

**Delaware State Clearinghouse Committee**  
**March Agenda**  
**Meeting to be Held via WebEx**  
**WebEx Meeting Information/Instructions Attached**  
**April 1, 2020 @ 10:00am**

Item	SAI#	Applicant	Project Title	Funding			Positions		
				Federal	State	Other	Federal	State	Other
<b>New Business*</b>									
1	<a href="#">4357</a>	Department of State, Veterans Home	Emergency Generator	\$1,129,599	\$608,245	\$0	0.00	0.00	0.00
2	<a href="#">2020-01-29-02</a>	Department of State, Historical and Cultural Affairs	John Dickinson Plantation Master Plan Implementation	\$0	\$0	\$150,000	0.00	0.00	0.00
3	<a href="#">4352</a>	Department of Health and Social Services, Public Health, Community Health	Chronic Disease Self-Management Education	\$299,160	\$0	\$0	0.00	0.00	0.00
4	<a href="#">4412</a>	Department of Health and Social Services, Public Health, Community Health	Hospital Preparedness Program - Families First COVID-19	\$212,582	\$0	\$0	0.00	0.00	0.00
5	<a href="#">4407</a>	Department of Health and Social Services, Community Services, Services for Aging and Adults with Physical Disabilities	Title III Congregate Meals - Families First COVID-19	\$400,000	\$0	\$0	0.00	0.00	0.00
6	<a href="#">4408</a>	Department of Health and Social Services, Community Services, Services for Aging and Adults with Physical Disabilities	Title III Home Delivered Meals - Families First COVID-19	\$800,000	\$0	\$0	0.00	0.00	0.00
7	<a href="#">4340</a>	Department of Natural Resources and Environmental Control, Office of Natural Resources, Fish and Wildlife	F-88-L-1 State Fisheries Lands Enhancement	\$143,430	\$47,810	\$0	0.00	0.02	0.00
8	<a href="#">4351</a>	Sussex Academy of Arts and Sciences	Community Facility Loan and Grant Program	\$50,000	\$0	\$178,900	0.00	0.00	0.00
<b>Continued</b>									
1	<a href="#">4356</a>	Executive, Criminal Justice, Criminal Justice Council	Childrens Justice Act Grant	\$89,008	\$0	\$0	0.00	0.00	0.00
2	<a href="#">4350</a>	Other Elective, Insurance Commissioner, Bureau of Examination, Rehabilitation and Guaranty	State Health Insurance Assistance Program	\$1,042,405	\$0	\$0	2.00	0.00	0.00
3	<a href="#">3900 Amendment</a>	Department of Health and Social Services, Public Health, Community Health	Public Health Crisis Response (Families First COVID-19)	\$4,567,500	\$0	\$0	0.00	0.00	0.00
4	<a href="#">4325</a>	Department of Health and Social Services, Public Health, Community Health	Medical Monitoring Project (MMP)	\$1,933,705	\$0	\$0	1.30	0.00	0.00
5	<a href="#">4353</a>	Department of Health and Social Services, Public Health, Community Health	Tobacco Control and Prevention	\$112,974	\$0	\$0	5.00	0.00	0.00
6	<a href="#">4358</a>	Department of Health and Social Services, Public Health, Community Health	First Responders - Comprehensive Addiction & Recovery Act (Resubmitted w/position adjustment.)	\$0	\$0	\$0	0.25	0.20	0.00
7	<a href="#">4286</a>	Department of Health and Social Services, Public Health, Community Health	Sexual Violence Prevention and Education	\$0	\$25,217	\$0	0.00	0.50	0.00
8	<a href="#">4349</a>	Department of Services for Children, Youth and Their Families, Family Services, Intervention/Treatment	Adoption Incentive Payment Program	\$137,000	\$0	\$0	0.00	0.00	0.00
9	<a href="#">4337</a>	Department of Natural Resources and Environmental Control, Office of Natural Resources, Fish and Wildlife	F-84-R-3 Structure Oriented Fish Assessment Program	\$81,375	\$27,125	\$0	0.05	0.20	0.00
10	<a href="#">4347</a>	Department of Natural Resources and Environmental Control, Office of Natural Resources, Fish and Wildlife	F-83-D-2 Cape Henlopen Fishing Pier	\$300,000	\$100,000	\$0	0.00	0.00	0.00
11	<a href="#">2511 Amendment</a>	Department of Natural Resources and Environmental Control, Office of the Secretary, Energy and Climate	Clean Cities Coalition Programmatic Support	\$20,000	\$0	\$0	0.00	0.00	0.00
12	<a href="#">4346</a>	Department of Labor, Employment Training, Employment and Training Services	Work Opportunity Tax Credit (WOTC)	\$71,932	\$0	\$0	0.05	0.00	0.00
13	<a href="#">4341</a>	Department of Agriculture, Animal Health	Animal Disease Traceability	\$4,646	\$0	\$0	0.00	0.00	0.00
14	<a href="#">4342</a>	Department of Agriculture, Animal Health	Umbrella National Surveillance	\$245,235	\$0	\$0	0.00	0.00	0.00

\*New Business requires the attendance of the Contact Person.  
Available on the internet at <http://budget.delaware.gov/clearinghouse/abm.shtml>

**Higher Education**

1	2020-03-08-01	Delaware State University	Single-Step Preparation of Polymer/Metal-Organic Framework Membranes: Electrospinning Fabrication and Application for Hazardous Gas Capture	\$371,244	\$0	\$0
2	2020-03-08-02	Delaware State University	Settlers of the Milky Way: An Astrobiology Modeling Project to Increase Student Engagement and Confidence in Mathematics and Science	\$234,098	\$0	\$0
3	2020-03-08-03	Delaware State University	Active Minds Chapter Development Grant	\$0	\$0	\$250
4	2020-03-08-04	Delaware State University	Ethical Communication in STEM Research: International and North American Scholars Negotiating Diversity	\$75,614	\$0	\$0
5	2020-03-08-05	Delaware State University	Evolved RNA Recognition Motifs for Therapeutic and Gene Editing Applications	\$438,000	\$0	\$0
6	2020-03-08-06	Delaware State University	The Neuropathology of Cerebellum in Spinal Muscular Atrophy	\$437,967	\$0	\$0
7	2020-03-08-07	Delaware State University	Investigating the Regulatory Role of TDP-43 on Neuroinflammation in the Development of Amnesic and Non-Amnesic Dementia	\$620,500	\$0	\$0
8	2020-03-08-08	Delaware State University	Mitochondrial TDP-43 and the Role it Plays in Neurodegeneration	\$430,201	\$0	\$0
9	2020-03-08-09	Delaware State University	An Experiential Learning Opportunity in the Performing Arts and DSU for Summer 2020	\$0	\$25,000	\$0
10	2020-03-08-10	Delaware State University	New Tools to Find Corresponding Ages Across the Lifespan of Human and Model Organisms	\$1,999,785	\$0	\$0
11	2020-03-08-11	Delaware State University	BP-ENDURE: Advanced Training in Human Neuroscience	\$127,493	\$0	\$0
12	2020-03-08-12	Delaware State University	An Interdisciplinary Certificate Program in Bio-imaging and Bio-photonics to Strengthen Research and Doctorial Training	\$99,518	\$0	\$0
13	2020-03-08-13	Delaware State University	Advancing Future Food Scientists through Summer Programs	\$149,933	\$0	\$0
14	2020-03-08-14	Delaware State University	Assessment of New Technologies for Post-Harvest Oyster Purification	\$71,837	\$0	\$0
15	2020-03-08-15	Delaware State University	An Institute: CropSmart Institute--AI-driven Automation of Science-based Decision Making in Crop Production for Enhancing Farming Profitability, Productivity and Sustainability	\$389,727	\$0	\$0
16	2020-03-25-01	Delaware State University	ACCEL: Delaware Clinical and Translational Research Center (State Award)	\$0	\$114,000	\$0
17	2020-03-07-01	University of Delaware	Student Leaders Program In the Middle East and North Africa	\$0	\$0	\$162,721
18	2020-03-07-02	University of Delaware	Collaborative Research: Wave Dynamics on Rocky Shorelines	\$259,809	\$0	\$0
19	2020-03-07-03	University of Delaware	Activity Modification for Adolescents with Calcaneal Apophysitis	\$0	\$0	\$2,500
20	2020-03-07-04	University of Delaware	Supporting Healthy Language Development in Infants with Cochlear Implants by Tracking Neurodevelopment and Vocabulary Growth Post Implantation	\$0	\$0	\$44,601

21	2020-03-07-05	University of Delaware	Software Tool to Count Small Warehouse Parts Using Computer Vision and Machine Learning	\$0	\$0	\$9,404
22	2020-03-07-06	University of Delaware	Telehealth Services and Peer Support	\$0	\$0	\$12,891
23	2020-03-07-07	University of Delaware	Eavesdropping Security for Classified Conversations	\$0	\$0	\$12,891
24	2020-03-07-08	University of Delaware	Establishing the Role of Metabolites in HIV-1 Capsid Assembly and Maturation	\$0	\$0	\$117,000
25	2020-03-07-09	University of Delaware	Collaborative Research: GEM: Transition from Ion-Coupled to Electron-Only Reconnection	\$178,320	\$0	\$0
26	2020-03-07-10	University of Delaware	Testing the Fidelity of Neodymium Isotopes as a Paleocirculation Tracer in the Southeast Indian-Southern Ocean	\$23,194	\$0	\$0
27	2020-03-07-11	University of Delaware	Optics-Free, In-Situ Assays Based on Mechanical Stiffness for Multicellular Constructs	\$400,000	\$0	\$0
28	2020-03-07-12	University of Delaware	Information Platform for Emergency Response and Operations	\$0	\$0	\$13,020
29	2020-03-07-13	University of Delaware	ECO-CBET Preliminary Proposal: Integrated Approach of CO2 Capture and Conversion to Carbon Fuels Using Membrane-based Technology	\$0	\$0	\$261,350
30	2020-03-07-14	University of Delaware	Optimized Structural Battery Energy Storage System	\$0	\$0	\$13,020
31	2020-03-07-15	University of Delaware	NASA Delaware Space Grant College and Fellowship Program Year 1 Augmentation	\$53,572	\$0	\$0
32	2020-03-07-16	University of Delaware	De Novo Biosynthesis and Incorporation of a Non-Standard Amino Acid Containing a Reactive Side Chain	\$195,889	\$0	\$0
33	2020-03-07-17	University of Delaware	Ox-Ox Development and Forming Trials	\$192,307	\$0	\$0
34	2020-03-07-18	University of Delaware	Damage Mechanisms in Fatigued UHMW PE Composites	\$68,589	\$0	\$0
35	2020-03-07-19	University of Delaware	Using Historical Collections for Civic Engagement and Innovative Teaching and Learning	\$0	\$0	\$12,666
36	2020-03-07-20	University of Delaware	Effects of Mesoscale Eddies on Three Dimensional Oil Dispersion:Data Integration, Interpretation and Implications for Oil Spill Models	\$0	\$0	\$104,508
37	2020-03-07-21	University of Delaware	Student Travel Support for the 2020 IEEE/ACM CCGrid Conference	\$20,000	\$0	\$0
38	2020-03-07-22	University of Delaware	Support KIDS COUNT Activities	\$0	\$0	\$86,957
39	2020-03-07-23	University of Delaware	Adaptive Vibration Mitigation for Additive Manufacturing Equipment Using AI	\$0	\$0	\$60,000
40	2020-03-07-24	University of Delaware	Acquisition of Goods and Services	\$2,727	\$0	\$0

41	2020-03-07-25	University of Delaware	Impacts of Prey Resources, Weather and Time of Day on Habitat Use for Wintering Lesser Scaup in the Chesapeake Bay	\$0	\$0	\$122,082
42	2020-03-07-26	University of Delaware	Collaborative Research: Swash Zone Dynamics Driven by Obliquely Incident Waves	\$120,156	\$0	\$0
43	2020-03-07-27	University of Delaware	The Role of Nucleus Basalis Cholinergic Neurons in Avoidance	\$275,000	\$0	\$0
44	2020-03-07-28	University of Delaware	The Role of Sensory Deficits in the Neural Control of Balance during Walking in Parkinson's Disease	\$0	\$0	\$266,881
45	2020-03-07-29	University of Delaware	Cuyahoga County OH ABC Training Roben 20	\$0	\$0	\$17,593
46	2020-03-07-30	University of Delaware	Applied Machine Learning for Social Development of Children with Autism	\$0	\$0	\$50,000
47	2020-03-07-31	University of Delaware	Implementing the Land Bird Monitoring Protocol for the National Park Service Units of the National Capital Region Network	\$226,251	\$0	\$0
48	2020-03-07-32	University of Delaware	Elucidating the Mechanisms of Disparities for Lung Cancer Screening in High-Risk African Americans	\$0	\$0	\$182,762
49	2020-03-07-33	University of Delaware	Reverse Engineering Methods for Elucidating the Molecular Assembly Mechanisms of Thermoresponsive Peptide-Based Conjugates: Computation and Experiment	\$340,829	\$0	\$0
50	2020-03-07-34	University of Delaware	Liquid Composite Molding of Polymer Composites	\$233,181	\$0	\$0
51	2020-03-07-35	University of Delaware	Resilient, Resource-adaptive Multi-sensor Fusion for Persistent Navigation	\$651,899	\$0	\$0
52	2020-03-07-36	University of Delaware	Request for Post-Doctoral Salary Support	\$0	\$0	\$66,751
53	2020-03-07-37	University of Delaware	Planning a Clinical Trial for an Interdisciplinary Treatment Strategy Years After a Knee Injury	\$0	\$0	\$41,610
54	2020-03-07-38	University of Delaware	Media and Democratic Health: An Expert-Derived Roadmap for Effective Solutions	\$0	\$0	\$24,940
55	2020-03-07-39	University of Delaware	Novel CO2 Electrolyzer with High Efficiency and C2-product Selectivity	\$0	\$0	\$187,502
56	2020-03-07-40	University of Delaware	Mechanisms Regulating Tree Stem Methane Production and Transport Across Hydrologic Gradients	\$0	\$0	\$239,049
57	2020-03-07-41	University of Delaware	NNERPP District Research Leaders Network	\$0	\$0	\$34,715
58	2020-03-07-42	University of Delaware	Predicting and Evaluating PAX6 Targets in Aniridia Related Keratopathy	\$0	\$0	\$2,500
59	2020-03-07-43	University of Delaware	Mechanisms Driving Ocular Inflammation Following Cataract Surgery	\$0	\$0	\$2,500
60	2020-03-07-44	University of Delaware	MathByExample 6-8: Supporting Mathematical Proficiency and Executive Functions for Middle School Students	\$0	\$0	\$310,662

61	2020-03-07-45	University of Delaware	Hydrothermal and Microbial Controls on Organic Carbon Mobilization from Guaymas Basin Sediments	\$344,651	\$0	\$0
62	2020-03-07-46	University of Delaware	Collaborative Research: Impacts of Surface Ocean Surfactant Sources and Transformations on their Chemical Composition and Air-Sea Relevant Properties	\$291,076	\$0	\$0
63	2020-03-07-47	University of Delaware	Collaborative Proposal: Gametes to Growth - The Role Of Coral Acclimatization in Discovering Phenotypes that Enhance Thermal Tolerance	\$309,927	\$0	\$0
64	2020-03-07-48	University of Delaware	Neurobiology of Reading Compensation	\$108,533	\$0	\$0
65	2020-03-07-49	University of Delaware	New Rare-Earth-Free Gap Magnets by an Energy Efficient Manufacturing Process	\$0	\$0	\$62,188
66	2020-03-07-50	University of Delaware	The Conserved RNA-Binding Protein Rbm24 Post-Transcriptionally Controls Gene Expression in Early Eye and Lens Development	\$0	\$0	\$2,500
67	2020-03-07-51	University of Delaware	Collaborative Research: Characterization of the Effects of Atmospheric Organics On Lifetime of Aerosol Labile Iron in Surface Ocean	\$165,936	\$0	\$0
68	2020-03-07-52	University of Delaware	Spatial Ecology of Fish Spawning Aggregations and their Transgenerational Connectivity to Reef Habitats	\$2,093,051	\$0	\$0
69	2020-03-07-53	University of Delaware	Transport of Buoyant Material in the Diurnally Stratified Upper Ocean	\$326,279	\$0	\$0
70	2020-03-07-54	University of Delaware	An Electrochemical CO2 Reduction Reactor with a Novel Size Selective Anion Exchange Membrane	\$0	\$0	\$187,502
71	2020-03-07-55	University of Delaware	Central Neural Mechanisms of Mobility Limitations in Older Adults	\$0	\$0	\$132,664
72	2020-03-07-56	University of Delaware	Plasmodesmata and Chloroplasts in Integrative Defense Signaling	\$588,606	\$0	\$0
73	2020-03-07-57	University of Delaware	Laboratory Measurements of Turbulence and Coherent Structures on Bothside of an Wind-Driven Air-Water Interface	\$397,418	\$0	\$0
74	2020-03-07-58	University of Delaware	A Tandem Electrolysis Process for Multi-Carbon Chemical Production from Carbon Dioxide	\$728,750	\$0	\$0
75	2020-03-07-59	University of Delaware	COSMO-CH4: Coordination for Synthesis and Modeling of Regional-to-Global CH4 Dynamics	\$457,041	\$0	\$0
76	2020-03-07-60	University of Delaware	Translating Vesicle-Mediated Delivery of Dystrophin	\$908,633	\$0	\$0
77	2020-03-07-61	University of Delaware	MISSE Testing of Impact-Resistant, Damage-Tolerant Composites with STF Energy Absorbing Layers	\$0	\$0	\$163,437
78	2020-03-07-62	University of Delaware	Determine the Effect of Gravity on Transgenerational Crop Growth	\$364,052	\$0	\$0
79	2020-03-07-63	University of Delaware	Beginning Farmer & Rancher Development Program	\$0	\$0	\$86,433
80	2020-03-07-64	University of Delaware	Mechanism of Aberrant BMP2 Signaling in Osteoblasts from Patients Diagnosed with Osteoporosis	\$1,906,589	\$0	\$0

81	2020-03-07-65	University of Delaware	HNDS-I: Building a Data Infrastructure to Enable Research on Social Media and its Impacts on Adolescents	\$1,051,382	\$0	\$0
82	2020-03-07-66	University of Delaware	Supplemental REU Request for Stochastic Inference and Control of Complex Biological Networks	\$5,000	\$0	\$0
83	2020-03-07-67	University of Delaware	BP-ENDURE: Advanced Research Training in Human Neuroscience	\$1,598,824	\$0	\$0
84	2020-03-07-68	University of Delaware	Longterm Prediction of Morphological Fate of Unexplored Ordnance (UXO) on Steep Shores with Varying Constituent Materials	\$0	\$0	\$68,533
85	2020-03-07-69	University of Delaware	Engineering Dynamic, Heterogeneous in Vitro Extracellular Matrices to Model Progressive Desmoplasia and Early-Stage Invasion in Pancreatic Ductal Adenocarcinoma	\$0	\$0	\$84,000
86	2020-03-07-70	University of Delaware	Neuromuscular Electrical Stimulation for Achilles Tendon Rupture Rehabilitation	\$0	\$0	\$31,028
87	2020-03-07-71	University of Delaware	QOS-Aware 5G Component Selection in Mobile Edge Computing	\$0	\$0	\$115,938
88	2020-03-07-72	University of Delaware	HNDS-I: A Multi-city Urban Observatory Network (MUON) for Comparative Behavioral Dynamics in Cities	\$1,387,819	\$0	\$0
89	2020-03-07-73	University of Delaware	Scientific Challenges and Cost-Effective Management of Risks Associated with Implementation of Produce Safety Regulations	\$0	\$0	\$299,843
90	2020-03-07-74	University of Delaware	Admin Supplement to Decoding the Non-Canonical Polyubiquitin Chains Using Chemical Approaches	\$196,056	\$0	\$0
91	2020-03-07-75	University of Delaware	BME Student Design Collaboration with South Africa	\$0	\$0	\$3,995
92	2020-03-07-76	University of Delaware	Towards a Predictive Framework for Spatially-Explicit Wetland Accretion Over Sea Level Rise	\$0	\$0	\$249,871
93	2020-03-07-77	University of Delaware	Proactive Data Management for Edge Computing	\$0	\$0	\$57,681
94	2020-03-07-78	University of Delaware	Coming of Age on the Autism Spectrum: Theorizing Youth-Family-Educator Decision Making and Identity Formation During the Transition to Adulthood	\$0	\$0	\$24,204
95	2020-03-07-79	University of Delaware	The Onset of Reconnection and Associated Turbulence in Solar Eruptions	\$0	\$0	\$261,039
96	2020-03-07-80	University of Delaware	NRI: FND: Robots Covering Corn Fields for Large-Scale In-Situ Phenotyping	\$510,703	\$0	\$0
97	2020-03-07-81	University of Delaware	Post Transcriptional Control of Gene Expression in the Lens	\$1,250,000	\$0	\$0
98	2020-03-07-82	University of Delaware	Manufacturing Quality and Performance Assessment of Composite External Volumes	\$0	\$0	\$37,500
99	2020-03-07-83	University of Delaware	NASA EPSCoR Research Project: Building a Competitive and Sustainable Delaware Remote Sensing Big Data Center for Cutting-Edge Coastal and Environmental Change Research and Workforce Development	\$484,943	\$0	\$0
100	2020-03-07-84	University of Delaware	NRI: INT: Power Sustainability for Long-term Operation of Co-Robots under Uncertainty	\$978,691	\$0	\$0
101	2020-03-07-85	University of Delaware	Megakaryocyte Membrane-Wrapped Nanoparticles for Targeted Delivery of Sima Cargo to Hematopoietic Stem and Progenitor Cells	\$0	\$0	\$95,000

102	2020-03-07-86	University of Delaware	Measuring Symptom Clusters in People with Sudden-Onset Disabilities	\$249,200	\$0	\$0
103	2020-03-07-87	University of Delaware	The Impact of a Modified Car Intervention on Development, Design and Brain Function	\$2,495,344	\$0	\$0
104	2020-03-07-88	University of Delaware	High-Performance Natural Fiber Composites using the Tailorable Universal Feedstock for Forming (TuFF) Process	\$0	\$0	\$37,500
105	2020-03-07-89	University of Delaware	Predicting the Health Endpoints of OINDPs Using a CFPD-PK Model with the Next-Generation Virtual Elastic Whole Lung	\$0	\$0	\$10,000
106	2020-03-07-90	University of Delaware	Advanced Manufacturing Platform for Gene Therapeutic Production	\$0	\$0	\$46,091
107	2020-03-07-91	University of Delaware	Bottom-Up Assembly of Functional Salivary Gland Tissues	\$2,186,548	\$0	\$0
108	2020-03-07-92	University of Delaware	Implement Level 3 GeMS Schema for all Published DGS geologic Map Files Funded by STATEMAP/Compile 1:24,000 maps of Sussex County, Delaware at a Scale of 1:100,000, Identify & Resolve Edge-matching Issues, with Field Work and Implement on County Map	\$36,071	\$0	\$0
109	2020-03-07-93	University of Delaware	A Novel Bridge Vehicle Impact Protection System Composed of Ductile Cementitious Foams	\$0	\$0	\$9,375
110	2020-03-07-94	University of Delaware	Christiana Care Health Care Services Research Amendment 8A	\$0	\$0	\$58,490
111	2020-03-07-95	University of Delaware	Science and Technology Driven Island Sustainability Workshop	\$0	\$0	\$4,000
112	2020-03-07-96	University of Delaware	Motor Learning in Mild Cognitive Impairment	\$250,000	\$0	\$0
113	2020-03-07-97	University of Delaware	Developing, Implementing and Evaluating a Video-based Lesson Series for Health and Science Educators	\$0	\$0	\$53,709
114	2020-03-07-98	University of Delaware	LTER: Ecological Response and Resilience to Press-Pulse Disturbances and a Recent Decadal Reversal in Sea Ice Trends Along the West Antarctic Peninsula	\$0	\$0	\$570,573
115	2020-03-07-99	University of Delaware	Delaware INBRE	\$248,638	\$0	\$0

Revised: March 30, 2020

**Lacey Hutchison invites you to join this Webex meeting.**

Meeting number (access code): 711 723 581

Meeting password: Clearinghouse\_1

Wednesday, April 1, 2020

10:00 am | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

**Join by phone**

Tap to call in from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388) United States Toll

[Global call-in numbers](#)

**Join from a video system or application**

Dial [711723581](tel:711723581) [@stateofdelaware.webex.com](https://stateofdelaware.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [711723581](tel:711723581).[stateofdelaware@lync.webex.com](https://stateofdelaware@lync.webex.com)



# Attending a Webex Meeting

## Purpose and Scope

Webex is a service that offers audio, video conferencing and screen sharing services, for state and external participants. Webex is a cloud-based offering. It is **best for meetings of 1 - 100 active participants** but can support up to 1,000 participants.

This document will describe:

- Notification to attend a Webex meeting
- Joining a Webex meeting.
- Webex session menu and icons

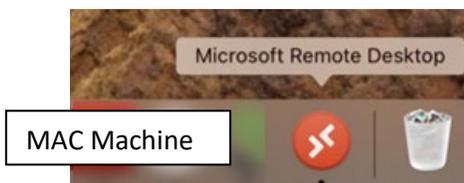
If you need to host (be a meeting organizer or presenter) a Webex session, that requires a Webex license. Contact the DTI Service Desk to request a Webex license.

Note: Your iPhone/Android offers a phone version for Webex meetings/events, however we do not cover those devices in these instructions.

### IMPORTANT:

These instructions are for **Attending** a Webex Meeting.

- You do not need a license to “**Attend**” a Webex, however you may be prompted to download the Webex app when joining the Webex meeting.
- A Webex session is best attended directly from device you are using. Do not launch or access the Webex meeting/event through a Remote Desktop connection. From your computer, **minimize the Remote Desktop session and launch the Webex meeting/event through your browser.** (See below to minimize: Select the minus symbol in the banner at the top of your Windows machine; for MAC, select the icon, shown below, from the bottom doc.)



Additionally, the Webex Help Center has a wealth of instructions and videos available.

