

Chico State Enterprises Announcements
Tuesday, March 24, 2020

Virtual Operations and Delivery of Services in Response to COVID-19

In response to the COVID-19 situation, CSE is aligned with the campus in shifting to virtual operations and delivery of services through the end of the semester. Below are links to updated detailed instructions for specific processes, forms and administrative contacts.

Please check back regularly as both the Chico State and CSE websites are updated frequently. Please watch for the weekly coronavirus (COVID-19) updates from campus and check out the [COVID-19 FAQ](#) for detailed information about the virus, preventative measures and Chico State's response.

MODIFIED CENTRAL ADMINISTRATION SERVICES

[Updated CSE Business and Purchasing Processes](#)

[New Travel Approval Requirements Check Processing](#)

[New Employee Online Capability to View Accruals and See W2](#)

[Temporary Use of Digital Signatures for CSE Timesheets and PAFs](#)

[Temporary Telecommuting Program](#)

Proposal Submissions

The Proposal Development team is working remotely and is available to help you develop and submit proposals. Many funding programs, agencies, and sponsors are allowing extra time on their deadlines, but we are noticing this varies by agency. If you would like to develop proposal for a grant, please contact [Julie Jessen](#) and she will assist you with the latest funding agency deadlines and requirements which may have changed. The Proposal Development Team can also assist you in searching for a grant opportunity.

Grant and Contract Administration

The Sponsored Program team is working remotely and is available to assist you with your project administration. Please [email you analyst](#) (or Skype instant messenger if you still use it), or you can call or text them on their cell phone with the phone number they have or will provide you.

Human Subjects and Animal Subjects:

<https://www.csuchico.edu/vpaa/announcements/precaution-human-and-animal-subjects.shtml>