

# PC4A Biweekly Meeting

## April 10, 2023 at 3:30pm

### Agenda

#### Previous Meeting Actions

1. Approval of minutes from March 20, 2023 meeting.
2. Update on Action Items:

Action Item	Status
All partners to email contact information to <a href="mailto:ltaylor@iup.edu">ltaylor@iup.edu</a>	Complete
All partners to send August availability for annual conference	Complete

#### Announcements/Updates

1. Progress Reports/Quarterly Templates
  - a. Completed reports are due no later than **5pm on Friday, April 14, 2023 (no exceptions)**.
  - b. Partners are reminded to include as much possible detail in their reports, covering all grant related activities, accomplishments, plans, etc.
2. Invoice Reminders
  - a. All partners must submit invoices by **no later than 5pm on Friday, April 14**.
  - b. Any partner who does submit an invoice for this quarter will need to schedule an additional one-on-one meeting to discuss options for the continuation of their contract in Year 2.
    - i. **See attachment for additional reminders.**
3. Upcoming Annual Conference
  - i. Scheduled for August 8, 2023.
    1. Agenda and additional information will be sent as soon as available.
4. Faculty Professional Development
  - a. WCCC Workshop held April 1, 2023 with four participants.
  - b. PHCC Workshop will be held on Saturday, April 15, 2023.
    - i. All remaining partners need to provide dates for faculty development events **no later than April 12, 2023**.
    - ii. If partners have funds for faculty development in their budget, they should consider offering a gift card or other incentive to increase participation.
5. Certification Survey for Baseline Data Collection
  - a. Dr. Farag secured IUP IRB protocol change approval for the use of the certification baseline survey. Dr. Farag also contacted the OHRO and once approval has been obtained from OHRO, faculty will need to begin distributing the survey to their alumni.
  - b. Partners are encouraged to begin compiling a distribution list for graduates between 2018 and 2022.
6. Baseline Data Analysis
7. Transition to Stand-alone Website
  - a. Partners are asked to provide feedback on migrating the PC4A project website to a stand-alone site outside of the IUP system.
8. Partner Reports/Questions

9. A meeting is scheduled on Wednesday, April 12, between the PI, PM, and a couple of prof. from Stevens who attended the PC4A talk at the DoD STEM Exchange conference last Feb. and wanted to know more about our project. We will report on the outcomes of this planned meeting soon.
10. Please share info about the National Community College Cybersecurity Fellowship Program to anyone who might be interested. See details are the following link, <https://www.ncyte.net/students/student-resources/fellowship-program>

## PC4A Budget/Invoice Reminders

### Invoice Reminders

1. All submitted invoices must be accompanied by an accounting report from the account/cost center that was created specifically for this project.
  - a. All values on the report must match the submitted invoice.
2. Invoice amounts should be rounded to the nearest cent (not dollar).
3. Invoices should be submitted monthly (preferably by the 10<sup>th</sup> of the following month, if possible).

### Budget Modifications (moving funds from one category to another)

1. Funds may not be removed *from* "Participant Support", but can be moved *into* "Participant Support."
2. If requesting less than 10% of your total budget to be moved between categories, email [ltaylor@iup.edu](mailto:ltaylor@iup.edu) with the following information:
  - a. Total amount to be moved.
  - b. Where the funds will be taken from.
  - c. Where the funds will be moved to.
  - d. A brief explanation for the change.
3. If requesting more than 10% of your total budget to be moved between categories, email [ltaylor@iup.edu](mailto:ltaylor@iup.edu) with the following information:
  - a. Total amount to be moved.
  - b. Where the funds will be taken from.
  - c. Where the funds will be moved to.
  - d. A detailed explanation for the change, including:
    - i. Why the funds in the original category will not be spent?
    - ii. How does moving the funds match the proposed activities in your Scope of Work?
4. Budget modifications must be submitted and approved prior to spending any funds following the new budget.

**School Name**

**10% Of Budget** **\$17,535.00**  
**Funds Moved** **\$0.00**  
**Percentage Moved** **0.00%**

LINE ITEM BUDGET	YR1 Budget	Mod Request	New Y1 Budget
<b>Senior Personnel</b>	<b>\$30,000.00</b>		<b>\$30,000.00</b>
Co-PI Salary (5000)	\$10,000.00		\$10,000.00
Co-PI Fringe (5010)	\$5,000.00		\$5,000.00
Key Personnel Salary (5001)	\$10,000.00		\$10,000.00
Key Personnel Fringe (5011)	\$5,000.00		\$5,000.00
<b>Other Personnel</b>	<b>\$7,500.00</b>		<b>\$7,500.00</b>
Tutor Wages (5510)	\$5,000.00		\$5,000.00
Tutor Fringe (5511)	\$2,500.00		\$2,500.00
<b>Travel</b>	<b>\$1,000.00</b>		<b>\$1,000.00</b>
Domestic Travel - date, destination & purpose (5520)	\$1,000.00		\$1,000.00
<b>Participant Support</b>	<b>\$100,000.00</b>		<b>\$100,000.00</b>
Exam Vouchers (5521)	\$50,000.00		\$50,000.00
Scholarships (5531)	\$50,000.00		\$50,000.00
<b>Other Direct Costs</b>	<b>\$30,000.00</b>		<b>\$30,000.00</b>
Program Outreach/Marketing (5650)	\$30,000.00		\$30,000.00
<b>Total Direct</b>	<b>\$168,500.00</b>		<b>\$168,500.00</b>
<i>Indirect *10% MTDC (5800)</i>	<i>\$6,850.00</i>		<i>\$6,850.00</i>
<b>TOTAL BUDGET</b>	<b>\$175,350.00</b>		<b>\$175,350.00</b>

<b>Blank Line Item (copy this row to insert a new item)</b>			\$0.00
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