

PC4A Biweekly Meeting
October 12, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from September 28, 2023, meeting.

Announcements/Updates

1. Year 2 Requests for Additional Funds
 - a. See attached procedure.
 - b. Additional fund requests are **due no later than November 15, 2023**.
2. Invoice Reminders
 - a. The provided Excel Invoice Template must be signed and submitted, along with all documentation in one PDF.
 - b. Alterations to the Excel Invoice Template (with the exception of data input) will cause the template to work incorrectly. Partners are asked not to make any changes to the template.
 - c. When submitting documentation, please combine all pages into one PDF, remove any information that is not pertinent to your invoice, and highlight associated charges. Doing so will allow for a faster approval process.
3. For the first time, all September invoices were submitted by the Oct 10th deadline. **Thank you** to all partners for their commitment to submitting invoices on time, and all are asked to please continue meeting the deadline moving forward. Below is a table showing the percentage of each partner's budget spent in the first month of Y2:

Partner	Y2 Budget Spent
BC3	1.7%
MCCC	3.6%
NCC	2.0%
PHCC	14.7%
WCCC	0.4%

4. PC4A Marketing Documents
 - a. A project related brochure, flyer, banner, and newsletter have been designed for distribution at upcoming events. Partners are encouraged to review the documents and provide feedback.
 - b. If partners are interested in obtaining physical copies of any of the previously mentioned documents, please contact the PM for high-quality files for printing.
5. Reminders for Upcoming Events (all Western PA Partners are asked to send at least one faculty and a group of students to the IUP Cybersecurity Day and are encouraged to do the same for BSides):
 - a. [BSides Flood City Cybersecurity Event](#), Thursday, October 26, 2023
 - i. 101 Community College Way, Johnstown, PA 15904
 - b. [IUP Cybersecurity Day](#), Tuesday, October 31, 2023
 - i. 319 Pratt Drive, Indiana, PA 15705
6. [Start Engineering](#) Publications for MS and HS Students

- a. Engineering Career Guide – digital magazine that includes:
 - i. Fields of engineering, where and what to study, salary info, and much more.
 - b. Bio-technology Career Guide – coming December 2023.
7. Bi-weekly Meeting Schedule Adjustment
- a. The meeting scheduled for October 26, 2023 is being delayed to November 2, 2023. All subsequent meetings will be adjusted by one week, and the meeting calendar will be updated accordingly.
8. Partner Updates

PC4A Additional Funds Request Procedure

The PC4A PI is permitting partners to submit requests for additional Y2 funds. If approved, your institution will be required to sign a revised subaward, and an updated Y2 Invoice Template will be provided.

Please note: The PI and IUP Research Institute may approve all, some, or none of your requests for additional funds. Please follow the instructions below:

Details:

- Requests for additional Y2 funds may not exceed the amount left over from your Y1 budget.
- Funds must be requested and used under the same budget line item approved for Y1, unless the request is to move the amount (in full or in part) to “Participant Support.”
- The submitted request must include a detailed timeline of when the requested funds will be spent. This timeline cannot exceed three months from the date of request approval.

Instructions:

1. Complete an “Additional Funds Request Form” for each purchase/expense.
2. Combine all request forms into one PDF.
 - a. If a quote has been obtained for a requested purchase, please include the quote with the request forms.
3. Email one PDF file to ltaylor@iup.edu.

PC4A Additional Funds Request Form

Please complete this form (one per additional budget line item) to request funds to be added to your Y2 budget.

Budget Category:

Item:

Cost Per Item:

Quantity:

Total Amount Requested for this Purchase:

Estimated Date of Purchase:

Please provide a detailed description of your requested purchase:

Please provide a detailed justification explaining how this purchase aligns with your goals and the project's overall objectives: