



Connecting Models and Observations

*Cooperative Institute for  
Research in the  
Atmosphere*

*Policies and Procedures  
Handbook*

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## I. PREFACE

The purpose of this manual is: (a) to aid CIRA and its staff to efficiently complete their research objectives, and (b) to set forth policies and procedures applicable to the Cooperative Institute for Research in the Atmosphere (CIRA) at Colorado State University (CSU). It is not the intent of this manual to restate policies and procedures established by the University, the Walter Scott, Jr., College of Engineering (WScCoE) or available elsewhere (such as the Academic Faculty and Administrative Professional Staff Manual, the State Classified Personnel Handbook, and the Human Resource Services Manual). CIRA adopts all CSU policies and procedure as a baseline, with any clarifications/additions as they pertain specifically to CIRA outlined herein.

The organization of this manual is straightforward. After a brief welcome to CIRA identifying its Vision, Mission, History, and Major Research Initiatives, the manual focuses on four policy and procedures sections. The first section, “General Employee Information,” describes CIRA’s working environment and general policy and procedures. This is followed by “Facilities Information.” Next, the manual focuses on developing a “Research Orientation” within CIRA, including the technical editing of proposal and reports. Lastly, the fourth section addresses the “Administrative Orientation” of the Director’s Office, which includes “CIRA Computer Infrastructure,” the key to obtaining and using your CIRA computer system whether in a research or administrative mode.

Please note that all policies and procedures are developed and distributed by the CIRA Directorship (Director, Deputy Director, Associate and Assistant Directors).

## II. WELCOME TO CIRA!

As a member of the CIRA family, you are a highly valued part of a distributed team striving for excellence in our effort to bridge basic to applied research. We are recognized as national and international leaders in the field of applied atmospheric science, scientific data processing, and connecting models with observations. As with any successful team, the whole is greater than the sum of its parts. Please familiarize yourself with the contents of this manual so that we can all be on the same page. Our leadership is committed to listening and trying to solve problems in positive, constructive, and imaginative ways. As such, this manual does not intend to answer every question, but seeks to establish a foundation upon which specific questions/scenarios can be addressed. The ultimate goal is to establish fertile ground for productive, exciting research outcomes. Our commitment to you is to do everything possible to realize this environment. Thank you for making CIRA your research home; a place where the best come to imagine, implement, achieve, and excel!

### A. Vision

To conduct interdisciplinary research in the atmospheric sciences by entraining skills beyond the meteorological disciplines, exploiting advances in engineering and computer science, facilitating transitional activity between foundational and applied research, leveraging both national and international resources and partnerships, and assisting the National Oceanic and Atmospheric Administration (NOAA), Colorado State University (CSU), the State of Colorado, and the Nation through the application of our research outcomes to areas of societal benefit.

### B. Mission

To serve as a nexus for multi-disciplinary cooperation among CI and NOAA research scientists, University faculty, staff and students in the context of NOAA-specified research theme areas in satellite applications for weather/climate forecasting. Important elements of the CI include leadership in new and emerging technologies, the transition of applications and new capabilities to NOAA and other federal agencies, the accompanying education and training for domestic as well as international user communities, outreach programs to students, operational forecasters, and to the general public for environmental literacy, and understanding and quantifying the societal impacts of our research.

### C. History

The Cooperative Institute for Research in the Atmosphere (CIRA) was originally established under CSU's Graduate School in 1980 by a Memorandum of Understanding between CSU and NOAA. In February 1994, our Institute changed affiliation from the Graduate School to the Walter Scott, Jr. College of Engineering (WSCOE) as part of a

CSU reorganization plan. We operate as a non-academic Department within WSCOE, with the CIRA Director reporting to the Dean of WSCOE.

#### **D. Major Research Initiatives**

Whereas CIRA's primary research activity resides within its Cooperative Agreement with NOAA, our research portfolio has grown over time to include major research programs with the National Park Service (NPS), the National Aeronautics and Space Administration (NASA), the Department of Defense (DoD), and the National Science Foundation (NSF). CIRA's NOAA research portfolio is focused on the following five core themes (NOAA-defined, as part of the competitively selected program) and two crosscutting areas:

##### **Core Research Themes:**

1. Satellite Algorithm Development, Training and Education
2. Regional to Global Scale Modeling Systems
3. Data Assimilation
4. Climate-Weather Processes
5. Data Distribution

##### **Crosscutting Research Themes**

1. Assessing the Value of NOAA and University research via Societal/Economic Impact Studies
2. Promoting Education and Outreach on Behalf of NOAA and the University

### **III. GENERAL EMPLOYEE INFORMATION**

#### **A. Human Resource Services**

All CIRA Human Resource services are the responsibility of CIRA's HR Specialist, including the collection, maintenance, and storage of personnel data/records. Requests for specific personnel data must be addressed to the Assistant Director, who evaluates/authorizes each request on a case-by-case basis.

#### **B. Hiring Process and Procedures**

CIRA adheres to all CSU and state new-hire screening and selection processes and regulations, including background checks, commitment to diversity, and Sexual Harassment Awareness Training. When hiring employees, CIRA complies with Affirmative Action and follows regulations established by the CSU Office of Equal Opportunity and Diversity (OEO) <https://o eo.colostate.edu/search-resources>.

Because from the CSU perspective CIRA exists as a research institute (i.e., not an academic unit, although interfaces with faculty and students are highly encouraged), all positions at CIRA fall into one of four assignment categories: Administrative Professional (salaried, hourly, or Visiting), Postdoctoral Fellow, Non-Student Hourly and Student Hourly. All new CIRA Administrative Professional and Postdoctoral positions must be approved by the Director via *CIRA New Position Request Form* before any screening, selection, and/or new-hire activities may begin. All Student Hourly and Non-Student Hourly employee appointments must be approved by the Assistant Director (for hourly rates <\$20) or the Director (for hourly rates >\$25) via *CIRA Hourly Employee Request Form* before any screening, selection, and/or new-hire activities may begin.

When new positions become available, per CSU policy, they are posted to the CIRA website and concurrently announced to individuals enrolled in the CIRA e-mail notification list. All individuals (including existing CIRA staff) who are interested in employment opportunities at CIRA may enter their e-mail address through the CIRA Jobs web page and receive auto-alerts when open positions are posted.

All search, selection, and new-hire activities route through the CIRA HR Specialist. With rare exception, Administrative Professional and Postdoctoral Fellowships are filled through a search process, which includes national advertisement and review by a search/selection committee. Members of the Search/Selection Committee, including the Chair, are appointed by the CIRA Director, the CIRA HR Specialist serves as the Search Support staff member, and the WSCOE HR Manager assigns an EO Coordinator (EOC). The CIRA Director requires all Senior Research Associate employees and Senior Research Scientists to complete the CSU *Search Chair Training*, and expects all trained Search Chairs to remain current in their training. Offer letters are signed by the CIRA Director, and the ultimate hiring authority resides with the President of CSU.

Most Student Hourly and Non-Student Hourly positions at CIRA are filled via direct hire, and do not require a formal search/selection process. In keeping with equal opportunity, CIRA will open a 3-day advertisement for these positions. Any applications received will be reviewed by an internally-appointed CIRA committee, and a rationale for candidate selection will be kept on file. CIRA expects all Student Hourly and Non-Student Hourly employees to work on-site unless long-distance work arrangements are requested and approved by the CIRA Assistant Director.

If a work unit wishes to hire an hourly employee to work remotely, or if an hourly employee wishes to change work status from local to long-distance, then the CIRA Supervisor must request approval from the CIRA Assistant Director via formal memo in which the necessity and importance of the long-distance arrangement is clearly specified. In the case of new-hire, the memo from the CIRA Supervisor must also specify why the position would not be filled by a local candidate. Long-distance arrangements must be approved by the CIRA Assistant Director before the new hourly employee can be hired. Hourly employees are required to clock in and out via TimeClock Plus, per CSU policy.

## C. Appointments and Extensions

All positions at CIRA are wholly funded by awarded grants and/or research-related funding (i.e., “soft money”). Therefore, salary coverage and appointments are contingent upon continued availability of funding and successful competition for additional grants. With satisfactory performance and in collaboration with the CIRA Director, CIRA appointments are extended on an annual basis. In cases in which the funding budgets no longer support continued employment, projects/programs adjourn and/or grant funding ceases to be available, CIRA will notify affected employees at least two months prior to the last day of funding.

All CIRA appointments are approved by the CIRA Director and processed by the CIRA HR Specialist. CSU requires all new employees to register for a CSU eID, establish a CSU e-mail account ([@colostate.edu](mailto:@colostate.edu)), link/forward this account to a primary email account (if necessary), and enroll in DUO 2-Factor Authentication. All offices at CSU, such as the Benefits Office, the President’s Office, the Payroll Office and CIRA communicate with employees via e-mail and use the [@colostate.edu](mailto:@colostate.edu) e-mail system exclusively. This includes notices about approved leave requests, campus closures, and emergencies. The CIRA HR Specialist conducts most of these CSU requirements on the employees’ behalf—providing all new employees with payroll enrollment forms and detailed instructions for establishing the eID, linking/forwarding their e-mail accounts, setting up DUO 2-Factor Authentication, and enrollment in the CSU Oracle payroll computer system.

CIRA Supervisors are required to help CIRA Administrative Staff prepare for new employees by submitting a *New Employee Needs Form* when prompted by the CIRA HR Specialist. CIRA Supervisors are responsible for orienting new employees to their building/campus and introducing them to co-workers on their first day of work. All new employees are announced CIRA-wide via “Welcome to new employees” e-mail message from the CIRA Director, with information provided by the CIRA Supervisor detailing relevant professional background and planned activities for the new employee.

CIRA conducts Administrative Professionals’ annual appointment extensions concurrent with the annual merit salary increases exercise (SALX) in accord with the timeline and guidelines published by the WSCOE. Supervisors recommend appointment extensions during employees’ annual performance evaluations by completing the “Supervisor Comment & Rating Section” of the *Administrative Professional Performance Appraisal* form. Each year, typically beginning in February, the CIRA HR Specialist initiates the evaluation of CIRA Administrative Professional employees via e-mail prompts to employees. Appointment extensions are approved by the CIRA Director and processed by the CIRA HR Specialist. All Administrative Professional employees receive a letter from the CIRA Director on or before July 1 stating the duration of appointment extension, percentage of Full-Time Equivalence, and salary.

CIRA conducts Postdoctoral Fellows’ annual appointment extensions and merit salary increases annually coinciding with the date of hire (employees’ anniversaries). CIRA Supervisors recommend fellowship extensions (provided available funding) during annual



performance evaluations by completing the “Supervisor Comment & Rating Section” of the *Postdoctoral Fellows’ Performance Appraisal* form. The CIRA HR Specialist initiates the fellowship extension process via e-mail prompts to employees. Appointment extensions and salary increases are approved by the CIRA Director and processed by the CIRA HR Specialist.

Hourly employees are not subject to annual appointment extensions. Student Hourly appointments are reserved for undergraduate or graduate students of CSU. Individuals enrolled in the CSU GUEST program do not qualify for Student Hourly employment. Non-Student Hourly appointments are designed to fill unexpected workloads or other short-term situations, and therefore are limited to nine months in any twelve-month period. Student Hourly and Non-Student Hourly employees are evaluated annually in approximately June. The CIRA HR Specialist initiates the evaluation of hourly personnel via e-mail prompts to supervisors.

