

Minutes of the PC4A Biweekly Meeting

Held virtually on September 19, 2022 at 3:30pm

Members Present: Farah Benanni, Rory Butler, Christine Delahanty, Waleed Farag, Maureen Farley, Vicki Giammarco, Sadie Hauck, Byron Krout, Sherri Mack, Pamela Mowrer, Greg Paonessa, Lydia Taylor, Michelle Robinson, Christie Sever, Cheryl Yandrick, Leisa Zuccolotto,

Meeting Information

1. The Department of Defense released a statement announcing the grant which can be found [here](#). Only five institutions were accepted, and all members of the coalition can begin publicizing their respective institution's involvement in the awarded grant. All marketing information should begin with the information provided in the proposal abstract in conjunction with the information in the DoD News Release, however, partners are encouraged to highlight and market their activities as they choose.
2. Each partner must submit their institution's Scope of Work by the end of this week, September 23, 2022.
 - a. Each scope of work must align directly with the proposal (timeline, budget, focus on cybersecurity/STEM).
 - b. Submitted Scope of Work should cover at minimum the first phase of the grant (three years).
 - c. After approval of Scope of Work, institutions will be granted the sub-award from the IUP Research Institute.
3. All institutions are encouraged to put in place an IRB for data collection in case they plan to present their research in any capacity.
4. All collected data will be stored and maintained by IUP through a central database. This collected data will help to prove that the project has been successful. More information on this process will be shared with members at a later date.
5. If any institution limits the sharing of non-identifiable student information, partners are required to reach out to the PI immediately, as the collection of this data is vital to the processes and scope of the project.
6. PC4A was previously chosen as the name of the coalition. The preferred domain name chosen by members is pc4a.edu. If the .edu extension is not a viable option (research into this option shows that the coalition does qualify), the second option for a domain name is pc4a.org.
7. IUP will handle the maintenance of the coalition website, now and in perpetuity if the grant is active.
8. Partners are reminded that anyone that is getting paid through the grant in any capacity must be a US citizen or permanent resident. This stipulation is a requirement from the funding agency.
9. Once sub-awards have been disbursed, each institution can start spending on various proposed activities.
10. The PI is currently working on hiring a project manager and will update partners as soon as possible.

11. The PI is currently working on a partnership with educational publisher Cengage to partner to make content available to all partner institutions. Costs associated with this potential partnership will be part of IUP's award and will not come out of each institution's sub-award.
12. CompTIA has contacted the PI about the possibility of partnering to provide exam materials and certification vouchers at a discount. IUP will explore this option and more information will be shared with partners as soon as available.
13. The IUP Research Institute has not yet received reporting templates from the funding agency but will share these templates with partners as soon as they are available.
14. For now, all documents should be sent via email until a more efficient process is implemented.
15. The next meeting is scheduled for October 3, 2022 at 3:30 pm EDT.
16. With no further business, the meeting concluded at 4:27pm.

Action Items

Item	Person Responsible
Research into process for obtaining .edu domain extension	Mike Caglia
Review Rory Butler's submitted scope of work to ensure that it covers at minimum three years of activities.	Sadie Hauck/Michelle Robinson
Determine if website hosting must be American	Waleed Farag
Submit Scope of Work by 9/22/22	All members

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag