

# **South Dakota Space Grant Consortium Roles and Responsibilities of Members**

Adopted July 22, 2005

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The South Dakota Space Grant Consortium (SDSGC, or the Consortium) was established March 1, 1991, under funding from the National Aeronautics and Space Administration's (NASA's) National Space Grant College and Fellowship Program.

As the link between NASA and the citizens of South Dakota, the mission of the SDSGC is to instill the spirit of exploration and discovery in students and educators and in the general public, with a special focus on the fields of science, technology, engineering, and mathematics (STEM) that are essential for the development of the nation's workforce.

This document outlines the organizational structure and governance of the Consortium and defines membership categories and the roles and responsibilities of members. Policies for adding and removing member organizations or official designees are addressed in Appendix I and II.

## **I. Membership**

Membership in the Consortium is open to all institutions of higher education in the state and to other organizations with an interest in NASA-related research and education topics. At present, there are 26 institutional and affiliate members, including representatives from K-12 and informal education, industry, business, and state and federal government.

## **II. Director**

The SDSGC Director serves at the lead institution and will exercise the following responsibilities:

1. Implement the goals and objectives of the Consortium;
2. Develop and administer the annual budget according to the Cooperative Agreement with NASA;
3. Administer the statewide programs of the SDSGC, including SD NASA Established Program to Stimulate Competitive Research (EPSCoR);
4. Hire, direct, and supervise Consortium staff at the SDSGC Headquarters Office;
5. Call meetings/teleconferences of the SDSGC Management Team in addition to Consortium-wide meetings;
6. Serve as the Consortium's chief spokesperson and public relations officer;
7. Appoint committees as needed to assist Consortium programs;
8. Fulfill reporting requirements to NASA on behalf of the Consortium;
9. Develop new SDSGC proposals and renewal of agreements;
10. Represent SDSGC at national and regional meetings of the National Council of Space Grant Directors.

### **III. Lead Institution and Consortium Office**

The lead institution hosts the SDSGC Director and the SDSGC Headquarters Office. The lead institution provides adequate physical space and communications infrastructure to conduct consortium business; this includes a SDSGC Office and space for the Director and Deputy Director. The SDSGC Office responds to requests from Consortium members, affiliates, NASA, and the public, and oversees the maintenance of the SD Space Grant Consortium website. The lead institution and Consortium Office are responsible for management of the Cooperative Agreement with NASA, including submission of the annual budget requests and work plan, submission of annual financial and technical reports, and submission of Consortium STEM Performance Monitoring database information.

### **IV. Institutional Members**

Institutional members include the lead institution (South Dakota School of Mines and Technology), South Dakota State University, Augustana University, the University of South Dakota, Black Hills State University, the U.S. Geological Survey's Center for Earth Resource Observation and Science (EROS), South Dakota Discovery Center, and the Journey Museum and Learning Center. Institutional members, other than the lead institution, have a designated SDSGC Associate Director. All institutional members have permanent representation on the Management Team. With the exception of EROS, institutional members are eligible to receive annual operating funds from the Consortium budget to support the Associate Director's position and related project costs.

Primary responsibilities of the Associate Directors include:

1. Serve on the Consortium Management Team;
2. Develop and administer the annual budget for the institutional member, including the provision of 1:1 non-federal cost-sharing funds;
3. Assist with implementation of Consortium programs in their institutions and local communities;
4. Act as the primary point of contact for the dissemination of NASA and SDSGC information about funding opportunities for faculty and students at their institutions and to educators and the general public in their area;
5. Promote Consortium fellowship/scholarship and research opportunities and encourage students and faculty members on their campuses to apply for these grants and scholarships;
6. Help recruit members from underrepresented groups to apply for support under Consortium programs;
7. Submit annual work plan, financial and technical reports, and STEM performance monitoring database information to the Consortium office;
8. If possible, attend national and regional Space Grant meetings.

## **V. Management Team**

The SDSGC Management Team supervises the planning and conduct of the SDSGC.

### Membership:

The Management Team consists of the Director and Deputy Director from the lead institution, the Associate Directors from each of the institutional members, and up to two rotating members appointed from the Consortium's affiliate organizations.

### Rotating Members:

Representatives of any affiliate member organization may apply to fill one of the two rotating positions on the Management Team. Rotating members serve for two years and, as interest dictates, the appointments are staggered so that one position becomes open each year. New rotating members are selected from the applicants by majority vote of the existing Management Team. Rotating members may not be re-elected for consecutive terms unless there are no other applicants in that year.

### Meetings:

The Management Team will meet a minimum of four times per year (one of which must be at the annual consortium-wide affiliate meeting described under Section VI) and will conduct monthly Management Team on-line meetings or teleconferences.

### Quorum:

A quorum exists when 50% of the Management Team is in attendance at a meeting.

### Voting:

Each Management Team member has one vote. All matters requiring the Management Team's approval will be agreed upon by a simple majority vote of those present and voting, unless otherwise noted (i.e., 2/3 vote). Each team member can designate a surrogate member if he or she is unable to attend a meeting where a vote will be taken.

### Responsibilities:

1. Develop short and long-term planning and goals and conduct an annual review of SDSGC's Strategic Plan and update if needed;
2. Adopt the annual budget;
3. Approve program expenditures for fellowship/scholarship and Project Innovation Grant awards;

4. Approve guidelines for all fellowship/scholarship and grant applications, review submitted applications, and recommend awards;
5. Review other requests made to the Consortium for financial or technical support;
6. Serve, as required, on the Technical Advisory Committee and/or Steering Committee of the South Dakota NASA EPSCoR Program and, thereby, ensure coordination between the Space Grant and NASA EPSCoR programs in the state;
7. Vote on applications for the rotating two-year positions on the Management Team;
8. Vote on changes in the Consortium, including addition or removal of member/affiliate organizations, changing the Director (2/3 vote), or changing the lead institution (2/3 vote).

## **VI. Affiliate Members**

Affiliate members make up the statewide network that enables the Consortium to implement relevant NASA research and education programs and to assist in addressing the needs of the state in the areas of STEM education, workforce development, and economic growth. Affiliate members include institutions of higher education, Tribal Colleges, vocational and technical colleges, industry, K-12 education groups, informal education and science organizations, state and federal government agencies, and other organizations with interests in STEM that align with NASA's mission. Each affiliate member maintains contact with the Consortium Management Team through a designated Space Grant representative. Affiliate member representatives are also eligible to apply for a rotating two-year position on the Management Team. Affiliate members receive no regular Consortium funds, but they are eligible to apply for a variety of special programs, many of which provide funding to the organization or to individuals.

### Benefits of membership:

1. Affiliate members provide input into the design and implementation of the programs of the SDSGC, its Strategic Plan, and relations between the Consortium, NASA Headquarters, and the national Space Grant network;
2. Affiliate member representatives are encouraged to participate in SDSGC annual meetings;
3. Affiliate member representatives are eligible to apply for one of two rotating, two-year positions on the Management Team;
4. Affiliate members may be selected to serve on the Technical Advisory Committee of the South Dakota NASA EPSCoR Program and, thereby, provide guidance on the state's research initiatives and ensure coordination between the Space Grant and NASA EPSCoR programs in the state;
5. Affiliate members are encouraged to participate in and support SDSGC's annual South Dakota Space Days/Badlands Astronomy Festival and other events or activities, as relevant;
6. Representatives receive electronic updates from SDSGC on Consortium programs and STEM education and research opportunities from NASA and other organizations;
7. Affiliate member organizations are listed on the SDSGC website (<http://sd.spacegrant.org>) along with links to each member's website;
8. Higher education affiliates are eligible for participation in Consortium programs including:
  - a. SDSGC's fellowship and scholarship programs;

- b. Support for student and faculty internships and other summer programs at NASA Centers, EROS, aerospace industry affiliates, and related STEM programs;
  - c. Faculty and student participation in the South Dakota NASA EPSCoR Program;
  - d. Collaboration with institutional members in areas of student programs, curriculum development, interdisciplinary research and education, mentoring of precollege groups, and faculty mentoring;
  - e. Faculty are eligible to submit proposals for SDSGC Project Innovation Grants or for support of research and travel relevant to the SDSGC mission;
9. Industrial affiliates receive benefits including:
- a. Access to a diverse group of STEM undergraduate and graduate students to conduct research and design projects and to fill internships and employment opportunities;
  - b. Participation in and support of SDSGC's annual South Dakota Space Days/Badlands Astronomy Festival and other activities;
  - c. Electronic updates on state or federal initiatives promoting university-industry partnerships and technology-based economic development.

Responsibilities:

1. Each affiliate member maintains contact with the Consortium through a designated Space Grant representative. Expectations of the Space Grant representative include:
  - a. Assist with implementation of Consortium programs in their organizations and local communities;
  - b. Act as the primary point of contact for the dissemination of information about NASA and SDSGC programs in their organizations;
  - c. Promote interest in STEM disciplines and enhance public understanding of NASA mission, programs, and research and education opportunities through the dissemination of materials and information;
  - d. Help recruit members from underrepresented groups to participate in Consortium programs and to pursue careers in STEM fields;
  - e. Seek to leverage Consortium funds by identifying potential cash or in-kind matching funds in their organizations or communities;
2. Affiliate members are encouraged, but not required, to provide cash or in-kind support of Consortium activities;
3. All affiliate members must respond to a short biannual survey in which they provide data for program evaluation and improvement, report activities for the project year, indicate changes in the SDSGC contact, and indicate changes in organizational status or interest with respect to Consortium participation.

