In This Issue:
- Professional Presentation Support Form Due
- Distinguished Award Nominations Due
- Research 101 Registration Open until Friday!
- State of the University Address
- A&P Promotion Committee Workshop
- Research in View (RiV) Update
- Aging In-Service Registration
- New Forms and Staples Regional Catalog
- Boot Camps 2016
- Healthy People In-Service - Save the Date

Dear Friends,

I know your time and energy is going into RiV right now, so I won’t add to the distractions with a long introduction. If you have any last minute RiV questions, be sure to contact me or Debby Lewis at: lewis.205@osu.edu. Don’t forget about RiV resources located at PDE.osu.edu under the REPORTING tab.

Best wishes,

Jackie

Professional Presentation Support Form Due . . .
The deadline to apply for Professional Presentation Support for CY2015 is Friday, January 15 (no exceptions). The link to the online form can be found at http://cfaesfinance.osu.edu/travel/professional-presentation-support-form-extension

Purpose: Used to request support from Extension Administration for presentations paid on Extension funds. Extension Org and Funds only, not for OSP projects or other funding.

Details: Support is on a calendar year rotation and is limited to a maximum of $300 per employee or presentation per year. This support may be split between multiple presenters.

Presentation Support: Support is provided in January of each year for the previous year’s presentations. Support will be transferred to the department Org and Fund number used to reimburse the travel expenses already paid.

Distinguished Award Nominations Due . . .
Reminder: Distinguished Staff Awards Nomination Deadline January 15
The Distinguished Staff Awards recognize and celebrate staff members who have made an impact at The Ohio State University. The award honors 12 outstanding staff members for their significant leadership, accomplishments and service to the university. Each recipient will receive a $1,500 cash award, an increase of $700 to his or her base salary and a commemorative trophy.

The nomination deadline is Friday, January 15, at 5 p.m. To nominate a staff member, visit http://hr.osu.edu/specialdsa.

Reminder: Distinguished Diversity Enhancement Awards Nomination Deadline January 15
The Distinguished Diversity Enhancement Award celebrates and rewards diversity efforts on The Ohio State University campus. Up to five recipients will each receive a commemorative award and $1,200 cash award.
Award nominees may include campus organizations, academic units or teams, students, alumni, faculty or staff who have implemented policies, procedures, or programs to enhance diversity on the basis of any diversity qualities, such as color, race, creed, religion, sexual orientation, national origin, sex, age, disability, veteran or military service status, gender identity, economic status, political belief, marital status or social background.

The nomination deadline is Friday, January 15, at 5 p.m. To nominate an individual or group, visit: http://hr.osu.edu/special/ddea.

**Research 101 Registration Open until Friday! . . .**
You still have time to register for Research 101! Please join us for a bountiful line-up of wonderful speakers who will help to build or enhance your knowledge and practical skills in research practices including:

- Research Designs
- Turning your program evaluation into a research project
- Survey Construction and Analysis
- Quantitative Methods
- Qualitative Methods
- Writing for Scholarly Journals and more!

The [attached flyer](#) shows the dates – all programs begin at 9:00 am and end at 3:30 pm and will be held in the Gehres Room of the Nationwide and Ohio Farm Bureau 4-H Center.

Click here to register… [http://go.osu.edu/research10](http://go.osu.edu/research10)

**Registrations close at 5:00 pm, January 15! Cost for all six sessions is $124.**

**State of the University Address . . .**
President Michael V. Drake cordially invites you to attend his second annual [State of the University Address](#) immediately following the University Senate meeting on **Thursday, January 21, 2016**
3:30 p.m.
Saxbe Auditorium, Drinko Hall, 55 W. 12th Ave.
View online at [http://go.osu.edu/livestream](http://go.osu.edu/livestream)
(not active until 01/21)

**A&P Promotion Committee Workshop . . .**
**January 28, 2016** – 9:00 a.m. – 3:30 p.m. - Nationwide and Ohio Farm Bureau 4-H Center

