



Guidelines for Space Grant Director & Lead Institution Changes Checklist for Consortia

Effective as of 7.16.2019

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.

Step 2: Appoint an Interim Director

In the case, that the director is no longer acting or has left the position, then the chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. This recommendation should also include the curriculum vitae. 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 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. If concurrence is reached on the nomination of the new director, proceed to Step 4; however, if concurrence is not reached, repeat Step 2.

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

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

- Vita of recommended consortium 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,

FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan 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 director leaves his/her position due to the Lead Institution change, or proposes to do so, the National Space Grant program manager should be notified via email as soon as possible that both the Lead Institution and Director will be changing. 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 6.5.

Step 2: Appoint an Interim Director

If applicable, the consortium advisory board/committee and the chief academic officer of the proposed lead institution will recommend to NASA, for approval, the appointment of an interim director. The interim director should be appointed for a period not to exceed 12 months.

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 and 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 Deputy Manager for changes in the consortium must include the following elements:

- Vita of recommended consortium 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, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan 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:

Erica J. Alston
Space Grant Deputy Program Manager
Email: erica.j.alston@nasa.gov

And CC: **HQ Space Grant Program Office** (hq-space-grant@mail.nasa.gov)

Final Note –Excerpted from the Grants and Cooperative Agreements Manual (2017) “*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.”