**VII. Amendment**

These Roles and Responsibilities of Members may be amended by a 2/3 vote of the SDSGC Management Team at any meeting at which a quorum is present. To insure proper consideration, all proposed amendments must be submitted to the Consortium Director at least two weeks prior to an annual affiliate meeting or monthly Management Team meeting/teleconference.

## Appendix I

### Policies for Adding and Removing Members

#### Change of Director and Lead Institution

If the SDSGC Director retires, moves, or resigns, or it becomes necessary to change the lead institution, the SDSGC Management Team will follow NASA's guidelines for such changes included here as Appendix II. A 2/3 vote of the Management Team is required on matters related to changes in the Director and lead institution.

#### Change of Associate Director

If an Associate Director retires, moves, or resigns, the institution must submit a letter to the Consortium Director designating a new Associate Director upon subsequent approval of the Management Team. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name, title, and mailing address (including e-mail) of proposed Space Grant Associate Director
- b) Curriculum vitae of proposed Associate Director
- c) Statement describing designee's interests in NASA-related research and education and the potential contribution of the designee to Consortium management
- d) Statement of compliance with the roles and responsibilities of institutional members as outlined in sections IV and V of this document, including commitment of appropriate release time for the Associate Director to participate in Consortium meetings, travel, and other activities; agreement to provide non-federal matching funds to meet the NASA requirement of 1:1 cost-sharing; and agreement to meet annual technical and financial reporting requirements

#### Addition and Removal of Institutional Members

##### Addition:

Organizations may be considered for institutional membership by addressing a letter to the Consortium Director. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name of organization
- b) Type of organization
- c) Name, title, mailing address, and e-mail of chief executive officer or president of the organization
- d) Name, title, mailing address, and e-mail of proposed Space Grant representative (Associate Director)
- e) Statement of organizational mission and description of the organization's involvement in NASA-related research and education topics

- f) Statement describing the potential contribution of the organization to the Consortium
- g) Statement of compliance with the roles and responsibilities of institutional members as outlined in sections IV and V of this document, including designation of an Associate Director and commitment of appropriate release time for Consortium activities, agreement to provide non-federal matching funds to meet the NASA requirement of 1:1 cost-sharing, and agreement to meet annual technical and financial reporting requirements

The Management Team may consider applications for institutional membership at any meeting at which a quorum is present. Applications that receive a 2/3 vote will be admitted to the Consortium as institutional members.

Removal:

An institutional member can be removed from the Consortium by a 2/3 vote of the SDSGC Management Team. The Management Team may recommend removal of an institutional member under the following circumstances: 1) the organization requests to withdraw; 2) the organization reneges on its contractual agreement with the Consortium or fails to fulfill its annual technical and financial reporting requirements; 3) the Management Team determines that for two consecutive years the annual activity of the member no longer justifies status as an institutional member; or 4) the organization is found in violation of these Roles and Responsibilities or is engaging in conduct detrimental to the best interests of the Consortium. Such removal may occur only after the member has been given adequate written notice of the pending action and an opportunity to respond to the Management Team in a written or oral defense.

**Addition and Removal of Affiliate Members**

Addition:

Organizations may be considered for affiliate membership by addressing a letter to the Consortium Director. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name of organization
- b) Type of organization
- c) Name, title, mailing address, and e-mail of chief executive officer of the organization
- d) Name, title, mailing address, and e-mail of proposed Space Grant representative
- e) Statement of organizational mission and description of the organization's involvement in NASA-related research and education topics
- f) Statement describing the potential contribution of the organization to the Consortium
- g) Statement of compliance with the roles and responsibilities of affiliate members as outlined in section VI of this document, including the annual member survey and reporting requirements

The Management Team may consider applications for affiliate membership at any meeting at which a quorum is present. Applications that receive a majority vote will be admitted to the Consortium as affiliate members.

Removal:

An affiliate member can be removed from the Consortium by a 2/3 vote of the SDSGC Management Team. The Management Team may recommend removal of an affiliate member under the following circumstances: 1) the organization requests to withdraw; 2) the organization fails to respond to the biannual affiliate survey for four consecutive years; 3) the Management Team determines that for two consecutive years the annual activity of the affiliate no longer justifies membership; or 4) the organization is found in violation of these Roles and Responsibilities or is engaging in conduct prejudicial to the best interests of the Consortium. Such removal may occur only after the member has been given adequate written notice of the pending action and an opportunity to respond to the Management Team in a written or oral defense.

