



# LaSPACE 2024 Quarter 3 Virtual Meeting

**Colleen H. Fava, Director**

**Zoom Meeting**

ID: 968 4141 0539 | Passcode: 905043

**Wednesday, August 21, 2024, 10:30 am**

# LaSPACE 2024 Quarter 3 Meeting Agenda

- LaSPACE Leadership Team
- Current Award Cycle / 5<sup>th</sup> Year Subawards
- Next Multiyear Proposal Submitted to NASA (2025-2029)
- New Strategic Plan
- LaSPACE subawards for 2024-2025
  - Reporting Expectations and Requirements
  - Invoicing Expectations and Requirements
- LaSPACE Annual Meeting at Southeastern: Oct 4 & 5



# Louisiana Space Grant & NASA EPSCoR (LaSPACE) Leadership Team



**COLLEEN**  
Colleen H. Fava  
Director



**DOUG**  
Doug Granger  
Assistant Director



**AARON**  
Aaron Ryan  
Flight & Outreach  
Program Manager



**LATOSHA**  
LaTosha Mullins  
Program Coordinator



**MEAGHIN**  
Meaghin Woolie  
Part-time Program  
Coordinator



**GREG**  
T. Gregory Guzik  
Director Emeritus



## Current Award

### *Advancing the NASA Mission in Louisiana + LaSPACE: 5th Year Extension for Advancing the NASA Mission in Louisiana*

- Initial Award Period: 06/10/2020—06/09/2024
- 5<sup>th</sup> Year Funding plus one year PoP extension
- Current Award Period: 06/10/2020—06/09/2025
- Base Funding + augmentations = \$910K in NASA funding the last two years

### *LaSPACE Programming*

- Some 4<sup>th</sup> Year Awards are in NCE status
- 42 5<sup>th</sup> Year Awards: 08/15/2024—05/31/2025
- Very undersubscribed in some funding categories + Returned funding over the first 4 years =
  - Some new, potentially one-time funding opps in the near future





## New Award Cycle Proposal

### *Louisiana Space Grant Opportunities in NASA STEM FY 2025-2028*

Initial Award Period: 06/10/2025—06/09/2029 (4 years)

- Proposal Submitted July 2024
- Panel Review Scheduled for September 2024
- Initial Decision Letters expected October/November 2024
  - Year 1 Funding: \$800K
  - Years 2,3,4: \$800K base + \$70K augmentation



New Strategic Plan developed in parallel with the multi-year proposal.

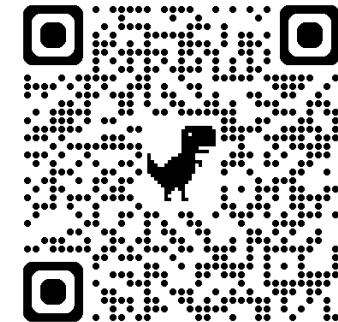
- You can download it from our website: <https://laspace.lsu.edu/about-us/>

## **LaSPACE Vision**

*In alignment with NASA priorities and directed by LaSPACE, Louisiana will play a significant role in building the Nation's next generation of scientists and explorers.*

## **LaSPACE Mission**

*The LaSPACE Mission is to engage college students, academic institutions, science organizations, government agencies, and industry in Louisiana to create an inclusive, academic STEM ecosystem to build a diverse future STEM workforce.*



# LaSPACE 2024-2025 Subaward General Expectations

## Subaward Management Resources

### Proposal Guidelines

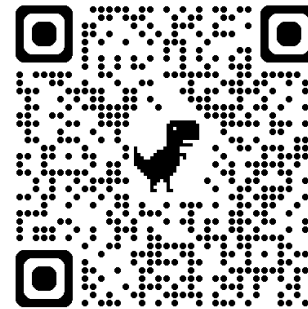
- Distributed via email and posted to the programs tab on our website

### Subaward Contract

- Fully executed awards are distributed via email from LSU OSP

Website Document Center: <https://laspacespace.lsu.edu/laspacespace-document-center/>

- Reporting Guidance and Links
- Invoicing & Budget Docs
- Media Release
- LaSPACE Logo
- Student Reporting Resources



