



## General Instructions

### WSGC Affiliate Member

#### Intended/Verified Match Form and Annual Affiliate Member Agreement

**Basic:** Please read the information below carefully before filling out the Intended and Verified Match Forms, as well as the Annual Award Agreement. Information from these forms will be used to prepare our annual budget to NASA and submit the Office of Education Performance Management (OEPM) report. The form is broken down to meet NASA's minimum requirements and must be followed. If you need assistance in filling out the form, please contact the WSGC [Program Office](#) – 262.551.6054.

**Submission:** By May 15, 2017 submit the 2016-2017 Verified Match Form and the 2017-2018 Intended Match Form in Excel and .pdf format with appropriate signatures, as well as the Annual Affiliate Member Agreement in .pdf format to Christine Thompson, WSGC Assistant Director at [cthompson2@carthage.edu](mailto:cthompson2@carthage.edu) – 262.551.2120. **Subject line: WSGC Annual Affiliate Member.** Please note that all reporting is due to NASA by May 31<sup>st</sup>. Submitting on or before the due date is critical.

**Signature:** The person holding the distinction of being an “authorized fiscal officer” varies from institution to institution. If you have any doubts who he or she may be at your institution, contact the Program Office.

#### Intended/Verified Match Form

**In-kind vs. Cash:** Rule of thumb -- if your institution would have paid for it regardless of whether it was for Space Grant or not, it would be considered in-kind. If, however, it is actually coming up with some additional money, it would be considered cash. Examples of cash: internal scholarship/fellowship monies, travel expenses to attend the WSGC Conference, Advisory Council Meetings, Technical Advisory Panel Meetings, Task Force Meetings, wages for a staff person who was hired all or in part to do WSGC work (this does not include students or others doing research under WSGC grants). Example of in-kind: your time if you are already a full-time (100%) staff member.

**SALARY/FRINGE:** Identify each individual contributing to institutional match. The form is located on the excel spread sheet.

**Director/Associate Director** – (fill out only if someone from your institution is serving in one of these capacities)

**Institutional Representative** — (this is only for the anticipated hours spent on Institutional Rep work, such as talking with people within your institution about Space Grant, filling out WSGC forms, talking with students about scholarships, etc.)

**Advisory Council Member** — (for anticipated time spent attending Advisory Council meetings, counseling on WSGC administrative matters, etc.)

**Technical Advisory Panel (TAP)** — Fill out anticipated time for you and each member of your institution who sits on a TAP. Specify following on Match form under “Other”:

Research (R)  
Higher Education (HE)  
Aerospace Outreach (O)  
Special Initiatives (SI)  
Industrial Relations (I)

**WSGC Fellowship/Scholarship Mentor/Advisor** — (you should claim their time as match. If you or a member regularly acts as Mentor/ Advisor for students, you can include anticipated time spent.)

**Other Staff** — if you have someone in your institution hired for or assigned to help you with WSGC matters, please specify here. Examples: Senior staff, administrative staff, secretarial staff (would include student help if used in this manner)

**Others** — please specify. If you need additional TAP, mentor, or other staff spaces, include here or on another sheet of paper.

**SCHOLARSHIPS/FELLOWSHIPS:** Include committed funds for students who are to receive an internal fellowship or scholarship in WSGC’s name. Do not include students who will be assisting you in the administration of WSGC affairs on your campus. They should go under Salary/Staff above.

The **REST** of the direct costs should be self-explanatory, contact the Program Office if you have questions.

**OVERHEAD:** Calculated overhead rate x direct cost. If any part of your direct costs is not charged overhead, please specify. Do not include overhead on any scholarships or fellowships, our NASA grant does not allow it

### [Annual Affiliate Member Agreement](#)

The information provided in this agreement should be completed and signed by the Authorized Organization Representative. If you have questions about the form, please contact the WSGC Program Office.