

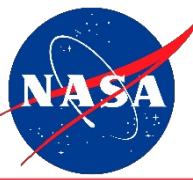
SPACE GRANT SITE VISIT FAQs



The Space Grant site visit is designed to evaluate individual site performance in terms of goals/objectives, accomplishments, management and operations, partnerships, collaboration, impact, and areas of improvement relative to Space Grant goals and objectives.

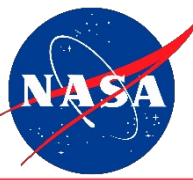
This document contains a series of frequently asked questions you are required to review to ensure you are prepared for a successful site visit.

IS THERE A SAMPLE SITE VISIT AGENDA?



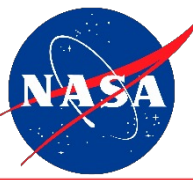
Time	Item	Checklist
9:00-9:05	Welcome	Center Specialist
9:05-9:15	Consortium Showcase	PI/Consortium
9:20-10:00	Discussion of Section 1 and Section 2 of Rubric	Accomplishments/Operations
10:05-11:00	Discussion of Section 3 and Section 4 of Rubric	Diversity, Equity and Inclusion (DEI)/ Collaborations
11:05-11:55	Discussion of Section 5 of Rubric	Performance Management
12:00-12:45	Lunch Break	
12:55-1:45	Section 6 of Rubric	Budget
1:50-2:55	Discussion of Section 7, 8, 9, 10&11	Achievement Impact Milestones Chart Improvements/Recommendations
2:50-3:00	Next Steps, Adjournment	

WHO SHOULD I INVITE TO THE SITE VISIT?



- Ideally, you should invite relevant members of your Consortium and university leadership from the lead institution (e.g., Vice president of research, deans, department chairs, etc.). Additionally, you should invite relevant staff and personnel knowledgeable of the following: Consortium operations, Consortium DEI plans and accomplishments, budget, milestones chart, budget spreadsheets, Consortium-specific goals, outputs, outcomes, outreach strategy, performance, collaborations, participant numbers, number of student presentations, publications, patents, partnerships, and collaboration.
- You are responsible for forwarding the calendar invite to all stakeholders.

CAN I ATTEND A DIFFERENT SITE VISIT AS A GUEST?



- Yes, you may attend another consortium's site visit as a guest. If you would like to attend another consortium's site visit as a guest, please coordinate with the site visit's host PI (i.e., the Space Grant director)
- While you may have been able to view other states' presentations, we do not have an expectation that you should copy what they have done. We want you to present the information for your Consortium in the manner that best conveys the information. There is no right or wrong way.
- Here's the [list of site visit dates](#)

HOW SHOULD I PREPARE FOR THE SITE VISIT?



- a) The Space Grant director and coordinator will receive a calendar invite from NASA HQ in April 2024
- b) Forward the invite to all consortium stakeholders.
- c) Complete the [Pre-site visit checklist](#)

WHAT IS THE PRE-SITE VISIT CHECKLIST?



The Pre-site Visit checklist is a list of items you are required to complete in advance of the site visit. The list is below:

- Completed PI Self-Assessment based on activities of the award to date (submit NLT 3 weeks prior to Site Visit date).
- Submitted Budget (“Proposed” vs. “Actual” Year 4 Activities).
- Milestones for Year 4 planned milestones (submit NLT 3 weeks prior to Site Visit date).
- Prepare a 10-minute presentation on Consortium’s Previous Award’s (FY15- FY20) Past Performance Accomplishments and Achievements (consortium showcase).
- Invite relevant staff and personnel knowledgeable of the following: Consortium operations, Consortium DEI plans and accomplishments, budget, milestones chart, budget spreadsheets, Consortium-specific goals, outputs, outcomes, outreach strategy, performance, collaborations, participant numbers, number of student presentations, publications, patents, partnerships, and collaboration.
- PI should submit the “PI-Self-Assessment” to the Space Grant Management Office NLT 3 weeks prior to Site Visit date. This will allow Center Specialist time to review the self-assessment and identify questions and concerns. You will receive a file request link prior to your site visit date via an orientation email. Also, send an email to hq-space-grant@mail.nasa.gov to notify us that you have submitted your self assessment and evidence.