## Subaward Reporting

### Proposal Stage

- Pre-identified Students: Media Releases, Student Participant Forms, NASA Gateway Profiles

### Award Stage

- Recruited Students Participant List
- Recruited Students: Media Releases, Student Participant Forms, NASA Gateway Profiles
- Monthly Invoicing
- Budget Revision Requests, as needed
- Student Attrition Reports, as needed
- NCE Requests, as needed

### Post-Award Stage

- Final Invoice due 30 days after award ends
- Final Report due 30 days after award ends





# NEW! LaSPACE Invoicing Template (1/4)

New invoice file has 4 tabs: **Billing Form**, **Cost Share**, Instructions, & Invoicing Schedule

BILLING FORM			
Subrecipient Institution: LaSPACE Program :	Invoice Date:		
Project PI Name: Sub Internal Invoice #:	Subaward Title: Sub Internal Grant/Acct #:	PO-	
Address:			
Current Billing Period: MM/DD/YYYY to MM/DD/YYYY	Check Payable to:		
Final Invoice: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date submitted to LaSPACE:		
Major Cost Elements	Total Approved Budget	Amount for Current Billing	Cumulative Amount Billed from Inception
<b>A Direct Labor</b>			
1. Faculty/Staff Researchers			
2. Graduate Student(s)			
3. Undergraduate Student(s)			
4. Fringe Benefits			
<b>5. Total A</b>			
<b>B Supportive Expenses</b>			
1. Travel			
2. Supplies & Materials			
3. Other Direct Costs (Identify)			
<b>4. Total B</b>			
<b>C Facilities &amp; Administration</b>			
1. F&A (Indirect Costs)			
<b>D Total Budget</b>			
<b>Total Budget (A5+B4+C1)</b>			
<p><b>Certification:</b> By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).</p>			
Signature:	Invoice Date:		
Typed Name/Title:			
For questions concerning this billing contact:			
(Name/Phone/Email Address)			
Approved for Payment:			
Colleen H. Fava, Director Louisiana Space Grant Consortium			

Cost Share Certification				
Subrecipient Institution: LaSPACE Program :	Certification Date:			
Project PI Name: Sub Internal Invoice #:	Subaward Title: Sub Internal Grant/Acct #:	PO-		
Final Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Current Billing Period: MM/DD/YYYY to MM/DD/YYYY				
	Major Cost Elements	Total Committed Cost Sharing	Current Cost Share Certification	Cumulative Cost Share Certified from Inception
<b>A Direct Labor</b>				
	1. Faculty/Staff Researchers			
	2. Graduate Student(s)			
	3. Undergraduate Student(s)			
	4. Fringe Benefits			
	<b>5. Total A</b>			
<b>B Supportive Expenses</b>				
	1. Travel			
	2. Supplies & Materials			
	3. Other Direct Costs (Identify)			
	<b>4. Total B</b>			
<b>C Facilities &amp; Administration</b>				
	1. F&A (Indirect Costs)			
<b>D Total Budget</b>				
<b>Total Budget (A5+B4+C1)</b>				
<p><b>Certification:</b> I certify to the best of my knowledge and belief that the cost sharing identified here is in accordance with the terms and conditions of the subaward and has not been previously reported.</p>				
Signature:		Invoice Date:		
Typed Name/Title:				
For questions concerning this billing contact:				
(Name/Phone/Email Address)				
Approved:				
Colleen H. Fava, Director Louisiana Space Grant Consortium				



# NEW! LaSPACE Invoicing Template (2/4)

New invoice file has 4 tabs: Billing Form, Cost Share, **Instructions**, & Invoicing Schedule

