WCNR Business Office Updates – Special Edition

WARNER COLLEGE OF NATURAL RESOURCES
COLORADO STATE UNIVERSITY

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Fiscal

Our bi-annual meet and greet will take place on October 10th in the MSNR building, room 345. Light refreshments will be provided. Link for joining us online will be provided the week prior.

After audit findings, PCARD holders and approvers must be more diligent in providing detailed purchase justifications. Approvers are also to be cognizant of purchases made by staff on leave, or outside their normal working hours.

Rental Car Upgrades: Any vehicle rental that is not a standard sedan requires additional justification on post-travel requests.

Our Current processing turn around is 3-5 business Days

Central's processing turn around is 2 weeks to 2 months

Important Dates:

8/21 – HR is relocating

9/4/23 – Offices Closed

9/29 – Last day to use Fastlane

10/10 – WCNR's Meet and Greet

Human Resources:

HR staff are relocating to MSNR 411 as of August 21st, 2023

Reminder: The I-9 (section 1) and SSA-1945 forms must be completed no later than the first day of employment.

Off Cycle raises not related to equity can now be submitted at any time. Raises related to equity still have limited submission periods. More information here

Hiring Questions? Please reference CSU's onboarding tool kit and search procedures

Proposals

National Science Foundation -FastLane decommissioning, all future proposal applications must use research.gov; September 29, 2023:

- This is the last day to access any submitted applications in FastLane (11:00 PM EST)
- Last day to submit any proposal file updates and budget revisions in FastLane (5:00pm local time)
- Last Day to withdraw any FastLane submitted proposals. (5:00 pm local time)

October 2023- SciENcv will be required for the preparation of the Biographical Sketch for all NSF proposal applications. The current NSF fillable forms will no longer be accepted after 9/30/2023.

Reminder for Kuali Approvers: Please remember all KR PD records are required to be fully routed/approved prior to submission of proposals to the sponsor. Approvals can be completed on or off campus. When off campus, you will need to login through secure.colostate or Pulse secure in order to access Kuali and approve any KR PD Records. Please remember to monitor your action list regularly and complete approvals in a timely fashion to avoid any delays in proposal submissions.

Useful Links:

WCNR Intranet   WCNR Manual   Kuali Research   AAR