

# Minutes of the PC4A Biweekly Meeting

Held virtually on September 7, 2022 at 3:00pm

**Members Present:** Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Christine Delahanty, Waleed Farag, Maureen Farley, Sadie Hauck, Becky Hays, Tracey Johnson, Ute Lowery, Sherri Mack, Janice Nichols, Greg Paonessa, Michelle Robinson, Patricia Smallacombe, Leisa Zuccolotto

## Meeting Information

1. The PC4A proposal was selected to be fully funded by the Department of Defense, however, no publication or marketing of the grant is permitted to be released until the funding agency gives permission. The PI will be in touch with all partners as to when marketing can begin.
2. The grant officially started on September 1, 2022 and has been fully funded through August 30, 2025.
3. All partners have been emailed documents from the IUP Research Institute that need to be completed prior to any award of sub-awards.
4. No funds may be spent until the sub-awards are fully executed; however, all partners are expected to continue planning activities and events.
5. Bi-weekly meetings will be held every other Monday, from 3:30 pm EDT to 4:30 pm EDT for the duration of the Fall 2022 Semester.
6. Partners are expected to be present or send a representative from their campus to all meetings. If participation or representation is not possible, pertinent information should be sent to the PI to be shared on the partner's behalf.
7. Many reports are required to be submitted to the funding agency. These reports include:
  - a. Monthly financial reports
  - b. Quarterly progress reports
  - c. Annual report
8. Report templates have not yet been provided by the funding agency but will be made available to partners as soon as the templates are sent to the IUP Research Institute.
9. The Scope of Work form has been sent to all partners. This document is a high priority and needs to be completed as soon as possible. Scope of Work documents must align with:
  - a. Proposed budget
  - b. Timeline
  - c. Proposal objectives
10. The IUP Research Institute will work with partners if any changes to submitted budgets are requested, however, budgetary changes are to be limited to only what is essential to meet the objectives of activities.
11. Partners are permitted to re-allot funds from one budget line to another but must first discuss changes with IUP Research Institute personnel.
12. Partners are encouraged to review budgets continually and inform the IUP Research Institute if there is an excess of funds. Any excess funds can be re-distributed to other institutions as needed.

13. The funding agency has scheduled a kick-off meeting with all five lead institutions for early October. The PI will present key points of the project. Partners are encouraged to reach out to the PI with any information that would be pertinent to share at this kick-off meeting.
14. Partners can expect sub-awards to be sent roughly 10 days after all paperwork is signed. Sub-award contracts may need to be signed by institutions' legal counsel which may delay the process.
15. Virtual Sandbox options have been researched by the PI. Publisher Cengage has already shared access codes, which were used to help budget for these sandboxes that will be accessible by all partner institutions. Partners are encouraged to share other software that they may have experience with. Hands-on experience is the focus of these virtual labs.
16. The Lead Institution will work with other DoD and government agencies as much as possible to help reach the objectives of the grant. Partners are encouraged to rely on current relationships they may already have to assist with creating advisory committees and finding employment opportunities for graduates.
17. The IUP Research Institute Staff is available to answer any questions that partners may have.
18. The next meeting is scheduled for September 19, 2022, at 3:30 pm EDT.
19. With no further business, the meeting concluded at 3:51 pm.

**Action Items**

<b>Item</b>	<b>Person Responsible</b>
Complete required paperwork and Scope of Work documents as soon as possible.	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag