

# GEST DIGEST

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## *GEST Cooperative Agreement Extended Through Another 5 Years*

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GEST Director, Robert Curran, Ph.D. received official word from NASA Grants Officer, Dean Patterson, of the extension of the Cooperative Agreement between NASA Goddard Space Flight Center (GSFC) and the University of Maryland, Baltimore County (UMBC) for continuation of collaborative research conducted by the GEST Center and the Earth Science Directorate. The extension period is through May 10, 2010.

### History of GEST

GEST was established through a cooperative agreement signed May 11, 2000, following a competitive procurement process initiated by GSFC.

The central mission of GEST is the study of Earth's land surface, atmosphere, and oceans, emphasizing scientific excellence, as well as community outreach, education, and information technology. In addition to scientific and academic objectives, an important goal of this collaborative research is to connect Earth science to people's daily lives by studying phenomena that affect us all, such as coastline erosion, air pollution, the impact of development on the quality of water supply, and the depletion of the Earth's ozone layer.

GEST is a consortium of scientists and engineers, led by the University of Maryland, Baltimore County (UMBC), to conduct scientific research in Earth and information sciences and related technologies in collaboration with the NASA Goddard Space Flight Center (GSFC). The consortium members of GEST include UMBC, Northrop Grumman Corporation, Howard University, Hampton University, and Caelum Research Corporation.

Since its' inception, GEST has over 115 employees and is continuously growing and making significant progress in establishing GEST as a prominent center for research and international collaboration in the Earth and information sciences.



**THE GEST UMBC AND GSFC OFFICES WILL BE CLOSED ON SEPTEMBER 6, 2004**

## ***Changes within GEST Organization***

### ***Congratulations***

Anathea Brooks, Assistant Director of GEST, is leaving us. She has been appointed to the United Nations Educational, Scientific and Cultural Organization (UNESCO). One of the first Americans hired by UNESCO since the US rejoined the organization, she will be the Liaison Officer in the Natural Sciences Sector Executive Office, coordinating the UN's major international science and science education initiatives. Anathea leaves for UNESCO headquarters in Paris, France later this month.

Anathea has been very instrumental in the success of the GEST organization and was its third employee. She will be missed but at the same time we at GEST extend congratulations to her and our hopes of her continued success in her recent appointment.

A reception is planned in honor of Anathea on Friday, September 10th - Technology Center at UMBC - , 4:00 pm. - 3rd floor - cafeteria . For more information please contact Robert Curran, 410-455-8813, or Marci Delaney, 301-286-4403.

### ***Grants Submitted in August***

Sushil Chandra - The Validation of Aura Ozone Measurements Using Cloud Slicing.

Mohan Gupta - Consistency analysis of UT/LS water vapor distribution and variability observed by A-Train satellites: Analysis of convection controlled variability in UT/LS water vapor.

Nickolay Krotkov - Validation of AURA/OMI UV and aerosol products with ground based measurements dispersed over OMI footprint.

Mark Olsen - Model Investigation of Upper-Trosphere/Lower-Stratosphere Water Vapor and Transport into the Stratosphere

## Employment Opportunity

### Assistant Director

The Goddard Earth Sciences and Technology (GEST) Center, located at UMBC in Catonsville, with faculty at NASA Goddard Space Flight Center in Greenbelt, seeks an Assistant Director to work as part of the GEST team administrators. Salary is commensurate with qualifications and experience. Position is full-time and includes a generous benefits package. This is a grant-funded position wherein employment is contingent upon the renewal of the grant and carries no layoff or reinstatement rights.

### Responsibilities and duties:

Reporting to the GEST Associate Director, the incumbent will be responsible for the day-to-day financial operation of UMBC's Cooperative Agreement with NASA. The Assistant Director will be the primary interface with NASA Goddard Space Flight Center (GSFC) and UMBC concerning financial management, with regular accounting and financial reporting for all collaborative research tasks. Specific responsibilities involve professional level work in finance, budget, procurement, and contract administration. Additional duties include: creating, maintaining and reconciling new and existing accounts and related budgets (currently around 200 accounts); maintaining GEST subcontracts and sub-recipient agreements with consortium partners including amendments and invoices; assisting in the creation, revision and tracking of the annual university overhead budget; supervising office administrative assistants who support the GEST financial management group; interfacing with scientists and administrators at UMBC, GSFC, and Consortium member organizations in order to assemble and deliver the reports required by the agreements; and performing other duties as assigned.