Non-Student hourly appointments are exempt from the work limit when employees are enrolled in a Colorado high school or program in higher education that leads a degree or certificate, and verify their enrollment status via *Verification of Student at Other Institution* (SOI) form. SOI forms are required by CSU in February and October of each year, and the CIRA HR Specialist initiates the verification process via e-mail prompt to Non-Student Hourly employees in January and September of each year. Late SOI forms result in suspension of employment. Non-Student Hourly employees who are not students at other institutions can avoid the nine-month work limit by carefully staggering their work over 12 months (e.g., alternating between working 1-2 months and then taking 1-2 months off).

Detailed information about Administrative Professional, Postdoctoral and Student Hourly and Non-Student Hourly appointments are located in the CSU *Academic Faculty and Administrative Professional Manual*, <https://facultycouncil.colostate.edu/faculty-manual>, the CSU *HR Manual*, <https://hr.colostate.edu/wp-content/uploads/sites/25/2020/06/HRS-Manual-Human-Resource-Services-Colorado-State-University.pdf>, and the CSU Benefits Web Page, <https://hr.colostate.edu/current-employees/benefits/afap>.

#### D. Core Business Hours

Under normal circumstances, CIRA employees are expected to be at the worksite during core business hours, set by the Director as **9:00 a.m. to 3:00 p.m. of each business day**. These hours are established so that meeting attendance and collaborative activities can be conducted effectively. CIRA employees are expected to follow the spirit of this policy when accomplishing work assignments. Exceptions to these core business hours may be approved by the individual's CIRA Supervisor through a documented agreement. Those CIRA employees who work on collaborative projects with local Federal managers (Technical Advisors) are expected to obtain additional, separate agreements from their Technical Advisors.

## E. Paid Time Off: Annual Leave, Sick Leave, and Funeral Leave

CSU policy forbids the unauthorized absence of employees from the campus, and requires the CIRA Director to have available at all times, information on the whereabouts of absent employees (e.g. dates of leave of absence/vacation, location and contact information during official CSU/CIRA travel) so that they may be reached in the event of administrative necessity or emergency. The CIRA Director delegates this responsibility to the CIRA HR Specialist and CIRA Travel Coordinators. All leave of absence from CIRA must be requested and approved by the CIRA Supervisor. Unplanned sick leave must be properly documented after-the-fact at soonest convenience.

It should be noted that annual and sick leave are paid-for out of existing/active projects (i.e., leave is currently not banked over time, per University policy). CIRA employees should thus be judicious in terms of when they use their accrued leave, realizing that leave is accumulated over the course of an employee's work history but only current projects are charged with leave. The desire is to avoid extreme scenarios where active projects do not benefit from employee contributions due to leave taken. In most cases, these issues can be avoided with proper coordination between the employee, their CIRA Supervisor, and the project Principal Investigator (if different than CIRA Supervisor).

It is CIRA policy to encourage our employees to use annual leave regularly so that a good balance may be attained between work and time away from the office. Unless special circumstances exist, annual leave must be planned and requested as far in advance as possible. Those CIRA employees who work on collaborative projects with local Federal managers (Technical Advisors) are expected to inform their federal managers of the intended leave.

All CIRA employees who earn leave benefits are required to use TimeClock Plus (TCP) to request annual leave and sick leave. Those CIRA employees who work on collaborative projects with local Federal managers (Technical Advisors) are expected to provide a brief statement in the TCP comment box to the effect that leave has been coordinated with the Technical Advisor. All CIRA supervisors are required to review and approve/deny leave requests through the same tool by 10<sup>th</sup> of each month. Postdoctoral Fellows do not earn annual leave, per CSU rules, but may arrange for time away from the workplace in cooperation with the CIRA Supervisor and Federal Technical Advisor (if applicable).

