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OSU CARES Grant Proposals Due February 3 (Source: Karen Bruns and Terri Fisher) . . .

OSU CARES grant proposals for up to $25,000 each are due February 3, 2016. These grants can support new or expanded community-based work in which you partner with an Ohio State faculty or staff member who does not have an Extension appointment. To learn more about the OSU CARES grants, see http://osucares.osu.edu/grantsprogram.htm.

If you have questions, please contact Karen Bruns, Leader (bruns.1@osu.edu) or Terri Fisher, Office Associate (fisher.456@osu.edu).
Additional grants that can help you connect and collaborate with your communities and with colleagues across campus are listed at https://oaa.osu.edu/ccgrants.html. Many of these grants also have a February 3, 2016, deadline date. Apply today!

**Happy January Birthdays …**

- January 4 Kelsey Johnson – Program Assistant, Lucas County
- January 8 Becky Guinther – Program Assistant, Crawford County
- January 12 Eric Richer – Educator, Fulton County
- January 16 Ed Lentz – Educator, Hancock County
- January 24 Cassie Anderson – Educator/Director, Hancock County
- January 24 Heather Gottke – Program Coordinator, Van Wert County
- January 25 Jane Wyse – Office Associate, Fulton County

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**Congratulations! . . .**

To the recipients of the 2016 Ohio 4-H Foundation Grants:

- **Kathy Blackford**, Ashland County, “Ohio 4-H Shooting Sports Ambassadors” from the 4-H Foundation Master Endowment, $1200
- **Laura Rohlf**, Henry County; and **Kelly Coble**, Allen County; **Teresa Johnson**, Defiance County; **Jill Stechschulte**, Fulton County; **Cassie Turner Anderson**, Hancock County; **Elliott Lawrence**, Lucas County; **Michael Schweinsburg**, Paulding County; **Jason Hedrick**, Putnam County; **Heather Gottke**, Van Wert County; **Kim Herman**, Williams County; “Volunteers in the Know” from the Bea Cleveland Endowment, $1419
- **Laura Rohlf**, Henry County, and **Kathy Booher**, Ottawa County, *Horse $ense* from the 4-H Foundation Master Endowment, $1000
- **Michael Schweinsberg**, Paulding County, *Lego Robotics Kits* from the 4-H Foundation Master Endowment, $3800
- **Cassie Turner Anderson**, Hancock County, *Science Explorers at Work* from Sauder Career Development, $1950

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**Business Office Update . . .**

If you haven’t visited the Business Office webpage for a while at http://cfaesfinance.osu.edu, there are a couple of new items posted.

- FAQ for Staples Advantage Updated
- Payment Card Guidelines Updates
Save the Date!

Healthy People In-service Days:
April 19-20, 2016

Please Save April 19-20 on your calendar for the Healthy People In-service Days. Trainings on how to successfully host 4 of our state-level Healthy People Programs will be offered—with additional trainings on community outreach/marketing & program evaluation.

Lineup for the Healthy People In-service Days:

<table>
<thead>
<tr>
<th>April 19</th>
<th>April 20</th>
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<tbody>
<tr>
<td><strong>Live Healthy Live Well:</strong> 9 a.m.-12:00 p.m.</td>
<td><strong>Food Preservation:</strong> 9 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td><strong>Lunch:</strong> 12:00-12:30 p.m.</td>
<td><strong>Lunch:</strong> 12:00-12:30 p.m.</td>
</tr>
<tr>
<td><strong>Communication/Outreach:</strong> 12:30-1:00 p.m.</td>
<td><strong>Program Evaluation:</strong> 12:30-1:30 p.m.</td>
</tr>
<tr>
<td><strong>Million Hearts:</strong> 1:15-4:30 p.m.</td>
<td><strong>Dining with Diabetes:</strong> 1:45-4:30 p.m.</td>
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</tbody>
</table>

A small registration fee will be required for the In-service, covering the cost of lunch and a light breakfast. All Extension employees are welcome to register for 1 or 2 days. An email with the link to the registration will be sent out in the coming months—as well as information on hotel accommodations available.

