The Business Office Update for February has been posted to http://cfaesfinance.osu.edu

In this issue:

- CFAES Finance Training Offered (Travel, Sales Tax and New Employee Overview)
- Non Capital Equipment Logs are due 3/31
- Upcoming Deadlines
- New on the Website
We are thrilled to announce that registration is now open for the Extension North Central Leadership Conference May 2-4, 2016, at the Radisson Blu Mall of America in Bloomington, Minnesota. The Radisson Blu is perfectly situated right next door to the Mall of America, which offers premiere shopping, dining, and entertainment options. Our local planning committee is working hard to offer you a great conference that allows for personal and professional development, networking, and fun.

The early-bird registration will be $275 until midnight March 15, at which time it will increase to $300. The hotel block is available until April 11. For your travel plans, the Conference will start with registration from 3:00-5:00 p.m. on Monday, May 2, and end at 12:15 p.m. on Wednesday, May 4.

In a testament to the North Central Leadership Conference’s vitality and influence, we received the largest number of workshop submissions to date. This year’s Conference will feature a terrific lineup of presentations contributing to this year’s theme, Developing a Culture of Excellence. The Conference continues to remain true to its mission in supporting emerging and existing Extension professionals in administrative and management roles in the North Central Region.

The Conference aims to strengthen your capacity to support and encourage customer-focused programs; create a climate where you can succeed and contribute; and allow you the space to network with professionals that model a culture of excellence.

Our Conference website is www.extensionnclc.com. We also hope to see you participate in conversations early via our Facebook group.
Hold the Date (Source: Bruce Clevenger)...

**What:** 2016 NW Region Spring Conference  
**When:** April 28, 2016  
**Where:** Camp Perry, Ottawa County  
**Who:** All OSUE Staff

**Confirmed Guest and Feature:** Dr. Roger Rennekamp, Associate Dean and Director, OSU Extension

Call for Posters...

**OARDC Annual Research Conference Call for Posters**
A poster competition will be held during the OARDC Annual Research Conference held on Thursday, April 21 at the Shisler Conference Center, Wooster Campus. Competition is open to any currently enrolled M.S. or Ph.D. student, or those who received their graduate degrees after Spring Quarter, 2015, working on or supported by an OARDC or CFAES supported project. Postdocs and Research assistants/associates that are not currently working on an advanced degree are also invited (Research Scientists are excluded). Entrants may present only posters on original research they have conducted while at OSU and may present only one poster. This competition has been established to showcase research in CFEAS and OARDC, to encourage participation at the Conference and to enlighten CFAES and OARDC personnel on the diversity of research projects being conducted at our institution. Guidelines and abstract template can be found at [http://www.oardc.ohio-state.edu/annualconference/poster.asp](http://www.oardc.ohio-state.edu/annualconference/poster.asp). Deadline is February 29.

**Seeking Outreach and Engagement Poster Proposals**
Poster proposals are being accepted for the 4th Annual Outreach and Engagement Forum, an event that offers faculty, staff and students an opportunity to interact with Ohio State’s outreach and engagement community, share their work and make connections with potential collaborators. Those interested in displaying a poster should complete the submission form at [go.osu.edu/oeforum](http://go.osu.edu/oeforum) by Monday, February 29. There are a limited number of spaces available for presenters. The forum takes place Tuesday, May 3, 1-3 p.m. in the Ohio Union Archie Griffin Ballroom. Contact Ben Lewis at [lewis.485@osu.edu](mailto:lewis.485@osu.edu) for more questions.
Policy of the Month . . .

Review Process for OSU Extension Educational Materials

Authored by county educators or Department of Extension specialists for statewide distribution

Review procedures are designed to enhance the credibility and research base of OSU Extension publications, protect the individual’s or team’s work and strengthen scholarship credentials. Papers submitted to a rigorous blind peer review process in a journal or at national professional meetings do not require this review.

OSU Extension professionals are responsible for the accuracy and overall integrity of any educational materials or print pieces they author or produce for public distribution. These may be distributed through the web, mass media, educational programs, audio, video or other means. These are referred to below as “publications.” Plagiarism and copyright infringements must be avoided. Use of citations and receiving written permission for materials, pictures or creative expressions of which you are not the original author is essential.

All publications (electronic or print) intended for statewide (or broader) distribution by county educators will be submitted for blind peer review by a minimum of three people. In practice, usually three to five people review the potential bulletin, fact sheet, audio/video, web or educational offering. One of those reviewing should be a faculty member from outside Ohio. When state specialists are authors or co-authors blind peer review is not required. However, the use of this blind peer review process is strongly recommended because it enhances the credibility of the publication.

Some items may be approved for an educator or team to share, but not as OSU Extension publications which are posted to Ohioline or published by Extension. For those items identified as OSU Extension publications, we will provide assistance in editing and layout if needed after the review process is complete. Guidelines published by Communications and Technology must be followed. Pricing is determined at the time of approval, if this will be a for sale OSUE publication.

Unit publications are published by County offices for local use and do not require peer review unless published to the web. County newsletters published to the web do not require peer review.
SUBMISSION GUIDELINES

Submissions are made to Assistant Director (programs) Include a cover letter requesting the review. Effective February 1, 2013 all submissions should include an analysis of the content using Turnitin. Instructions for submitting your document to a Turnitin review can be found at this link.

For questions and/or help with Turnitin, contact Ken Kulka at (614-292-201 or kulka.1@osu.edu).

General Requirements:
- Submit five (5) hard copies if a publication, video or audio or
- Submit one (1) electronic copy as an attachment if a fact sheet or web publication (preferred)
- Include a separate title page with the contents outlined below
- Citations are complete and use APA Publication Manual (5th ed.) standards http://apastyle.apa.org/

Separate Title Page contents:
- Title
- Authors’ full names (this is the only page where authors’ names should be included
- Title(s) and institution
- Complete mail address for lead author
- Telephone and fax numbers
- Valid electronic-mail addresses for all authors
- Description of publication: Is it print, electronic or web-based? Is it: a fact sheet, bulletin, curriculum, video, audio, print piece, other__________?
- Abstract: a succinct list of the content including targeted audience and not exceeding 250 words
- Submission date

FOR PEER REVIEWERS

Use this Review of Extension Educational Materials form to rate educational material submissions. *Note: If your Internet browser does not open this "fillable PDF" file, you can download the file, then open it in Adobe Reader, or ask your IT technician for assistance.

For more information, contact Ken Martin, chair, Department of Extension at martin.1540@osu.edu. Note - An assistant director will complete the information requested at the top of the form.

Administrative Cabinet Approved 04/2006

The above information is found at the following url: http://extension.osu.edu/policy-and-procedures-handbook/i-administration-policies/review-process-osu-extension-educational
Restricted Data in Attachments (Source: Ric Hunter) . . .

When using any of the university’s eApplication systems (eTravel, eRequest, HR Action, etc.) that allow for the attachment of files, it is important to remember to remove any restricted data from the attachments.

Restricted data requires the highest level of protection due to legal, regulatory, administrative, contractual, rule or policy requirements. Access to and management of restricted data is strictly limited as unauthorized use or disclosure could substantially or materially impact the university’s mission, operations, reputation, finances or result in identity theft.

Restricted data includes items such as Social Security Numbers, medical information and full credit card numbers. Restricted data elements should NEVER be included in any attachment.

For additional guidance, access the Office of the CIO’s Restricted Data Elements Page.

Ed Tech News . . .

Innovate Extension May 11 and 12
Have you ever wanted a day to plan new and innovative programs for Extension with no hidden agenda ... and have fun networking with colleagues in the process? The Ed Tech unit is busy planning a great day for you. Over the next few weeks, more information will be rolled out about this event that you do not want to miss. Attend innovateOSU on May 11 to be inspired and learn how others in academia are creatively solving age-old dilemmas and finding new tools to strengthen their work. Attend our post-innovate event just for OSU Extension on May 12 to put these ideas and inspirations into practice. Read more at http://u.osu.edu/extensionedtech/2016/02/10/innovate-extension-may-11th-12th-who-should-attend/

First Friday Coffee Break
If you missed our First Friday Coffee Break with an Ed Tech this month, the webinar recording is now available. Click Here for the Recording. What you missed:
  • Branded Social Media Image Templates
  • Q&A on Ed Tech related items and issues
  • Innovate Extension announcements
  • National eXtension Conference information