

PC4A Biweekly Meeting
August 31, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from August 8, 2023 meeting.
2. Update on Action Items:

Item	Status
Resend Baseline Data Template	Complete
Send Doodle Poll for bi-weekly meeting availability	Complete

Announcements/Updates

1. Annual Report
 - a. All partners have been sent a template for the upcoming Annual Report which is due no later than **5:00 PM on Friday, September 5, 2023.**
 - b. Partners are asked to begin working on the report as soon as possible as the Annual Report requires more narrative and analysis of achievements.
2. Project Data Template
 - a. All partners have been sent a new template to be used for tracking project data.
 - b. All categories shown on the template should be tracked beginning in Y2.
 - c. If the requested data is not tracked on an institutional level, partners are asked to determine an alternative method to collecting the information but should first check with the PI before deploying any surveys to ensure compliance with IRB and OHRO protocols.
3. Additional Baseline Data Request
 - a. The Data Analysis Team has requested enrollment data for the years 2019-2022 (some partners have been asked for other data in addition to enrollment data). Partners are asked to submit the requested data as soon as possible so the analysis team can finish their report.
4. Certification and Employment Survey
 - a. The Certification and Employment Survey will close on August 31, 2023. Currently 88 responses have been received.
 - b. All partners have been sent lists of the students who provided their contact information to receive an award/prize (or be entered into a drawing). Please purchase any incentives by the end of Year 1.
5. Year 2 Updates
 - a. The RI is currently working on issuing sub-awards. Some partners have already received their sub-awards and Dr. Tracy Eisenhower will be emailing the remaining subawards documents soon. Partners are asked to prepare their administration for review and acceptance of the subaward.
6. Invoice Reminders
 - a. **The final Year 1 invoice (August 2023) is due no later than September 10, 2023.** Partners are asked to submit their final invoice as soon as possible, as each invoice must be checked for accuracy and appropriate documentation, which can delay submission to the RI for final approval.
7. New Y2 Invoice Template Demo
 - a. All partners will receive a new invoice template for use in Year 2. Invoices must be submitted using the new template. A demo of the template will be provided during the meeting.
8. Partner Updates