Instructions and notes for completing and submitting LaSPACE invoices	
<p>All LaSPACE projects are <b>required to submit monthly invoices (including zero billing) to LaSPACE@lsu.edu using the templates in this file</b> per each project contract. If you do not follow contractual requirements and submit invoices to any other entity/person, there will be delays in processing. Once LaSPACE receives an invoice submission, we approve it for payment and send it to LSU Sponsored Program Accounting (SPA) for further processing before payment is issued.</p> <p>Only accounting folks submit invoices and invoices are submitted directly to laspace@lsu.edu. DO NOT submit invoices to any other office or person at LSU. PIs should follow internal procedures to keep your accountants/grant managers updated on project expenditures.</p> <p>Do not submit invoices more than once a month.</p> <p>Do not include internal ledgers/documentation.</p> <p>Final invoices are due 30 days after the project's end date.</p>	
Header Details - Billing Form	
<b>Subrecipient Institution</b>	Your institution's name.
<b>Invoice Date</b>	Accounting Date when you are preparing the invoice.
<b>LaSPACE Program</b>	The program under which the award was issued (GSR, HIS, LAACES, LaSSO, LURA, PLACES, REA, SAFOS, Senior Design).
<b>Subaward Title</b>	Listed on the first page of the fully executed contract.
<b>Project PI name</b>	Listed on the first page of the fully executed contract.
<b>Subaward P.O. #</b>	<p>Listed on the first page of the fully executed contract.</p> <p><b>This is the PO # included on the first page of the fully executed contract in the section titled "Subaward No." It is also included in the PDF file's name.</b></p> <p>Note: This is NOT the federal award number which has zero distinguishing links to any specific subaward projects (typically 50-75 active per cycle). When the prime number is used instead of the PO #, it's like sending a letter to a zip code, but not providing the specific street number.</p>
<b>Sub Internal Invoice #</b>	Up to you for how you want to track this on your end. We do not require it. However, once you start using invoice numbers, we will not process invoices if invoice numbers are repeated.
<b>Sub Internal Grant/Acct #</b>	If you have an internal grant or account number different from the LSU-assigned PO #, feel free to add it in this space to help your internal tracking.
<b>Address</b>	Your institution's address where checks should be sent.
<b>Current Billing Period</b>	Billing periods will be full calendar months EXCEPT for the first and last invoices, and must have a start date and end date. See the invoicing schedule tab for details.
<b>Check Payable to</b>	Your institution's name again.
<b>Final Invoice</b>	Make sure you mark this as "no" until the final invoice submission which will be marked "yes."
<b>Date submitted to LaSPACE</b>	This should be the last field you populate and it should be identical to the date you email the invoice to laspace@lsu.edu.
Budget & Costing Details - Billing Form	
<b>Total Approved Budget column</b>	Unless a rebudget is requested and approved, this column stays exactly the same for every invoice submitted, because these are the approved categories and approved spending levels from the awarded proposal. You MAY NOT change them without prior approval.
<b>Amount for Current Billing Period column</b>	This column should list current charges for the billing period covered by this invoice. You may only enter costs in categories showing available funding in the Total Approved Budget column. This column should have completely new numbers for every invoice.
<b>Cumulative Amount from Inception column</b>	This column should be the sum of any previous charges and the current billing charges. This column should have increasing amounts for every invoice and should match the total amount billed to-date.
Certification & Signature Section - Billing Form	
<b>Certification</b>	Make sure the Certification language cell is fully expanded on both the Billing Form and Cost Share Cert so that the language can be read on the submitted invoice. LSU's accounting folks will send back invoices if the language isn't fully visible.
<b>Signature section</b>	An individual authorized by your institution must sign both the billing and cost-share forms submitted for an invoice. Their name and email address must be typed in and their signature must be dated. This person is signing to certify the accuracy of the accounting and compliance with the terms of the award for spending. The contact information is used by LSU accounting folks to get in touch if needed.
<b>Billing Contact Person</b>	This should be the person who prepared the invoice and can answer questions or manage revisions. This person might be the same as the signatory. It's up to each individual department how they manage the invoicing process.
LaSPACE Approval Space	
<b>Approved for Payment</b>	Make sure this section remains visible on the invoice and is left blank. It is only for LaSPACE management to sign.
Cost Share Form Summary for Awards with a Match Requirement	
<b>Header Details</b>	Follow the instructions listed for the header fields in the Billing Form section above.
<b>Budget &amp; Costing Details</b>	The same restrictions apply for the cost-share. You have committed to a specific cost-share amount in specific categories, which you must certify. You cannot modify the categories or amounts without prior approval from LaSPACE.
<b>Certification &amp; Signature</b>	Follow the instructions listed for the certification in the Billing Form section above. Remember to make sure the certification language is visible.