<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>

# Notification to Attend Webex Meeting

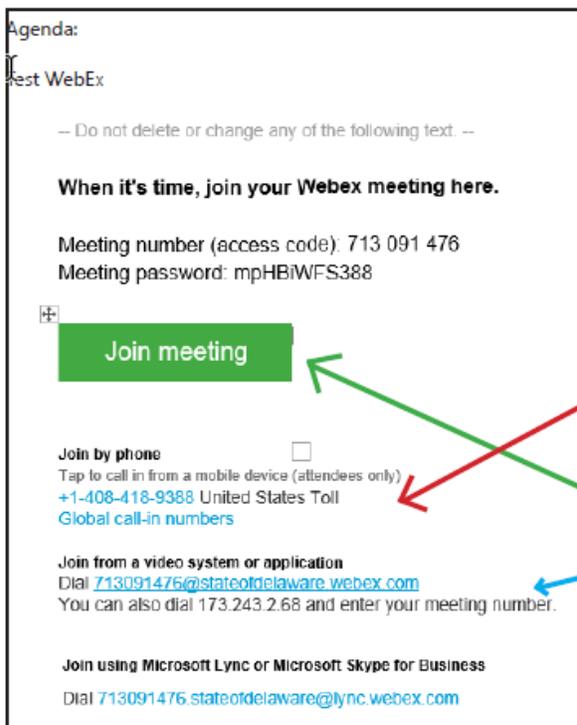
Webex meetings can be **(1) Scheduled** or they could be set up as an **(2) immediate need to meet**.

**(1)** When a Webex Meeting is Scheduled, the attendee will receive an email invitation.

Below is the calendar invitation that the attendee will receive.



The email and calendar event will provide information as shown below.



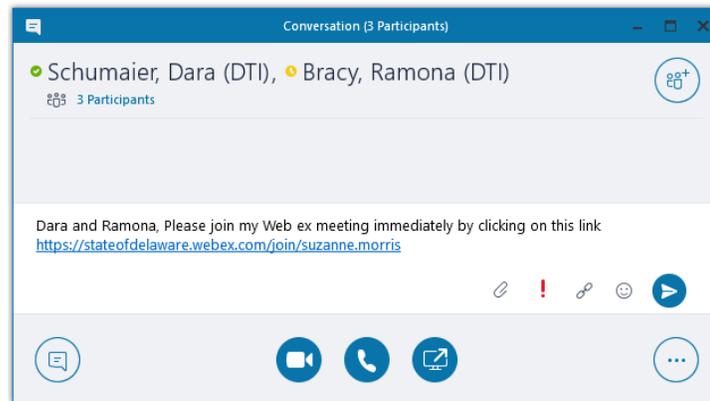
Your meeting attendees can choose how to attend:

1) **Dial in** using the phone number provided in the meeting invitation and enter the Meeting Number when prompted

or

2) **Join online** using the links provided in the invitation

(2) The process when immediately establishing a meeting will not generate an Outlook calendar invite or display in your email or on your calendar. Most likely you would receive a message from the “Meeting Organizer” asking you to immediately join the Webex meeting. An example via Skype:



## How to join a Webex meeting ...

### ... dial in only

When attending via phone only, dial the phone number provided in the meeting invitation and enter the Meeting Number when prompted.

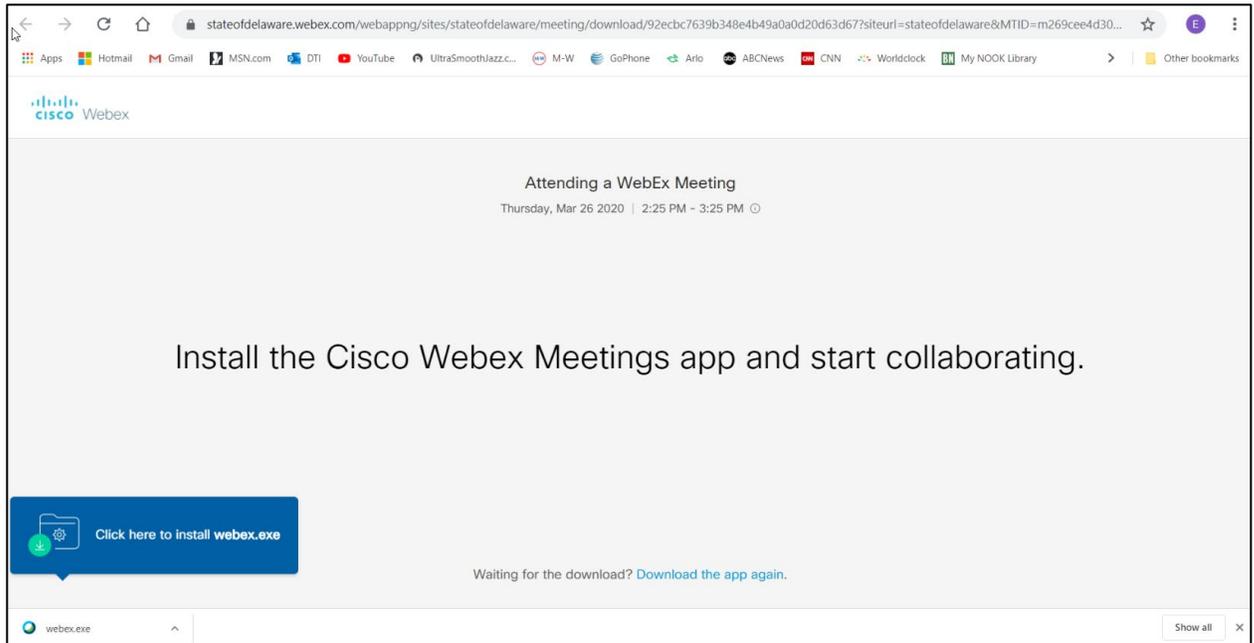
### ...using the Webex URL

If you are at home, remoting to your desktop, the audio and video experience may be degraded. It is recommended that you minimize the remote desktop session and use your home computers internet session to attend the Webex meeting. Open a browser window and type in the URL <https://stateofdelaware.webex.com/hostfirst.lastname>, enter the Meeting number.