In the meantime, please reserve April 19-20, 2016, on your calendar!

Tri-state Diversity Conference (Source: Brian Raison) . . .

Don’t miss the 12th Annual Tri-state Diversity Conference, February 18-19, 2016, (pre-conference on 2/17) at the Marriott, Greater Cincinnati Airport. Registration is only $275 (which includes amazing meals and the famous “International Dinner”). This professional development opportunity is planned for community and classroom professionals who are interested in expanding their diversity competence. The Extension programs at Kentucky State University, University of Kentucky, Ohio State University and Purdue University collaborate to offer this award-winning conference that has become national in scope.

“A Healthy Perspective on Diversity – Progress, Partnerships, and Possibilities” is the theme for the 2016 conference. Information and registration here:
http://ces.ca.uky.edu/tristatediversityconference/index.html

Hurry. The conference room rate will be honored till 2/1/16!
The Boot Camps (Curriculum Development and P & T) will be offered state-wide again in 2016. Each boot camp has six – 5-hour sessions (9am - 3pm). Every session includes training and technical support for participants as they complete a personal work session. The goal is to prepare professionals to be successful in designing formal curriculum and developing strong dossiers. The cost will be $120 per Participant to cover the cost of materials and food. The boot camps will be held at the Ohio 4-H Center. If you are interested in participating, please send an email to Vicki Myers at: myers.26@osu.edu. Just let her know which boot camp interests you (sorry only 1 per year). Sign up soon – space is limited!

Testimonials from Boot Camps:
• "Really helped pull back the veil on promotion and tenure and undusted – what can be a complicated & nuanced process."
• "This series of lessons was very helpful, well-organized and geared towards helping the participants."

Boot Camps Schedule – 2016*

<table>
<thead>
<tr>
<th>Curriculum Development</th>
<th>P &amp; T</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15</td>
<td>July 1</td>
</tr>
<tr>
<td>April 19</td>
<td>August 5</td>
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<tr>
<td>May 17</td>
<td>September 2</td>
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<tr>
<td>June 21</td>
<td>October 7</td>
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<tr>
<td>July 19</td>
<td>November 4</td>
</tr>
<tr>
<td>August 16</td>
<td>December 2</td>
</tr>
</tbody>
</table>

*Dates subject to change with advanced notice
Biometric Screening – April 22 . . .

On April 22, 2016, the OSU Health Plan’s RN Health Promotion Specialists will be onsite at the Wood County Extension Office, Bowling Green, to conduct on-site biometric health screenings.

Remember, if you have recently had a physical or completed a biometric screening with your primary care provider, you can use those values to complete your Personal Health and Well-being Assessment (PHA). In lieu of scheduling an on-campus (onsite) screening, share the Know Your Numbers Provider Form with your PCP to complete and submit to the OSU Health Plan.

Registration for our department screenings is now open. To register, please follow the steps below:

- Visit yp4h.osu.edu and click “Biometric Health Screening” from the “Start Here” drop down.
- Log in with your Ohio State name.# and name.# password.
- Select “Appointments and Classes” tab at the top and highlight “Biometric Health Screening”.
- Type in 4/22/2016, then search for OSU: Extension under Locations
- Then click “Find Appointments or Classes”. This will show only the appointments for our event at the Wood County Office.
- Continue to schedule as usual. If you experience any difficulty, please contact Customer Service at 614-292-4700 (you must have your Appointment Code or they will not be able to assist you).

Once you obtain your required health values [height, weight, blood pressure, total cholesterol, HDL and a blood sugar value (either glucose or A1C)], complete your PHA to receive the 2017 premium credit and up to $100 in Amazon gift cards.

*Please use health values obtained since October 1, 2015.

OhioLine – Launch Date and Process for Requesting Fact Sheet Migration (Source: Ryan Schmiesing) . . .

