

PC4A Biweekly Meeting
September 14, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from August 31, 2023, meeting.
2. Update on Action Items:

Item	Status
Send Soft Skills flyer and schedule to partners.	Complete

Announcements/Updates

1. Annual Report
 - a. Annual Reports are due no later than 5:00 PM on Friday, September 15, 2023.
 - b. Partners are to submit completed reports (using the template provided) to the PM as soon as possible.
 - c. After review of submitted reports, partners may be asked for additional information and should answer any questions/requests as soon as possible.
2. Final Year 1 Invoices
 - a. Partners are asked to report if their most recently submitted invoice is final or if there are additional expenses to be included.
3. Subawards
 - a. Almost all partners have an executed subaward. Partners are asked to please work with their administration to sign and return any unexecuted subawards as soon as possible.
4. Soft Skills Tutoring and Video Series
 - a. All partners have been sent the schedule and flyer for the soft skills tutoring sessions, and links for the soft skills video series. Partners are encouraged to share this information with students and ask faculty to require use of the services in their courses.
5. New Y2 Invoice Requirements
 - a. All backup documentation should be submitted in one PDF.
 - b. Backup documentation should be organized in the same order as the charges appearing on your invoice.
 - c. If possible, reports from institutional systems (payroll, accounting, etc.) should only show PC4A related charges.
 - d. Amounts included on backup documentation should match the amounts on the invoice exactly.
6. Year 2 Reminders
 - a. All partners must use the provided Invoice Template when submitting invoices. Invoices are due by the 10th of each month, and partners should expect a 60-day return for reimbursements.
 - b. All data listed in the provided Project Data Template must be tracked by all partners starting in Y2. If your institution does not have a mechanism for tracking this data, Co-PI's must develop and deploy a mechanism on their own. If surveys are used, partners are asked to submit the surveys to the PI for approval prior to deployment.
 - c. Once Y1 report is submitted and Y1 invoices have been processed and approved, the PI will discuss with the funding agency the performance of the consortium and the feasibility of roll-over as well as other budgetary options.
7. BSides Flood City Information Security Event
 - a. BSides Flood City is hosting an event in Johnstown, PA on October 26, 2023.

- b. PC4A is sponsoring the event and will have a booth with marketing materials. All partners and their students/faculty can attend the event at a 50% discount (\$10 per person). Visit the [event website](#) for more information.
- 8. IUP Cybersecurity Day
 - a. IUP Cybersecurity Day will be held on Tuesday, October 31, 2023. Partners are encouraged to attend the event and to bring their students. More details on the event will be posted on the Cybersecurity Day website at <https://www.iup.edu/cybersecurity/activities/cyber-security-day/index.html>
- 9. Partner Updates