## Appendix II (updated August 16, 2022)



# Guidelines for Space Grant Director & Lead Institution Changes Checklist for Consortia (Effective as of 8.16.2022)

## Change of Director

### ***Step 1: Notify NASA Headquarters National Space Grant Program Office***

If a consortium director leaves his/her position, or proposes to do so, the National Space Grant Program Manager/Deputy Manager should be notified in writing via email as soon as possible from the Chief Academic Officer/Authorizing Organization Representative (AOR) of the lead institution.

### ***Step 2: Appoint an Interim Director***

The Chief Academic Officer/AOR of the lead institution will recommend to NASA, for approval, the appointment of an interim director. Note: Both the interim and permanent directors must be from the lead institution. This recommendation should also include the curriculum vitae of the recommended interim director. The Program Manager/Deputy Manager will communicate with the award technical officer to have the award documentation (NF 1687) updated.

The interim director should be appointed for a period not to exceed 12 months. The interim director's term will end upon transition of the new director into the Consortium.

### ***Step 3: Convene a consortium-wide meeting***

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes, reach a consensus on the proposed director change, and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees shall include names and institutions represented. Note: Include National Space Grant Program Staff in the attendee listing.

### ***Step 4: Send formal request to NASA Headquarters, National Space Grant Program Manager***

The formal request to the National Space Grant Program Manager/Deputy Manager for changes in the consortium must include the following elements as a single package:

- Vita of recommended consortium permanent director;
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, consortium director salary/fringe, program assistants and/or CMIS point of contact), a new program plan with budget must be submitted;
- Statement from the lead institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities;
- Minutes of the consortium consensus meeting, including a list of attendees, any proxies provided and institutions represented and including minority reports, if any.

The Space Grant Manager/Deputy Manager will communicate with the award technical officer to make any required changes to the award documentation (NF1687).

## **Change of Lead Institution**

### ***Step 1: Notify National Space Grant Program Office***

In case the consortium determines that a change in the lead institution is needed/desired due to a variety of reasons, the National Space Grant Program Manager/Deputy Manager should be notified via email as soon as possible by the Chief Academic Officer/Authorizing Organization Representative (AOR) of the lead institution, that both the Lead Institution and possibly the Director will be changing (the Director must be from the lead institution). NOTE: In cases where the Lead Institution changes, NASA will terminate the old award, and issue a new award at the new Lead Institution, refer to the [NASA Grants and Cooperative Agreement Manual](#) Section 7.7.

### ***Step 2: Appoint an Interim Director***

If applicable, the consortium advisory board/committee and the Chief Academic Officer/AOR of the proposed lead institution will recommend to NASA, for approval, the appointment of an interim director. Note: Both the interim and permanent directors must be from the lead institution. This recommendation should also include the curriculum vitae of the recommended interim director. The Program Manager/Deputy Manager will communicate with the award technical officer to have the award documentation (NF 1687) updated.

The interim director should be appointed for a period not to exceed 12 months. The interim director's term will end upon transition of the new director into the Consortium.

### ***Step 3: Convene a consortium-wide meeting***

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes, reach a consensus on the Lead Institution change (and change of Director if necessary), and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees shall include names and institutions represented. Note: Include National Space Grant Staff in the attendee listing.

### ***Step 4: Send formal request to National Space Grant Program Manager, NASA Headquarters***

The formal request to the National Space Grant Program Manager/Deputy Manager for changes in the consortium must include the following elements:

- Vita of recommended consortium permanent director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, consortium director salary/fringe, program assistants and/or CMIS point of contact), a new program plan with budget must be submitted.
- Statement from the new lead Institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.
- Minutes of the consortium consensus meeting, including a list of attendees, any proxies provided and institutions represented and including minority reports, if any.

Submit Director and Lead Institution Change Packages via email to the technical officer:

Mitch Krell, Space Grant Deputy Program Manager. Email: [mitch.krell@nasa.gov](mailto:mitch.krell@nasa.gov)

And CC: Space Grant Program Manager Tomas Gonzalez-Torres ([tomas.l.gonzalez-torres@nasa.gov](mailto:tomas.l.gonzalez-torres@nasa.gov)) and HQ Space Grant Program Office ([hq-space-grant@mail.nasa.gov](mailto:hq-space-grant@mail.nasa.gov))

Final Note –Excerpted from the Grants and Cooperative Agreements Manual: “*If the Technical Officer does not concur with a recommended new PI and the grant will not follow the PI to the new institution, then the grant with the current institution may be ended by mutual consent or, if necessary, unilaterally by the Grant Officer.*”