



Don't Forget! LSI/Parsons Christmas Party

This year's party is being held at Sara Sack's home
3007 Chess
Friday, December 18, 5:00 to ??

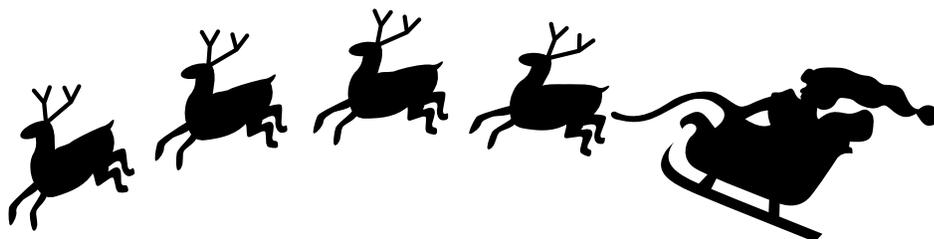
Please bring a snack food to share. Beverages will be provided by the PIs.

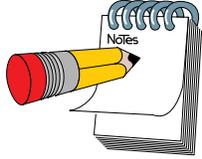
Publications

Dick Shores recently was the co-guest editor of "*Emerging Trends and Issues in Research*" for a special issue of the Education and Treatment of Children with Behavioral Disorders, 24(1).

Kate Saunders and Dean Williams' article "*Do parakeets exhibit derived stimulus control? Some thoughts on experimental control procedures*" recently appeared in the Journal of Experimental Analysis of Behavior, 70, 321-324.

Muriel Saunders has recently had an article accepted for publication in the Journal of Developmental and Physical Disabilities. The title of the article is "*Unprompted Mechanical Switch Use in Individuals with Severe Multiple Disabilities: An Evaluation of the Effects of Body Position*". Authors are Muriel D. Saunders, together with Kent A. Questad, Terri L. Kedzioriski, Brian C. Boase, Elizabeth A. Patterson, and Timothy B. Quillan (from the Fircrest Residential Habilitation Center in Seattle, Washington).





Notes . . . *from Laura Hanigan*

Here is some general information to help with purchasing, delivery, ordering and reimbursement for materials. If you have any questions, suggestions, or concerns on how to make the process more user friendly, please let us know.

Library Information



The library specializes in mental retardation, developmental disabilities, health care, and some psychological works. Loose journals, bound journals and books may all be checked out. If requested materials are not in stock, please fill out Interlibrary Loan forms located at the receptionist desk in Research and return to the receptionist. The library hours are 8:00 a.m.-5:00 p.m.

Mail and Packages



All USPS and campus mail is delivered and picked up at approximately 9:00 a.m. and 2:00 p.m. each working day. Please have all items needing to be stamped to your receptionist before these times so they will have sufficient time to process the mail for that day. Make sure all parcels have a grant number affixed to it. The receptionist in the Research building receives and processes all express packages for UPS, Federal Express, Airborne Express, etc. Please have all UPS packages to Research between 3:30-3:45 p.m., so she will have plenty of time to process the necessary paperwork for shipment. Please have any federal express packages completed or near completion before informing the Research receptionist -- as the Federal Express driver may show up at any given time once they are contacted, although they do guarantee that all parcels will be picked up before 5:00 p.m. Please indicate a grant number and make sure the address includes a street address (cannot be a P.O. box).

Purchasing



Your receptionist is your designated purchasing agent. Before any item(s) may be purchased you must fill out an IIF form (located at the receptionist desk), get approval from your supervisor (P.I.), and return the IIF's to your purchasing agent so she may order. Please do not take it upon yourself to place orders, leave that up to your purchasing agent. There are many rules regarding state money, grant funds from both University and Crinc. Please **do not** make purchases with personal money, you may or may not be reimbursed. The University does reserve the right to deny any reimbursements. (See IIF form attached)

MORE



Consultants, Lecturers, Speakers, or Participants

In order to pay fees and/or miscellaneous expenses such as per diem, mileage, airfare, etc., a contractual services form must be filled out (the person will need **ONLY** to sign the form and supply his/her social security number and home address). This form will be accompanied by an A-form (turn in all receipts) prepared by your purchasing agent. Payment will follow within 4 to 6 weeks. You may not go over \$5,000 without the PI submitting a letter explaining the situation. When a consultant actually performs the services, they must fill out a contractual service form and a consultant report stating the evidence of the selection process and that services were essential and the results for the subject matter. (See Contractual form attached)



People Soft Update

As you may all be aware, we are in the process of changing our financial system to People Soft. The expected beginning date will be March 1, 1999. Training on the system will begin in mid-January 1999. We will keep you posted of the training session(s) and changes to occur. Thank you in advance for your patience and understanding.