WHAT DOCUMENTATION DO I NEED TO SUBMIT IN ADVANCE OF THE SITE VISIT?



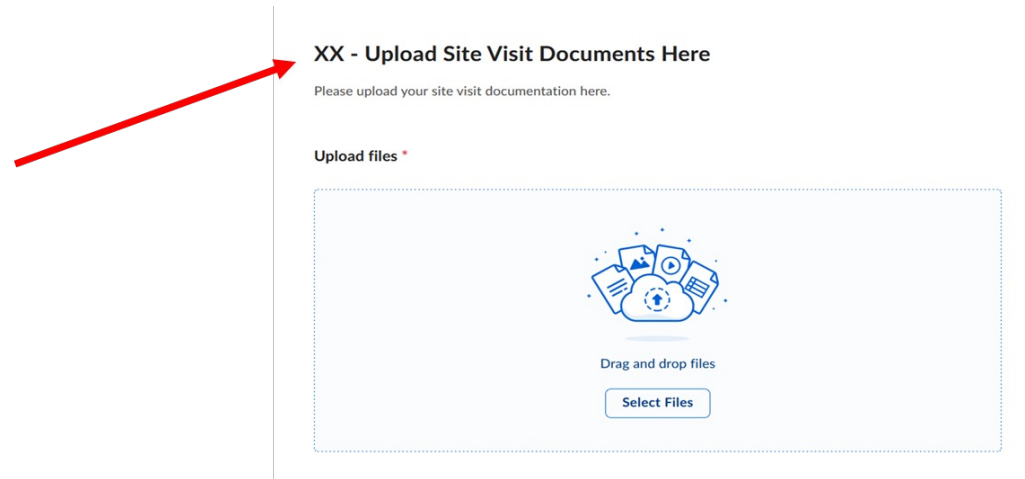
Please refer to the [Pre-site visit checklist](#)

WHEN IS THE PRE-SITE VISIT DOCUMENTATION DUE?



- All site visit documentation is due to NASA HQ no later than 3 weeks before your site visit and should be uploaded to Box via the link that you receive from NASA HQ.
- The Space Grant director and coordinator will receive a link from NASA HQ to upload all site visit files. If you do not the link 45 days prior before your site visit, send an email to hq-space-grant@mail.nasa.gov to request the link.
- Click on the link you receive from NASA HQ and you will see the screen below, where you will be able to upload your files.

"XX" will be replaced with your 2-letter state abbreviation



HOW WILL I KNOW THAT NASA HQ HAS RECEIVED MY DOCUMENTATION?



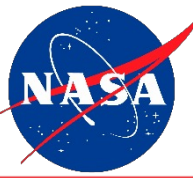
The Space Grant director and coordinator will receive an email confirming receipt of files.

WHAT SHOULD I EXPECT AFTER SUBMITTING MY DOCUMENTATION?



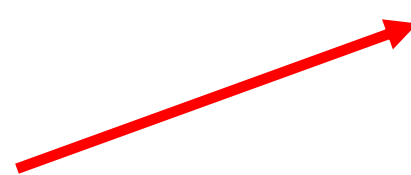
- After you have uploaded your files to Box, send an email to (hq-space-grant@mail.nasa.gov) with the subject line **“Site Visit Files Uploaded”**
- The Space Grant director and coordinator will receive an email confirming receipt of files from NASA HQ.
- A NASA Center Specialists (NCS) will review your submitted documentation.
- The Space Grant director and coordinator will receive the NCS pre-site visit assessment via email 1 week before the site visit to allow you additional time to modify your presentation and/or gather additional evidence for use during the site visit based upon the assessment’s ratings.
- The Specialist’s final assessment will be made during the site visit.
- The Space Grant director and coordinator will receive a copy of the final assessment after the site visit.

HOW WILL I SUBMIT MY DOCUMENTS TO NASA HQ?



- All site-visit documentation must be uploaded to Box.
- The Space Grant director and coordinator will receive a link from NASA HQ to upload all site visit files. If you do not receive the link more than 45 days prior before your site visit, send an email to hq-space-grant@mail.nasa.gov to request the link.
- Click on the link you receive from NASA HQ and you will see the screen below, where you will be able to upload your files.

