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Heart of Ohio Newsletter
March 16, 2015

Farmers Market & Local Foods Promotion Programs Grant Writing Workshop

Monday, April 6, 2015 - 4:00-8:00 pm Ohio 4-H Center, 2201 Fred Taylor Drive, Columbus, OH 43210

The Regional Rural Development Centers in cooperation with the USDA Agricultural Marketing Service (AMS) have developed workshop materials and resources focused on improving the funding success rate of applicants to USDA AMS grant programs, specifically the Farmers’ Market Promotion Program (FMPP) and the Local Food Promotion Program (LFPP). OSU Extension will offer training and technical assistance to assist individuals and organizations in their efforts to secure AMS resources to further the provision of local foods. Topics include: AMS grant programs overview; Developing your grant idea; Preparing your proposal; Submitting the application (grants.gov, DUNS, etc.)

Registration is free and includes a light dinner. Register Online: http://go.osu.edu/LocalFoodsGrantWriting

Signature Program Submissions – April 1 Logic Model Worksheet Deadline

Those involved with programming which meets the expectations of the signature program criteria must discuss their potential Signature Program with the appropriate Assistant Director(s) and/or the Associate Director, Programs by April 1. A copy of the Signature Program Guidelines are located online at: http://go.osu.edu/SPguidelines

Download and complete the “Signature Program Logic Model Worksheet” outlining/identifying program goals and objectives, inputs, outputs, and outcomes (http://go.osu.edu/SPlmw) to use as the basis for your discussions. You will be directed to upload this completed logic model worksheet pdf with your online proposal. Following the discussions with the Assistant Director(s) and/or the Associate Director, Programs, the completed proposal should be submitted online at the Signature Program online RFP site http://go.osu.edu/SPrfp by May 1. The submitted proposals will be forwarded to Administrative Cabinet and to the Signature Program proposal review committee for review.
Minors Policy Compliance Update – OSUE County Office

Please note that in order to be in compliance with the updated Minors Policy 1.50, we are reaching out to all the OSUE County offices to complete several items:

We will be sending the names of those OSUE current employees who need a BCI background check to OHR and Gina Thorpe’s group. You should expect an email communication from them indicating how to obtain your BCI background check. They are familiar with helping all the new OSUE employees during the past two years go through the background checks and have processes for all the counties.

With the help of OHR, the CFAES HR office will be tracking and monitoring the background checks which are required every four years under the Minors Policy.

All faculty and staff at the OSUE county offices must complete the training module developed by OHR through Carmen. It can be found at https://carmen.osu.edu/. Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants” and complete the training.

All faculty and staff must read, sign and agree to abide by the “Standards of Behavior” document that is attached and available at http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf. When complete, the document must be sent to the attention of Kaylee Buzard (Buzard.19).

Please let me know if you have any additional questions regarding the above requirements.

Happy March Birthdays!

March 2nd – Susan Hogan
Educator – Franklin County

March 9th – Lori Swihart
Program Assistant – Licking County

March 12th – Connie Smith
Program Assistant – Fairfield County

March 12th – Jeff McCutcheon
Educator – Morrow County

March 16th – John Barker
Educator/Director – Knox County

March 18th – Ted Wiseman
Educator – Licking County

March 9th – Mike Estadt
Educator/Director – Pickaway County

March 24th – Melinda Hornsby
Information Associate – Delaware County
Introduction to Online Course Designs

Presented by CFAES and the Office of Distance Education and eLearning on May 13, 2015 from 9 a.m. – 2 p.m. Learn about University and College resources available to assist you in academic or Extension course creation. View current successful online courses in the College and hear from instructors about the good, the bad, and the ugly in developing online courses.

During the session, you’ll learn:
• Strategies for online learning • Extension and academic teaching
• eBooks versus iBooks
• Quality Matters rubric: how the rubric can shape the course design process
• Activities: possibilities and discussion on approaching online lab classes
• Instructional content: not recreating the wheel
• Grading and/or measuring competencies: using rubrics, managing workload, options for assessment activities

Please register to reserve your space and help us with food plans by May 7 at the following link: https://www.surveymonkey.com/s/W8KJCH3

• Columbus campus: Kottman Hall 447 (food provided) (limit 20 participants)
• Wooster campus: Skou Hall 30 (food provided) (limit 35 participants)
• Carmen Connect: carmenconnect.osu.edu/cfaesonline (unlimited participation)

OSUE Position Description Template

Whether you’re creating a new Extension position or filling an existing position, you’ll need to complete a position description. The CFAES Service Center has updated the position description template that must be used whenever you’re writing a position description – and this is the only version that should be attached to an HRA.

To access this template, go to the Faculty/Staff Resources tab on the CFAES website and click Human Resources. On the left side of the Human Resources page, click HR Forms and Resources. The link for the position description can be found under Forms – Position Description/Job Opening Form.

When you have to draft a position description, always use the template found on the CFAES website. This will ensure you’re using the most up-to-date form. If you have any questions about where to find the position description or how to complete one, contact Amy Burns (burns.897@osu.edu; 614-292-2776).
Background Reimbursement Communication from Fiscal Office

The CFAES HR office recently submitted HRAs with lists of individuals in each county and with Extension appointments who need to be background checked in correlation with the Minors Policy.

There have been a lot of questions about how these required background checks will be paid for. The funding will come from the CFAES Human Resources budget, therefore your offices will not be responsible for the cost. There are three mechanisms for paying for the background checks:

1. Complete on OSU Campus through the Central Office of Human Resources (OHR)
   A. OHR has our chartfield on file, and will bill us directly

2. Complete at your local office and use your office PCard to pay.
   A. An eRequest will be used to document the transaction.
   B. Be sure to submit the request under 41200 via the “funding source” or “workflow” org (not the same as the chartfield).
   C. Attach a copy of the receipt to the eRequest for review.
   D. Maintain the originals in your local office.

3. Complete at your local office and pay for it personally.
   A. After completion, submit the original receipt to Kaylee Buzard for processing. Keep a copy for your personal records.
   B. 109 Research Services Building 1680 Madison Ave. Wooster, OH 44691
   C. Kaylee will process the reimbursement in the eRequest system.

Please DO NOT use county checking accounts for these background checks.

These are the only options we allowing to meet the HR requirements. We appreciate your assistance in completing these checks and handling as we request.

Vender Lookup Instructions Added

A new job aid with instructions on how to identify vendors that are active and open for ordering has been added to the Training - Buying Tools page.

Vendor Lookup Instructions