

A Space Grant Manual of Operations

*Vermont Space Grant Consortium
May P3 Session*

Overview



- Part 1: Why did we make a Manual of Operations? What are the benefits and uses for a Manual?
- Part 2: Making the Manual; What should be included, and how much detail is useful?
- Part 3: Examples from the VTSGC Manual of Operations



A Combined 5 Years of Experience



VTSGC Director, 2019



VTSGC Program
Administrator, 2022



Benefits of a Manual

- In case of emergency... What if the Director falls off the horse?
- Apollo 13—having a manual on board saved the astronauts lives!
- Provides single-source information for all consortium-specific programs
- Articulates best practices—how the programs operate
- May be shared with other consortia
- Illustrates the complexity of the programs



Potential Downsides of a Manual

- Might limit flexibility
- Public release
- Needs regular updating
- “Anything you write may be used against you!”



Making the Manual: What to Include



- The primary goal of a Manual of Operations is to detail how our organization works to streamline program delivery, administrative tasks, future application development, and reporting.



Making the Manual: What to Include

- Research programs
- University programs
- K-12 programs
- Outreach programs



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- Outreach programs
- Program assessment
- Re-budgeting and revision processes
- Consortium-specific strategic plans
- Consortium management practices
- Affiliation processes



Making the Manual: What to Include

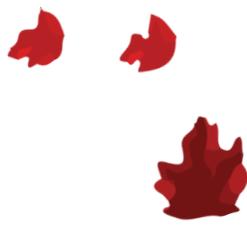
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- Past applications
- Mission, goals, and objectives
- Budget templates and examples



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- Reporting templates and examples





Making the Manual: How Much Detail

- As much as you, the author, want (or are willing) to provide!
- The manual isn't a replacement for on-boarding; it's a tool to help ease the process.
 - Doesn't need every tiny step laid out, but should have enough detail that:

someone familiar with a process can independently follow the manual

or

someone new to the process can get a useful overview that helps them ask informed questions as they become familiar



Making the Manual: How Much Detail

Research programs

- Program name & purpose (e.g., pilot research grant program)
- Award amount
- Award eligibility
- Solicitation process
- Review and selection process
- Program timeline
- Program management and reporting



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- Appendix: research program sample announcement
- Appendix: grant review template and instructions
- Appendix: sample decision letters
- Appendix: progress report template



VTSGC Manual Examples



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* each suggested strategy is paired with suggested metrics for success to help shape future S.M.A.R.T. goals





VTSGC Manual Examples

Additional Appendices we've found useful to include

Appendix W: VTSGC Strategic Plan 93

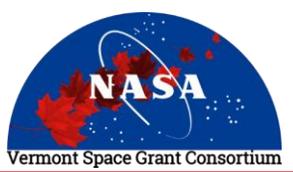
- Allows us to review the original strategic plan for the current award when making programmatic decisions

Appendix X: Staff Position Descriptions 96

- Serves as a guide for preparing future hires

Appendix Y: Student Longitudinal Tracking Survey 101

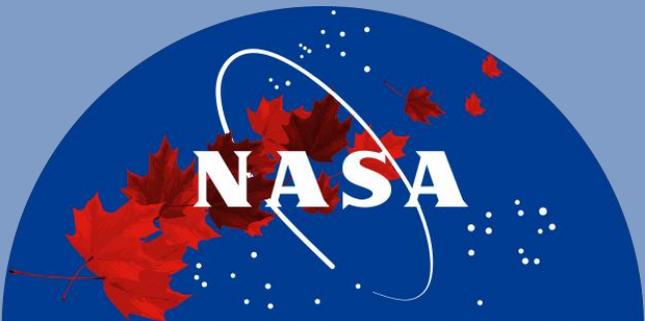
- Allows us to review the data we receive and whether it is sufficient as we grow and refine programs



Thank
you!!



That's all Folks!



Vermont Space Grant Consortium