Absences occasioned by deaths of relatives of employees without deduction from annual or sick leave (i.e., funeral leave), are allowed up to 5 working days. CIRA generally allows two days plus reasonable travel time, and approval is delegated to supervisors. Employees must request funeral leave via e-mail to their CIRA Supervisor and include the CIRA HR Specialist on Cc, and requests must include a brief explanation for the length of leave requested. If the employee desires to spend additional time with family in conjunction with funeral leave, then the additional time beyond funeral leave must be taken as annual leave and requested via TCP, per CSU rules. At this time, funeral leave is requested and approved strictly through e-mail, and not through TCP.

### Annual Leave Concurrent with Official Travel

While it is allowed to take annual leave in conjunction (either before or after) official travel, CIRA is sensitive to the perceived impropriety of such leave – especially when the business portion of the travel appears incidental to the annual leave. For that reason, CIRA employees require prior Director approval if the number of days of Annual Leave exceed the number of days of the business meeting. For instance, if an employee leaves on Saturday to Venice, Italy, for a Monday-Wednesday meeting, the employee may take two days of annual leave (i.e. Thu & Fri), and return on Sunday as Saturday does not count as annual leave. Travel days, are not counted for purposes of “Meeting days” or “Annual Leave days” in this circumstance. Employees wishing to spend more time on Annual Leave may split the airfare such that project funds pay for the trip to the meeting, but the employee pays for their return trip after a lengthier vacation. Exceptions can always be made, but need to have a clear justification and be approved by the Director.

### Holiday Leave

Hourly employees (Non-Student, Student, and Administrative Professional) and part-time employees who work less than 50% FTE do not receive paid holidays per CSU policy. Part-time employees at 50% FTE and greater earn a percentage of holiday time in proportion to the percentage of their appointment. For example, an Administrative Professional employee whose normal appointment involves working all day on Tuesday and Wednesday only (i.e., a 40% FTE) will earn 3.2 hours of time off for a holiday versus the 8 hours earned by an employee who works 100% FTE. Part-time employees who work a short work-week (i.e. work on Monday, Tuesday, Wednesday, off work on Thursday and Friday) and whose normal “day-out-of-office” falls on a CSU holiday, may “float” the holiday time into their normal work schedule, in coordination with their CIRA Supervisor. This policy does not apply to part-time employees who work 5-days per week. CIRA policy requires that the CIRA Supervisor and part-time employee create their own agreement as to how they track and “float” the holiday leave.

CIRA Employees who work in federal buildings are expected to work from home on holidays that are observed by the Federal government, but not by CSU.

### Family and Medical Leave (FML)

This leave benefit is based upon the Family and Medical Leave Act of 1993 and is designed to give employees job security while absent from work to tend to the birth and care of a newborn, adoption, care of a family member with a serious medical condition, or the employee’s own serious health condition. All employees (Administrative Professionals, Postdoctoral Fellows, and Non-Student Hourly and Student Hourly personnel) are covered by this policy and eligible for FML. Since FML is a federal requirement, any absences of five+ consecutive days of sick leave must be reviewed by the CIRA HR Specialist for possible categorization as FML. All FML is processed and entered into TCP by the CIRA HR Specialist. Please contact the CIRA HR Specialist for additional information on this form of leave.

## Leave for Professional Development

Ideally, courses/classes/seminars/workshops designed to enhance professional growth and personal enrichment contribute to employee success. CIRA encourages employees to embrace opportunities for enrichment and allows time away from the office as follows:

- If professional development is initiated by a CIRA Supervisor or a member of the CIRA Management to improve job skills, then time away from work shall be classified as administrative leave (i.e., “work time,” not counted against the employees’ annual leave).
- If professional development is initiated by the employee for personal enrichment, then time away from work shall be classified as annual leave, and CIRA supervisors shall strive to ensure the annual leave can be granted even if work duties may conflict.
- Time off to attend professional development during work hours requires approval by the CIRA Supervisor, and CIRA requires employees to request leave for professional development via e-mail to the CIRA Supervisor with Cc to the employee’s Technical Advisor (when applicable).