Travel

As the People Soft financial system software is utilized for our grant accounts, it will become critical that lines have balances that will accommodate expenditures. Because expenses will be posted daily, if a budget line does not have sufficient funds the payment for that expenditure will not occur.

In the case of travel, should your travel line not have sufficient funds to cover a trip, it cannot be paid until funds are transferred into the travel line. To reduce delay in reimbursement for travel for business trips you are requested to submit a travel form (if at all possible this should be submitted two weeks prior to traveling if no prepayments or loans are required) and it would be helpful for all out-of-state and those in-state trips that require overnight lodging. This will allow time to transfer money into the line to prevent a delay in payment to the traveler. You should submit this form to your P.I. for approval and give it to the person who will be completing your travel voucher on return. (See Travel Request form attached)

NOTE: Lodging -- Employees are not required to share lodging accommodations with other state employees when traveling. However, if employees choose to share lodging accommodations, one employee may be reimbursed for the entire room charge. This payment will need to be cross-referenced with any payment for the second traveler.

MORE

For more information, refer to the Employee Travel Reimbursement Handbook (available at support staff offices), or address further questions to Tammy Schoenhofer in Research; Kathy Morris in Assistive Technology; Brenda Parry, Mary Maxwell, or Kelly Perry in UAP; and/or Cynthia Willey in Media.



CRINC News

University of Kansas employees may have their travel and/or reimbursement checks mailed directly to their home address or they may continue to have them mailed to the office. Please inform your travel and purchasing agent(s) your preference when submitting your receipts.



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Master copies of the forms attached may be obtained at the Receptionist(s) desk.



Presentations

Gary Merklein and Kathy Olson presented a paper at Breaking the Molds , Interhab 1998 Direct Service Conference held at Lawrence in November titled, "*Identifying Learning Styles*".

Kathy Olson and Patty Black presented a poster session titled, "*Kansas University Affiliated Program: Competency-Based Training for Supported Employment Specialists*" at Creating Environments for Collaboration, the 36th Annual Conference Kansas Federation of the Council for Exceptional Children held in October at Manhattan.

In November , Dick Shores co-chaired the research strand of the Teacher Educators for Children with Behavioral Disorders Conference held in Scottsdale, Arizona, where Karen Mahon made a presentation titled, "*Issues of conducting research on setting events: Measurement and control of dependent and independent variables*".

The KITS project co-sponsored a day and a-half training session on the Transition at Age 3 in Lawrence on December 1 & 2. This training is one of six which have or already will be occurring across the state.

Funding News

Dick Saunders and Muriel Saunders have been selected as awardees in KU's recent Research Development Fund competition. The title of their proposal is: Behavioral Ergonomics for Persons with Developmental Disabilities.

Congratulations

Dick Shores has been notified that he is to receive the "Outstanding Service Award" from the Midwest Symposium for Leadership in Behavioral Disorders at the 1999 Symposium in February.

MRRC News

A search has begun for a Director of MRRC and/or MRRC and UAP. If you know of someone you would like to nominate or anyone who might be interested in receiving a detailed job description, give their name to Kate Saunders or Dave Lindeman.

Media Services

Steve Mills mentioned that the new projection unit is in (a carrying case is coming). This is a very nice piece of equipment for presentations. We anticipate that all staff will become familiar with the projector and use it, but it should be handled with care - a replacement bulb costs \$448.

New Appointments

Jennifer O'Donnell has been appointed to the level of Assistant Research Professor.

Joseph Deacon, Ph.D. has begun work as a trainer on Kathy Olson's Supported Employment project.

Henry Watson has joined Dick Shores project as a data collector.

Sara Walters has joined the KITS staff and will focus on training for the infant/toddler network. She will begin in late December and her office will be in Lawrence.



Important Reminder

If you are scheduling a meeting, workshop or other activity that will bring visitors into either of our buildings, please notify the people who work in that building by E-mail as soon as your plans are made and a definite date has been set. Don't forget to reserve the conference room you wish to use. A calender is posted on each door.

WHAT'S GOING ON?

<u>Date</u>	<u>Event</u>	<u>Where</u>
November 18-21	<i>NAEYC (National Association for the Education of Young Children) Conference.</i> [Contact: (202) 232-8777 or (800) 424-2460].	Toronto, Canada
December 2-5	<i>TASH '98 Conference (The Association for Persons with Severe Handicaps)</i>	Seattle, Washington
December 6-9	<i>Division for Early Childhood Annual Conference</i> [Contact: (407) 628-3602].	Chicago, Illinois
March 4-6, 1999	<i>KDEC (Kansas Division for Early Childhood) Annual Conference.</i> [Contact Person: Esther Kottwitz (785) 865-0022].	Lawrence

For more information on any of the above, please check the Conference Bulletin Board in your area.