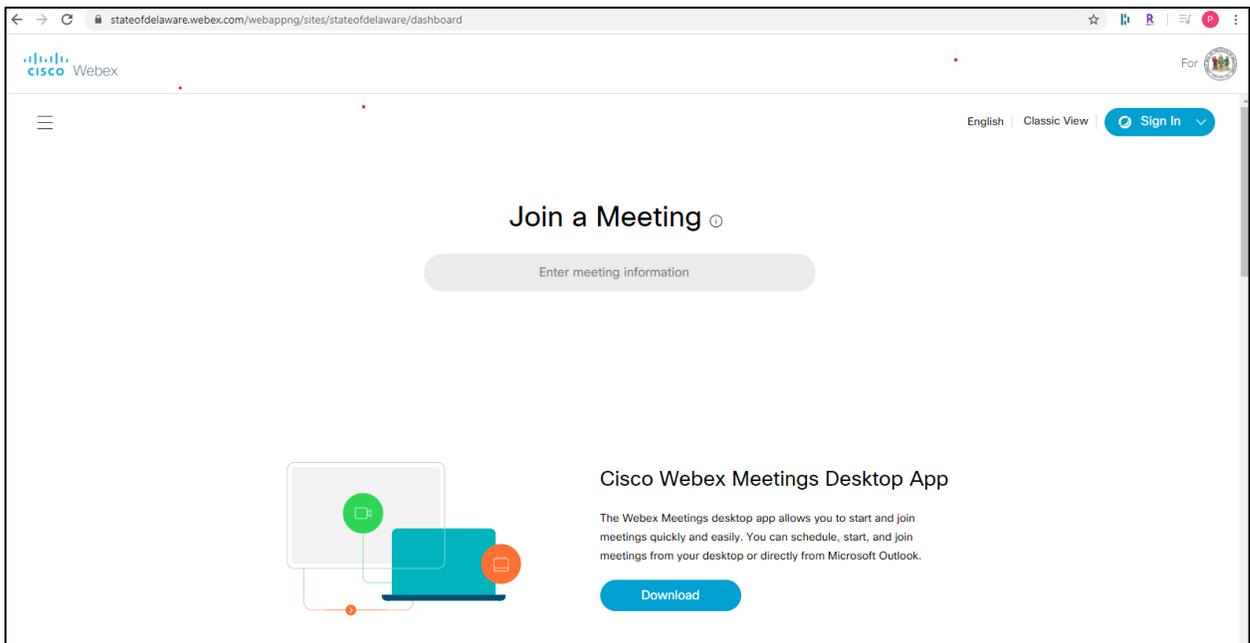
### ...using Outlook at your office or at home via OWA or O365 Online

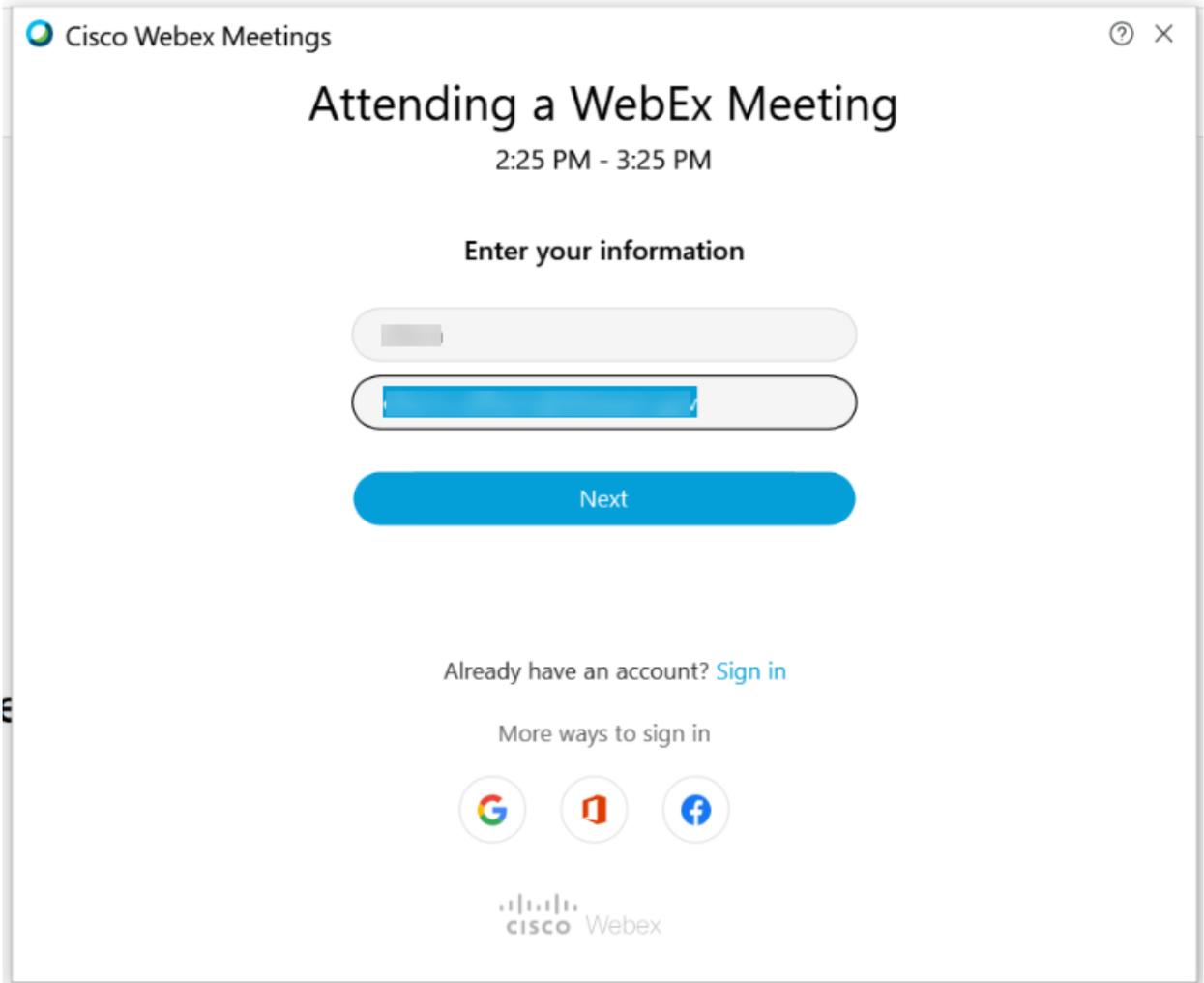
Select the Join Meeting link from the email or calendar event. Enter the information as prompted.

