload bio, headshot, and media release

Instructions are listed in award letters and on the WSGC registration page: spacegrant.carthage.edu/about/login/



How to Add an Authorized User (Grants Officer) to Your WSGC 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 the correct application > 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.

Authorized User

I authorize the individual listed above to submit the required documents associated with this proposal on my behalf. (NOTE: In order to choose an Authorized User, the individual must be registered with WSGC prior to submitting this application.)

Instructions are listed in award letters and on the WSGC registration page: spacegrant.carthage.edu/about/login/



When to Invoice WSGC



WSGC Invoicing

	<u>Quarter Start</u>	<u>Quarter End</u>	<u>WSGC Quarterly Invoice Due Date</u>
Q1:	July 1	September 30	October 31
Q2:	October 1	December 31	January 31
Q3:	January 1	March 31	April 30
Q4:	April 1	June 30	July 31

**All grants follow the fiscal year for WSGC invoicing, regardless of when the grant was established*



How to Fill Out a WSGC Invoice Template



WSGC Invoice Template

WSGC Invoice/Cost-Share Reporting				
NASA Grant # 80NSSC20M0123 WSGC Grant # <input style="width: 80px;" type="text"/> Period of Performance <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/> Organization <input style="width: 200px;" type="text"/> Organization Invoice/Reference # <input style="width: 100px;" type="text"/> Reporting <input type="checkbox"/> Q1 (Jul-Sep) <input type="checkbox"/> Q2 (Oct-Dec) <input type="checkbox"/> Q3 (Jan-Mar) <input type="checkbox"/> Q4 (Apr-Jun) <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
Please refer to the terms and conditions of the Award Agreement for reporting information. A budget modification request must be submitted to the WSGC Office for variations ≥ 10% of the detail budget accepted by WSGC.				
BUDGET ITEM	WSGC Federal Funded Activity	COST-SHARE/MATCH In-Kind Funded Activity	QUARTERLY TOTAL	CUMULATIVE TOTAL
	<i>WSGC Funds Awarded</i> <input style="width: 80px;" type="text"/>	<i>Cost-share Funds Committed</i> <input style="width: 80px;" type="text"/>	<i>Attach 1) an invoice and 2) supporting documentation</i>	<i>Federal and In-Kind Total Expenditures Reported to Date</i>
Salaries and Fringe Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<i>Include name and role for each individual receiving salary and fringe through WSGC and Match funding.</i>				
			\$ 0.00	
			\$ 0.00	
			\$ 0.00	

Misplaced your blank WSGC invoice template? Find it on the website under [Tools & Tips!](https://spacegrant.carthage.edu/researchers/tools-and-tips/)
<https://spacegrant.carthage.edu/researchers/tools-and-tips/>



How to Submit WSGC Invoices for Federal Funds & Cost-Share



WSGC Invoicing

- Invoice packets must be uploaded to the appropriate grant management page (on the WSGC website) as **ONE PDF** (per award)
 - *PDF portfolios will not be accepted, please use Adobe's "Combine" tool*
 - Institutions should submit one invoice/cost-share report per award per quarter
 - If \$0 is spent for the quarter, an invoice must still be submitted
 - Institutions with multiple grants must double-check that they are uploading to the correct PI application
- Invoice packets should include:
 - WSGC invoice with federal and cost-share funds for the quarter and cumulative expenditures
 - Institutional invoice (if applicable)
 - Supporting documentation for both federal and cost-share funds (salary report, receipts, etc.)



WSGC Invoicing

- WSGC **cannot** process invoices that:
 - are incomplete or missing signatures
 - have been uploaded to the incorrect grant management page
 - include expenses outside of the approved budget and period of performance
 - are missing supporting documentation
 - have been submitted via email
 - that include expenses for student researchers/assistants 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 (Professional Program Student Participation, Midwest Rocket Launch, Collegiate Rocket Launch, etc.)
 3. Uploading a one-paragraph bio, headshot, and signed media release form



How to Submit WSGC Invoices for Institutions with Multiple Grants



Submitting Invoices for Multiple Grants

- Follow the same process as outlined in the previous slides
- As a Grants Officer overseeing multiple awards, you should see all the grants listed on your dashboard, under “Manage Applications”
- You may have to scroll down quite a bit on your dashboard to find the correct grant you want to upload an invoice to

IMPORTANT: Institutions with multiple grants must double-check that they are uploading to the correct PI application

- Invoices uploaded to the incorrect grant will not be processed

NOTE: If you do not see a grant on your dashboard, it means you have NOT been added to the grant. This process was outlined on Slide 6 titled “Adding an Authorized User (Grants Officer)”



Additional Notes



Additional Notes

- **All grants from 2019 and 2020 MUST be fully spent and cost-share met by March 31, 2021**
 - Final invoices for FY21 Q3 must be submitted to the appropriate grant management page by **April 30, 2021**

- Check your award letter for your closeout date and the documents required for closeout
 - Common award closeout documents include:
 - Summary report
 - 2-3 project/program photos
 - Office of Education Performance Management Survey
 - Summary report and photos must be uploaded to the proper grant management page



Questions?

Email us at spacegrant@carthage.edu