## F. Overtime and Compensatory Time

Compensatory time (i.e., “comp time”) is not permitted for Administrative Professional employees whose appointments are exempt under the Fair Labor Standards Act (most CIRA Research Associates and all Research Scientists and Postdoctoral Fellows). Employees whose appointments are non-exempt (i.e. employees who are required to record their hours in TCP) may accumulate up to 40 hours of overtime (60 hours of compensatory time) at any point, but must obtain their CIRA supervisor’s approval via e-mail prior to working overtime. CIRA requires non-exempt employees to accept compensatory time off in lieu of cash payment for overtime. Student Hourly and Non-Student Hourly employees at CIRA should rarely, if ever, work more than 40 hours per week, and must request CIRA supervisor approval to work overtime in advance via e-mail. Non-Student Hourly employees under age 18 are never permitted to work more than 8 hours per day or 40 hours per week.

## G. Flexible Work Arrangements and Telecommuting

Flexible work arrangements such as varying work hours and telecommuting are permitted when determined by the CIRA Supervisor, they promote the productivity and efficiency of the work unit and enhance employees’ work-life integration. The CSU Teleworking Policy was instituted campus-wide at the start of the 2021 Fall semester for the purpose of establishing “*the circumstances under which a telework arrangement may be allowed or required and the processes that will be followed for telework to support the needs of our university community.*” The policy is somewhat lengthy as it is intended to cover all levels and types of employment (Faculty, AP, SC, Hourly and Student Hourly) across the CSU campus.

If you regularly work in your CIRA office with just occasional work from home (WFH) days that can be coordinated on-the-fly between you and your supervisor/team, this WFH policy is not applicable to your situation, and you are not required to submit a Telework MOU. However, if you wish to WFH either full time or part time on a more regular/recurrent and permanent basis, you will need to follow these steps to apply for consideration of a formal arrangement:

- 1) Carefully read the [Teleworking Policy](#) (also attached) including the references, tools, and forms at the bottom of the page. There is also a ~30-minute training video, [Telework Training via Bridge](#) which covers many of the FAQs. You will need to enter your eID/PW to view and complete the training.
- 2) If you haven't done so already, it is essential for you to first meet with your Supervisor to discuss your plan. Whereas CSU and CIRA wish to remain as flexible as possible with telework, we must also ensure institutional success. The degree to which a specific CIRA role can be accomplished remotely must be determined on an individual basis with Supervisor agreement and Director sign-off. Communication is key here.
- 3) After you and your Supervisor have settled on a telework plan, please submit the "[Application and Memorandum of Understanding](#)". You will need to use your eID/PW to sign in.
- 4) Send a copy of the electronic form to the CIRA HR Specialist.
- 5) Please note WFH status may impact future allocation of CIRA office space.

Please note that WFH is not a permanent status; the Memorandum of Understanding (MOU) is valid only for 1 year and will need to be evaluated and resubmitted each spring as part of the annual performance review process. Also, if your situation changes or it is determined that the WFH arrangement is not working out as hoped, the form can be updated at any time.

## H. Dress Code

CIRA is a professional workplace with a “business-casual” standard. Employees are expected to wear clean and well-maintained attire appropriate to the type of work they do. Supervisors should take employees’ varied work assignments and working conditions into consideration and discuss appropriate dress with individual employees as needed. Unacceptable attire includes, but is not limited to the following:

- ripped clothing
- garments shorter than mid-thigh
- bare midriffs
- extremely low-rise pants
- t-shirts with explicit, suggestive, racist, political, or offensive messages

CIRA strives to provide a receptive environment for all. In no case will CIRA enforce codes in dress or personal appearance that discriminate against gender, race, culture, or beliefs. If special accommodations are desired, employees are encouraged to reach out to the CIRA Assistant Director to discuss.