**Agenda**
9:00 a.m. – Registration and refreshments
9:30 – Welcome and introduction
9:45 – Bio and Themes: Introducing Your Story
10:30 – Teaching Section – Tables, Summaries and Topics v. Event Titles AND Curriculum Section
11:30 – Break
11:45 – Research and Creative Works – Publications
12:00 p.m. – Working Lunch: Creative Works and Grants
12:30 – Service
1:15 – Evaluation
1:45 – Narratives and Putting It All Together
2:15 – Q&A and Examples
3:00 – Wrap-up and adjournment

For more information, contact Eric Barrett ([barrett.90@osu.edu](mailto:barrett.90@osu.edu)) or Nate Arnett ([Arnett.67@osu.edu](mailto:Arnett.67@osu.edu))
Register at [https://go.osu.edu/APpromotion](https://go.osu.edu/APpromotion)
Research in View (RIV) Update . . . (Source: Kay Wolf)
The transition from Research in View (RIV) to a new program is a process that includes several steps, from the acquisition of a new program to the modification of the program to meet Ohio State’s multiple needs. This process is taking longer than expected. Therefore, to support faculty members who will be using RIV (or its successor) to navigate the promotion and tenure process, the Office of Academic Affairs will be supporting Research in View at least through the 2017-2018 P&T process. We hope this assists faculty members in planning ahead.

Further announcements regarding the implementation of a new program will be provided as we finalize our pathway. Please be assured that we will coordinate the timing of a new program to coincide with the beginning of the academic year for new faculty members, and those faculty members who need to transition to the new platform will have adequate time.

Aging In-Service Registration . . .
When: February 15, 2016
Time: 9:00am – 4:00pm
Where: 4-H Center
Cost: $15 – lunch will be provided

Topics include:
Aging Smart (training)
Master of Memory (training)
Matter of Balance (presentation)
Topics in Gerontology (presentation)
Round table discussion

Registration Link – Registration ends 2/7/16

New Forms and Staples Regional Catalog . . . (Source: Business Office)
Travel Request Form -
The updated Travel Request Form now has tabs for Driving vs. Flying and Vacation vs. Business Forms – these are required pre-trip when submitting your Travel Request Form. Check it out at http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Travel%20Request%20Form%202016.xlsx

Vacation in Conjunction with Business Travel Form -
A new form has been added to the Business Office website to help you in pre-planning personal time. Remember – you must now indicate if you are taking any vacation in conjunction with your business trip on the new Travel Request Form. The form can be found at http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Vacation%20vs%20Business.xlsx

Staples Regional Catalog –
When making purchases through eStores, do not use the Columbus Staples Advantage catalog. These orders are delivered by Staples to Columbus Central Receiving and re-delivered to the campus location. We are to use the Staples Advantage Regional catalog. Also, please keep in mind that recycled copy paper is available through the Staples Advantage Regional catalog. It is no longer necessary for the off-campus locations to order recycled paper from Stores. Please contact Christine Cihon if you can’t access the Regional catalog (cihon.2@osu.edu).

Boot Camps 2016 . . . (Source: Jackie Kirby Wilkins)
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>
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<tbody>
<tr>
<td>March 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
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<tr>
<td>April 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>August 5&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>May 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>September 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<tr>
<td>June 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>October 7&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>July 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>November 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>August 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>December 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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*Dates subject to change with advanced notice

**Healthy People In-Service - Save the Date . . .** (Source: Shawna Hite & Amanda Rysz)

Save the Date!
Healthy People In-Service Days:
April 19-20<sup>th</sup>, 2016.

Please Save April 19-20<sup>th</sup> on your calendars 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>· Live Healthy Live Well: 9am-12:00</td>
<td>· Food Preservation: 9am-12:00</td>
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<tr>
<td>· Lunch: 12:00-12:30</td>
<td>· Lunch: 12:00-12:30</td>
</tr>
<tr>
<td>· Communication/Outreach: 12:30-1:00</td>
<td>· Program Evaluation: 12:30-1:30</td>
</tr>
<tr>
<td>· Million Hearts: 1:15-4:30</td>
<td>· Dining with Diabetes: 1:45-4:30</td>
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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 mean-time, please reserve April 19-20<sup>th</sup>, 2016 on your calendars!