"XX" will be replaced with your 2-letter state abbreviation



XX - Upload Site Visit Documents Here

Please upload your site visit documentation here.

Upload files *



Drag and drop files

Select Files

WHAT IS BOX, INC.?



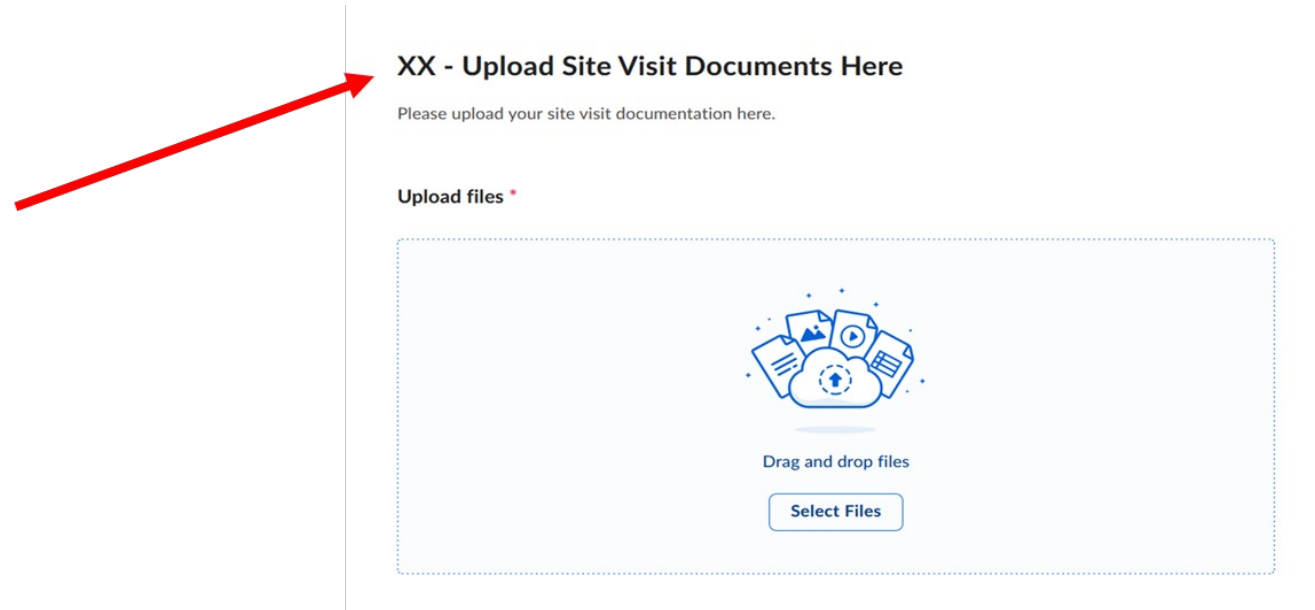
Box is a cloud-based software that allows us to exchange files with you. This replaces the large file transfer system (LFT), which was decommissioned.

DO I NEED TO SET UP A BOX ACCOUNT TO SUBMIT MY FILES TO NASA HQ?



- No, you do not need to set up a Box account to submit your files.
- The Space Grant director and coordinator will receive a link from NASA HQ to upload all site visit files. If you do not receive the link more than 45 days prior to your site visit, send an email to hq-space-grant@mail.nasa.gov to request the link.
- Click on the link you receive from NASA HQ and you will see the screen below, where you will be able to upload your files.

"XX" will be replaced with your 2-letter state abbreviation



WHAT SHOULD I EXPECT AFTER THE SITE VISIT?



The SG director and coordinator will receive a copy of the final site visit assessment 2-3 weeks following the site visit.

WHAT IS THE FY24 SPACE GRANT SITE VISIT SCHEDULE?



Date	Consortium
23 May	MA
31 May	HI
6 Jun	DE
13 Jun	TX
27 Jun	CO
11 Jun	IN
1 Aug	MN
8 Aug	VA
15 Aug	NH
29 Aug	NV
5 Sept	GA
12 Sept	SD
19 Sept	DC

2/5/24

WHAT IF I HAVE ADDITIONAL QUESTIONS?



Please [click here](#) to submit your question.