## I. Guest Associates and Affiliates

Guest Associates/Affiliates are individuals who are employed outside of CSU, contribute actively to CIRA research projects, and require access to CSU’s network and computing resources. The CIRA HR Specialist registers Associates/Affiliates and their CIRA sponsors in the CSU Oracle computer system for up to 3 years and extends or adjourns appointments via e-mail prompts to sponsors.

## J. Mid-Year Evaluations

All new employees at CIRA and existing employees who transition into new positions (e.g. transition from Postdoctoral Fellow to Research Scientist, or from one CIRA group to an openly competed position in another group) receive a mid-year review by their CIRA Supervisor halfway through their first year of employment. Beyond the first year, mid-year reviews are conducted only on an as-needed basis. The CIRA HR Specialist initiates mid-year reviews via e-mail prompts to CIRA Supervisors.

## K. Salary Increases and Promotions

CIRA considers Administrative Professional employees for salary increase three times per year: in May/June during appointment extension and the university merit salary increase exercise (SALX); September and January. Special salary increases above the University’s annual merit increase are awarded for one or any combination of the following reasons:

- promotion
- completion of a degree program

- added duties/responsibilities (with or without title change)
- critical retention (including prevailing wage associated with employment visas and permanent residency)

The CIRA HR Specialist solicits nominations for special salary increases via e-mail prompts to supervisors. Supervisors nominate candidates for salary increase via memo addressed to the CIRA Director and submitted to the CIRA HR Specialist. Memos must state the reason for salary increase (promotion, increased duties, etc.) and concisely describe the justification(s) for increase (added duties, increased responsibilities, leadership role, etc.). All salary adjustment recommendations are reviewed by the CIRA Director. In cases of nominations for promotions to Senior Research Scientist/Scholar, the CIRA Supervisor, in coordination and pending approval of the CIRA Director, solicits 3 support letters from peers external to CIRA and adds them to nomination packets. Director-approved promotion requests are reviewed by a Department review committee and then routed through the chain of CSU reviewers/approvers by the CIRA HR Specialist.

CIRA awards salary increases to Postdoctoral Fellows annually coinciding with the date of hire (employees' anniversaries) and concurrent with annual performance review and appointment extension. CIRA considers Postdoctoral Fellowships to be temporary assignments, intended to last no more than three years, and appropriate for individuals who have recently completed their PhDs. Near the end of their 2<sup>nd</sup> year and contingent on available research funding, CIRA may provide outstanding Postdoctoral Fellows with an opportunity to enter a permanent university position within the Research Scientist/Scholar career track. Entry into the Research Scientist/Scholar career track is not an automatic transition, nor is it a promotion; it is a new CSU/CIRA position that is reserved for cases in which Postdoctoral Fellows have demonstrated exceptional performance during their fellowship and sufficient funding exists to proceed. CIRA Postdoctoral Fellows who desire to be considered for a permanent position at CIRA as a Research Scientist/Scholar and who are within 6 months of the end of their fellowship must submit the following materials to the CIRA HR Specialist:

1. Letter of Request for transition into a permanent position
2. Letter of Support from Technical Advisor and/or Supervisor
3. Curriculum Vitae
4. List of Publications including Invited Presentations

The CIRA Director reviews all submitted materials, performance evaluations, and research contributions and awards or rejects transition requests within 45 days. Director-approved transitions are processed by the CIRA HR Specialist.

CIRA considers hourly wage increases for Student Hourly employees and Non-Student Hourly employees annually every June during annual evaluations, and the CIRA HR Specialist initiates evaluation of hourly personnel via e-mail prompts to supervisors. Supervisors recommend wage increases in the "General Comments" section of the *Hourly*

*Evaluation Report* form and should state recommendations in this format: “I recommend that Xxx’s hourly wage increase x% from \$x.xxx to \$x.xx effective July xx.”