The New OhioLine website went live last Wednesday, January 20. The new site is easier to search, more easily accessed on mobile devices and will provide a better user experience for visitors to the site.

During this upgrade of OhioLine, all fact sheets that were created during the last five years have been added to the new site. Editors in Marketing and Communications have worked ensure that the content in these fact sheets has been transferred to the new site in its entirety, including tables, graphs and links within each fact sheet.
When the new site went live:

- All content on the OLD OhioLine site is unavailable online.
- If someone does a general search for a fact sheet online and gets an “error” page because that fact sheet is older than five years, he or she will see a note that informs the visitor whom to contact with questions.
- Please review the process below for validating or revising fact sheets created more than five years ago.

**Process to Validate or Revise Fact Sheets Older than Five Years**

Fact sheets that were created more than five years ago must be evaluated for relevance and content accuracy before they can be reposted on the new OhioLine site. If you authored or co-authored a fact sheet more than five years ago and you would like to revise and/or validate that the fact sheet content is still current, please use the following process:

- Click on this LINK to download the Fact Sheet Request Form.
- Follow the instructions on the form and complete the form, including appropriate signatures and dates.
- The form will ask you to select whether the fact sheet is being revised or validated.
  - **Revised:** You have made revisions to an existing fact sheet. Please use the comments tool in Acrobat to make changes to the original PDF of the document and submit with the form.
  - **Validated:** You have reviewed a fact sheet that is older than five years and no changes are needed. You are verifying that the content is still current and should be available on OhioLine.
- To help correctly identify fact sheets to be reviewed, see attached PDF for a list of fact sheets older than five years. The Marketing and Communications team can send you the content of previous fact sheets, if necessary. Email wintringham.4@osu.edu and include the title and number of the fact sheets you are requesting.
- If the original author is no longer with the university, then the originating department can assign another content expert to revise or validate the fact sheet.
- All validated and revised fact sheet requests will be prioritized in the order they are received. The Marketing and Communications team will work with the fact sheet author(s) to determine next steps once the Fact Sheet Request Form has been submitted.
- As you consider whether a fact sheet needs to be revised or validated, please keep in mind that OhioLine is designed to provide access to the most current information that OSU Extension has available. The site is not designed as an archival system to record all scholarly publications for an infinite amount of time. **The Knowledge Bank** is a service of The Ohio State University Libraries that collects, permanently preserves and distributes the intellectual output of faculty, staff and students at The Ohio State University. For more information, visit https://kb.osu.edu.
This upgrade has not affected how NEW fact sheets are submitted, peer reviewed, or created by personnel. Click on this LINK to download the Fact Sheet Request Form. Follow the instructions on the form to complete your request.

If you have questions about a fact sheet you already have in progress or an upcoming project, contact Dave Scardena in Marketing and Communications at scardena.1@osu.edu.

If you have questions about the OhioLine update in general or the fact sheet content review guidelines, contact Cheryl Buck at buck.19@osu.edu or 614-292-4880.

**Ed Tech News . . .**

The Ed Tech Unit shared a snapshot of data and other information from August-December 2015 with Administrative Cabinet. Visit http://u.osu.edu/extensionedtech/2016/01/19/2015-ed-tech-year-in-review/ to browse through the brief slide deck to see how 2015 Tech Use and Skills Survey data was used to address the needs of the organization, how many OSUE professionals received assistance during this time period and the type of assistance they received as well as Ed Tech initiatives for 2016. **The 2016 Organizational Tech Use and Skills Survey will be emailed January 26. Your feedback on the survey allows the Ed Tech Unit to tailor professional development and coaching opportunities to your needs.**

Save the Date for the 2016 Innovate Conference plus special Post Conference Event for OSU Extension professionals – May 11 and 12. Innovate is the Ohio State University’s annual conference exploring teaching and learning with technology. Read more on the Ed Tech blog at http://u.osu.edu/extensionedtech/2016/01/20/save-the-date-osus-innovate-conference-extension-post-conference-event/