### Requirements:

Requires a Bachelor's degree (a Master's degree in business preferred) and at least five years of progressively responsible accounting and budget experience, preferably in a research university setting. Must have a strong accounting background and computer skills including MS office, database and spreadsheet manipulation. PeopleSoft experience preferred. Must be self directed and detail oriented with personnel management experience, is located at UMBC and requires some travel to NASA Goddard Space Flight Center.

Note: UMBC uses PeopleSoft as its accounting and human resources platform.

### Deadline:

For best consideration, please submit application by September 13, 2004. However, resumes will be accepted until the position is filled.

### Applications:

Please send a cover letter indicating salary expectations, resume and names and phone numbers of three professional references to:

Tom Low  
GEST Center  
3.002 South Campus  
University of Maryland Baltimore County  
1000 Hilltop Circle  
Baltimore, MD 21250

No phone calls or emails please.

## **REMINDER—TRAVEL AND OFFICE RELATED MATTERS**

A Note from Nancy Flowers

**This is just a quick reminder on a few travel and/or office related matters:**

### **REGISTRATION FEES**

University policy prefers that all registration fees be pre-paid with the University Credit Card. This eliminates a lot of paperwork for everyone and keeps you from putting monies out of your pocket and then having to wait extended periods of time for your reimbursement.

If the registration fee can be paid with a VISA credit card please complete a registration form and fax it in. If you are completing the registration form on-line print out each page of the on-line application. When you get to the payment information stop. Fax all the pages of the registration form (on-line or printable sheet) to 410 455-8806 to my attention. I will then complete the payment information or go on-line and reenter the information you provided to complete the registration process. I will notify you when this is completed. Whenever possible please take advantage of early registration discounts and deadlines.

### **AIR LINE TICKETS**

When traveling on GEST business all travelers must complete a Travel Request Form prior to travel and submit it approximately 2-3 weeks before the travel date. **If you choose to have your airfare pre-paid you must contact one of the UMBC Contracted Travel Agencies (Omega, Travel On, Globetrotter) and make your reservation prior to submitting your Travel Request Form.** All Travel Request Form should be faxed into the GEST office at 410 455-8806. Failure to fax in your form may result in your application not being processed and your airline ticket not being purchased. For any travel related questions please contact Nancy at 410 455-8812.

### **FACULTY TIME SHEETS**

Monthly faculty time sheets are due the first Friday of each month for the proceeding month. Faculty time sheets can be found on the GEST web site under faculty resources. Current leave balances can be obtained by contact me at [flowers@umbc.edu](mailto:flowers@umbc.edu). Faculty time sheets are Microsoft Word Documents.

### **CONSULTANCY REPORTS**

Consultancy reports will be sent out next month. When you receive your form please complete it and return it as soon as possible. An envelope will be provided for your convenience in returning the form.

**OFFICE CLOSURES** - The Goddard and UMBC GEST offices will be closed on **September 6th** to observe the Labor Day Holiday.

## GEST Faculty Quarterly Meetings

Dec. 15, 2004

GODDARD EARTH SCIENCES AND TECHNOLOGY CENTER

*Please email information for the newsletter to [roscoe@umbc.edu](mailto:roscoe@umbc.edu) prior to the 15th of each month.*



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### IMPORTANT DATES

**Aug.** No health insurance taken out of pay one cycle

GEST Faculty Quarterly Meeting - Aug. 19th

**Sept.** Consulting Report due to Nancy  
- Labor Day Holiday September 1st  
- NASA Fiscal Year ends Sept. 30

**Oct.** Columbus Day Holiday - October 14th  
- **Open enrollment for Health Plans -**

**Nov.** Veterans Holiday - November 11th  
- Thanksgiving - November 27th

**Dec.** All non-US citizens must file new Citizenship Status Form and W4  
- GEST Faculty Quarterly Meeting- Dec. 15th,

**Christmas** - December 25th  
- Moving expenses this year taxed final pay-check of year