



Annual Affiliate Member Agreement

As an ***Affiliate Member*** of the NASA Wisconsin Space Grant Consortium, member institutions agree to the following conditions:

1. agree to the purposes and provisions of the WSGC Charter;
2. agree to and do provide sources of matching cash or in-kind support to the Consortium per annum that is fully accountable and auditable as being directed to the service of this program, or combination, thereof on a sliding scale based on number of students, annual grants, contracts, and/or sales, or annual receivables as approved by the Director and affirmed by the Advisory Council;
3. agree to and do provide annual membership dues as approved by the Director and affirmed by the Advisory Council (organizations that are not permitted by federal, state or local statute to provide dues are exempted; waivers may be obtained on a case-by-case basis at the discretion of the Director); and
4. agree to and do participate actively and enthusiastically in the consortium, in part by naming an Institutional Representative who will serve on the Advisory Council and coordinate all WSGC activities for the Affiliate Member institution, and by providing one or more experts for Technical Advisory Panels and do the work of those Panels.

Institutional Representatives serve as members of the WSGC Advisory Council and are responsible for the following:

1. Distributing all WSGC scholarship and grant opportunities to students, faculty, and staff at the member institution and encouraging promising students to apply to WSGC student programs.
2. Distributing all NASA opportunities to students, faculty, and staff at the member institution, and encouraging participation in these programs.
3. Providing input from member institution and contributing to the overall quality and growth of the WSGC through participation at WSGC Advisory Council meetings and through emails soliciting information and help. Meetings are generally held three times a year; with one being held during the time of the annual Wisconsin Space Grant Consortium. The expense of attending the meetings and conference are considered part of the member institution match to WSGC.
4. Providing specific information to WSGC that is being solicited by NASA.
5. Providing *Affiliate Match* information by filling out a form twice a year, one showing intended match and one showing verified match. Match comprises travel, S&E, minimal membership dues, and time spent by the Institutional Representative performing his or her duties in this capacity.
6. Acting as the link between the member institution or any of its members with WSGC or any of its members who wish to partner on any STEM field endeavor or grant opportunities.

Affiliate Member Institutions shall provide the following information for Carthage College, Lead Institution, for the period of June 23, 2023 to June 22, 2024

DOMESTIC INSTITUTIONS SUBJECT TO A SINGLE AUDIT

1. ORGANIZATION INFORMATION

| | |
|-------------------|----------------------|
| Name: | <input type="text"/> |
| Street Address: | <input type="text"/> |
| City, State, ZIP: | <input type="text"/> |
| Phone: | <input type="text"/> |
| E-mail: | <input type="text"/> |
| Year | <input type="text"/> |
| Incorporated: | <input type="text"/> |

2. AUTHORIZED INSTITUTIONAL OFFICIAL CONTACT

| | |
|---|----------------------|
| Name: | <input type="text"/> |
| Title: | <input type="text"/> |
| E-mail: | <input type="text"/> |
| Phone: | <input type="text"/> |
| Authorized Institutional Official Signature: | <input type="text"/> |
| Date: | <input type="text"/> |

3. INSTITUTIONAL REPRESENTATIVE CONTACT

| | |
|---------|----------------------|
| Name: | <input type="text"/> |
| Title: | <input type="text"/> |
| E-mail: | <input type="text"/> |
| Phone: | <input type="text"/> |

4. INSTITUTIONAL INFORMATION

I. Does your organization have a Federally-negotiated Facilities and Administrative Cost Agreement? If yes, please attach a copy or include the URL in the "Notes" section.

- ☐ YES
- ☐ NO

II. Is your organization subject to a Single Audit under A-133? If yes, please attach a copy or include the URL in the "Notes" section.

- ☐ YES
- ☐ NO

III. In your most recent Single Audit, were there findings or questioned costs?

- ☐ YES
- ☐ NO

IV. If your organization has policies for the following organizational practices, check the box. Please provide details in the "Notes" section:

- ☐ Pay rates and benefits
- ☐ Time and attendance
- ☐ Leave
- ☐ Discrimination
- ☐ Conflicts of interest
- ☐ Financial conflicts of interest
- ☐ Travel expenditures
- ☐ Procurement at competitive prices

V. Did your organization implement any significant changes to the above practices within the last year?

- ☐ YES
- ☐ NO

VI. Will your organization provide Institutional cost-sharing/match? If yes, please attach a copy of the WSGC Intended Match form.

- ☐ YES
- ☐ NO

VII. SYSTEM FOR AWARD MANAGEMENT

The Affiliate Member Institution has completed electronic annual representations and certifications at <https://www.sam.gov> (System for Award Management, or SAM). FAR 4.1102.

- ☐ Agreed UNIQUE ENTITY ID # _____
 - ☐ Not Agreed CAGE CODE # _____
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The Affiliate Member Institution understands and agrees that all participants (students and faculty) funded through WSGC programs must be U.S. Citizens (14 CFR Part 1259 section 503a).

- ## 7. CERTIFICATION REGARDING LOBBYING

- ☐ Agreed
- ☐ Not Agreed

The Affiliate Member Institution certifies that neither it nor its ***Institutional Representative*** are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this agreement by any federal department or agency.

- ## 9. AUDIT and ACCESS TO RECORDS

The Affiliate Member Institution certifies that it complies with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this sub-award as required by parts 200.501 - 200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201 as applicable.

- ☐ Agreed
- ☐ Not Agreed

Please provide additional details/comments on any of the responses above.

| | |
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As an Affiliate Member, our organization agrees to fulfill the Affiliate Member Requirements for Membership as outlined in Section 3.1.2 of the *Wisconsin Space Grant Program and Charter* for the period of June 23, 2023 to June 22, 2024. We certify the information provided in this document.

Affiliate Members failing to meet these requirements may be removed from the Consortium by the Director and a two-thirds concurrence of the Advisory Council for not fulfilling the above requirements of Affiliate Membership, conduct which constitutes a conflict of interest or which is inconsistent with the goals and objectives of the Consortium, for unilateral positions taken that are in direct conflict with the Charter, or for other causes (Section 3.2, *Wisconsin Space Grant Program and Charter*).

Affiliate Member Organization (Please Print or Type)

Authorized Organization Representative Signature

Date

By my signature, I acknowledge that I have read, understand, and agree to fulfill my role and responsibilities as the WSGC Institutional Representative for my institution.

WSGC Institutional Representative Signature

Date