# NEW! LaSPACE Invoicing Template (3/4)

New invoice file has 4 tabs: Billing Form, Cost Share, Instructions, & **Invoicing Schedule**

Example Billing Cycle for 08/15/2024 - 05/31/25 PoP		
Invoice #	Invoice Due Date	Associated Billing Period
<b>1 / FIRST</b>	<b>10/15/2024</b>	<b>08/15/2024 - 09/30/2024</b>
<b>2</b>	11/15/2024	10/01/2024 - 10/31/2024
<b>3</b>	12/15/2024	11/01/2024 - 11/30/2024
<b>4</b>	1/15/2025	12/01/2024 - 12/31/2024
<b>5</b>	2/15/2025	01/01/2025 - 01/31/2025
<b>6</b>	3/15/2025	02/01/2025 - 02/28/2025
<b>7</b>	4/15/2025	03/01/2025 - 03/31/2025
<b>8</b>	5/15/2025	04/01/2025 - 04/30/2025
<b>9 / FINAL</b>	<b>6/30/2025</b>	<b>05/01/2025 - 05/31/2025</b>
<b>10* / FINAL</b>	<b>7/15/2025</b>	<b>05/31/2025 - 05/31/2025</b>
<i>*with permission</i>		



# NEW! LaSPACE Invoicing Template (4/4)

Pre-Populated Invoices for all off-campus subawards will be distributed soon!

- One email per Institution
- One invoice per Subaward attached
- Email sent to PIs and Campus Accounting & OSP Staff
- Table of awards included in each email
- Use these forms to create updated invoices to be submitted monthly according to the invoicing schedule provided

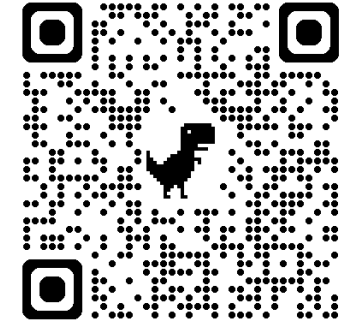




# 2024 LaSPACE Annual Meeting

October 4<sup>th</sup> & 5<sup>th</sup> at Southeastern Louisiana University in Hammond

<https://laspace.lsu.edu/laspace-meetings/>



— LaSPACE 2024 Annual Meeting - 10/04/24 - 10/05/24 @ Southeastern

Fall 2024 LaSPACE Annual Meeting

Location: [Southeastern Louisiana University](#), Hammond, Louisiana

Date: Friday, October 04, 2024 – Saturday, October 05, 2024 | ~ 09:00 am – 5:00 pm CST

Meeting Location: 2nd Floor Student Union, Hammond, La 70402  
Meeting Location Map: [Google Maps Link](#)

Registration Page: [2024 Fall LaSPACE Meeting Registration](#)  
Registration Cutoff Date: Sept 11, 2024  
Registration Cancellations/Modifications: If you registered and realize you cannot attend, YOU MUST notify [LaSPACE@lsu.edu](mailto:LaSPACE@lsu.edu) by Friday, September 20, 2024. Headcounts for each day of the meeting must be finalized by this date.

Hotel: Hampton Inn by Hilton Hammond  
Address: 401 Westin Oaks Dr, Hammond, LA 70403  
Phone Number: (985) 419-2188  
Link: [Hotel Group Reservation Link](#)  
Room Block: LA Space Grant  
Registration Cutoff Date: Sept 11, 2024  
Hampton to SELU Map: [Map Link](#)

Meeting Agenda (pdf): Coming Soon  
Meeting Presentations: Coming Soon  
Student Poster Abstract Booklet: Coming Soon  
Meeting Q&A Link: Coming Soon

- Email sent out 08/15/24
- Student Email will go out this week
- Intro to Sci Post for Students 09/05/24
- Registration closes 09/11/24
- Hotel Room Block closes 09/11/24
- Student Poster Sign-ups close 09/15/24
- Cancelled registrations due by 9/20/24
- Send proposed agenda items to Colleen ASAP! [colleenf@lsu.edu](mailto:colleenf@lsu.edu)





# Thank you!

# Questions?