First time users will be asked to install the Cisco Webex Meeting app.

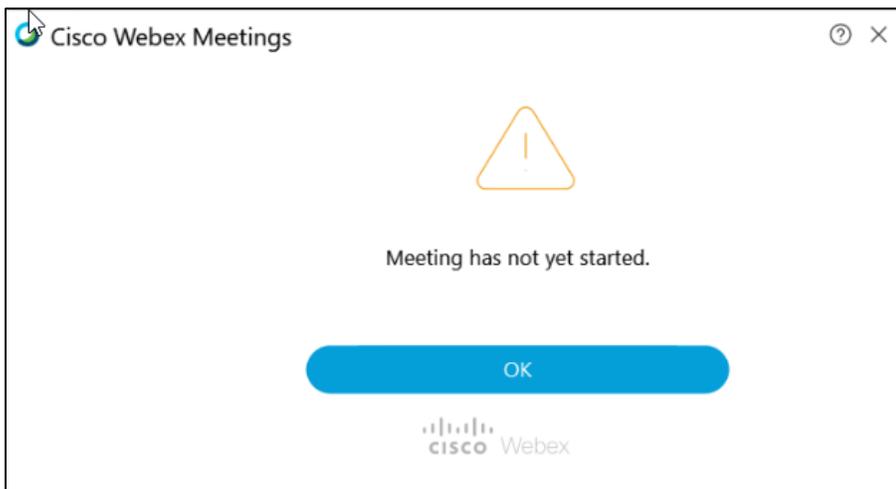


You will be prompted to Join a Meeting by entering the meeting information



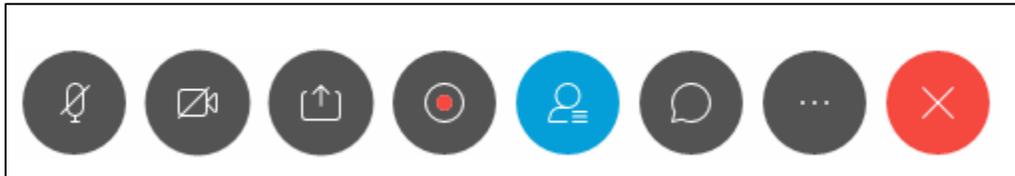


The message below will display until the Meeting Organizer starts the meeting.

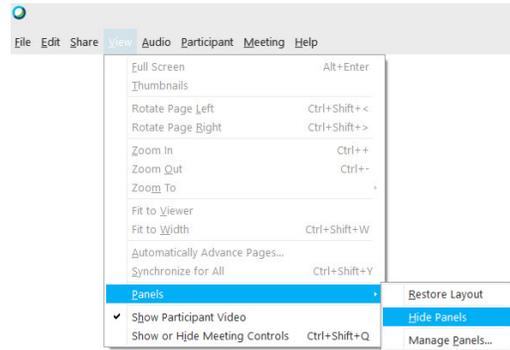


## Menu and Icons

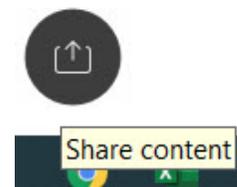
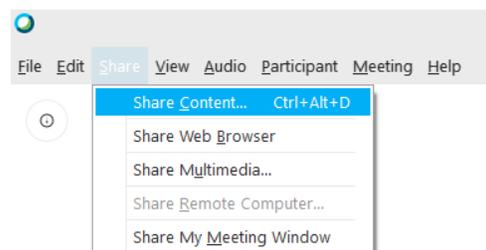
1. The menu bar is located in the top left section of the screen. The icons are located at the bottom, center stage.



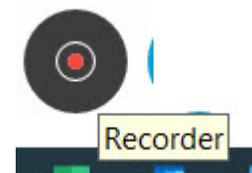
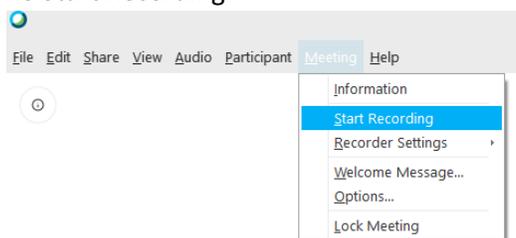
2. To open/close the Chat panel:



3. To Share Content:



4. To Start Recording:



## 5. To End/Close a Meeting

