

CAHNRS BUSINESS CENTER

A MONTHLY NEWSLETTER, PROVIDING UPDATES AND STRATEGIC INSIGHTS INTO THE PROCESSES OF THE BUSINESS CENTER



Happy Holidays

At this joyous time of year, we are grateful for our work with you. We hope you and all your coworkers, family, and friends have a great holiday season filled with joy.

Keep in mind that the CAHNRS Business Center will be closed from December 24th through January 2nd

IMPORTANT BC TRAVEL DATES



December 18th will be the next CAHNRS Travel Training. Please contact Kelsey Harris if you would like to attend.



Starting January 1st, the 60- day tax will be implemented.

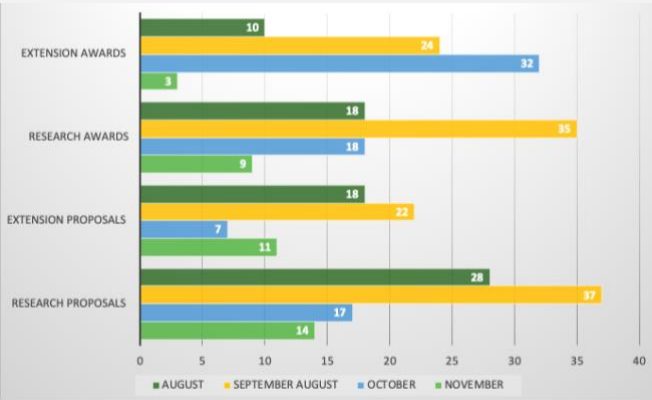


GRANTS UPDATE

GRANT ADMINISTRATOR BREAKDOWN:

The breakdown of Grant Administrator designations have been made accessible on the CAHNRS Grant webpage for your convenience.

AWARD / PROPOSAL COMPARISON:



\$847, 810 in research and extension grants were awarded for the month of November.

PURCHASING REMINDER:

PLEASE WATCH YOUR PURCHASE CARD FOR ANY FRAUDULENT CHARGES THIS TIME OF YEAR.



Extension Grants – [Katy Roberts, Supervisor](#)

Department	Administrator	Location	Phone
Agriculture Natural Resources	Susan Kendall	Hulbert Hall	509.335.5057
Community & Economic Development	Amanda Wagar	FSHN / Clark Hall	509.335.4281
County MOAs	Kimberly Dudley	Hulbert Hall	509.335.1873
SNAP-Ed	Kiersten Oliver	Hulbert Hall	509.335.2429
Youth & Family	Amanda Wagar	FSHN / Clark Hall	509.335.4281

Research Grants – [Kimberly Dudley, Supervisor](#)

Department	Administrator	Location	Phone
AMDT	Michael Ababurko	FSHN / Clark Hall	509.335.5521
Animal Sciences	Ian MacDonald	FSHN / Clark Hall	509.355.3943
Biological Systems Engineering	Ian MacDonald	FSHN / Clark Hall	509.355.3943
Crop & Soil Sciences	Amanda Wagar	FSHN / Clark Hall	509.335.4281
Entomology	Michael Ababurko	FSHN / Clark Hall	509.335.5521
Food Science	Michael Ababurko	FSHN / Clark Hall	509.335.5521
Horticulture	Ian MacDonald	FSHN / Clark Hall	509.355.3943
Human Development	Amanda Wagar	FSHN / Clark Hall	509.335.4281
Institute of Biological Chemistry	Jessica Billings	FSHN / Clark Hall	509.335.8632
Plant Pathology	Jessica Billings	FSHN / Clark Hall	509.335.8632
School of Economic Sciences	Jessica Billings	FSHN / Clark Hall	509.335.8632

CONTRACT TIPS

TIMELINE:

CONTRACT PROCESSING CAN TAKE 60 DAYS; THIS IS EVEN MORE IMPORTANT TO REMEMBER NOW BECAUSE WSU CENTRAL CONTRACTS IS CURRENTLY SHORT STAFFED.

SUBMISSION:

A CONTRACT PACKET MUST INCLUDE ALL DOCUMENTS REFERENCED WITHIN THE AGREEMENT BEFORE SUBMISSION TO CONTRACTS.BC@WSU.EDU, INCOMPLETE PACKETS SLOW DOWN THE PROCESSING TIMELEINE.

NEW W-9 RULE:

A W-9 FORM IS NEEDED IF A CONTRACTED VENDOR REQUIRES PAYMENT FOR SERVICES RENDERED.

