Corps Start-up Quick Reference Guide for 2014-2015

Task	Fall Due Date	Spring Due Date	Prompt	
Establishing *new* STARS Computing Corps site				
New STARS: Apply to start a new funded STARS site: • Complete *Institutional Application.* • Complete *Institutional Data Request Form.*	Rolling due date			
STARS Funding and Evaluation				
All STARS faculty and students register on STARS Online.	15-Oct	1-Feb	Evaluation Assistant (EA) prompts students	
New students complete pre-survey			Comes as link on registration confirmation email (FYI sometimes this goes to Spam)	
New students and faculty complete *Vendor Information* and *Direct Deposit* forms to receive funding: • Access from Resources > Forms. • Submit directly to the applicable department at UNCC.	15-Oct	1-Feb	EAs prompt students	
Academic Liaisons confirm students' eligibility for stipends based on emailed list of registered students and missing forms.	25-Oct	11-Feb	Individual emails	
Evaluation Assistants and Academic Liaisons complete Narrative.		15-Apr	EAs	
All students complete program survey.	1-Dec	1-May	Received through email	
STARS Celebration Participants				
Academic Liaisons determine which students should attend Celebration and estimate the travel support needed on *Travel Scholarship Request.*		25-Apr	Notified of Travel Scholarship Request	
Academic Liaisons confirm Celebration registrants for hotel reservations.		30 days prior to Celebration	Individual emails	
Submit *UNCC Travel Reimbursement Form* for Celebration travel.	2 weeks following Celebration			
2014-2015 Teleconference Schedule	**Fall 2014**	**Spring 2015**	**Summer 2015**	**Prompt**
Academic Liaisons (Second Monday, 12:00-1:00 pm ET)	9/8; 11/10	2/9; 4/13		Outlook
Executive Steering Committee (Third Monday, 12:00-1:00 pm ET)	9/15; 11/17	2/16; 4/20	6/15	Outlook
Evaluation Assistants (First Friday, 12:30-1:30 pm ET, via meeting.com)	9/5; 10/3; 11/7; 12/5	1/02; 2/6; 3/6; 4/3; 5/1		Email from meeting.com