## L. Awards

### Research and Service Initiative Award (RSIA)

This annual award is designed to recognize outstanding research and/or service initiative or achievement by CIRA employees as individuals and/or groups. Nominations may be made for single or multiple contributions/projects having taken place over the previous three years, and may be submitted by any sponsoring agency manager or CSU/CIRA employee. Selection criteria include:

- demonstration of initiative, resourcefulness and/or creativity by the use of innovative techniques and/or technology in daily activities,
- team leadership and/or mentoring capability to fellow workers,
- performance of “cutting-edge research” which is reflected in publications, reports, and deliverables,
- noteworthy accomplishment(s) that result(s) in substantial impact within and/or external to the employee’s workplace,
- successful proposal writing skills in attracting program funds,
- extraordinary achievement relative to the employee’s normal job responsibilities, and
- willingness to seek out new challenges.

Nominations are solicited by e-mail announcement in approximately April of each year and consist of a memo describing the nominees’ outstanding accomplishments addressed to the CIRA Research and Service Initiative Award Review Committee. Appropriate support documentation such as journal articles, description of computer program/software code, or detailed description and results of a research project may also be submitted, but are not required. Nominations are reviewed by the CIRA Awards Review Committee and selections are made based upon two categories: outstanding contributions to scientific research, and outstanding service in administration, project management, outreach, or other efforts not directly related to scientific research. The CIRA Awards Committee submits recommendations to the CIRA Director who makes the final selection and determines the number of awards to be given. Award recipient(s) receive a commemorative plaque and a cash prize of \$2,000 (split equally among group winners). Award recipients’ names are engraved onto CIRA RSIA plaques located in the CIRA building in Fort Collins, the David Skaggs Research Center in Boulder, and other CIRA stations as applicable/permitted.



### CIRA's Exceptional Service Award

A standard cash award of up to \$500 is designed to recognize CIRA employees for exceptional and noteworthy performance. In rare instances, a maximum of \$1,000 can be given for special cases with further justification. All CIRA employees (as an individual or part of a group) are eligible for this recognition. The nomination is accomplished via a signed memo that should be addressed to Assistant Director Beth Kessler, and must include the following details: employee's name, details on the worthy accomplishment/effort, and the amount requested. The CIRA Supervisor, if not the nominating party, must be informed of the nomination prior to submission. The CIRA Management Team will review the nomination and forward a recommendation to the CIRA Director. Upon Director approval, the nominator will be informed of the decision. The Assistant to the Director's Office (currently Holli Knutson) will process the award. Exceptional Service Awards do not follow a schedule, and can be submitted at any time throughout the year.

### Sponsor-Initiated Awards

The collaborative nature of a cooperative institute requires that CIRA employees work hand-in-hand with Federal and other colleagues. In cases where awards are granted to cooperative teams, but only Federal members are eligible for the award, CIRA team members receive monetary awards comparable to that provided to the Federal counterparts. In cases of honorary awards where no monetary amounts are involved (i.e. DoC Gold, Silver, or Bronze Medals), CIRA team members receive comparable numeration via exceptional service cash awards. Ad hoc nominations are accomplished by CIRA Supervisors via signed memo addressed to the CIRA Director, and must include the following details: employee(s) name(s), details about the Federal award, amount requested, and suggested funding source. Award recipients receive the award in their paychecks.

## **M. Visas and US Permanent Residency Petitions**

Contingent upon the type of visa petition, CIRA provides limited financial support and administrative assistance. The CIRA HR Specialist assists employees with assembly of visa petition packets and CIRA pays associated USCIS processing fees, CSU ISSS administrative fees, and anti-fraud fees via central account funds. Employees are required to pay application processing fee for dependents (if applicable), Homeland Security SEVIS fees and any additional costs incurred during petition (couriers, credential evaluations, etc.). In situations in which "rush" visa processing is needed and justifiable, and if the PI desires and is approved to do so by the sponsor (i.e. provided the visa fees are allowable on the project), then the CIRA project(s) upon which the employee currently works may pay the USCIS premium processing fee. CIRA does not pay processing/filing fees associated with TN visas.

CIRA will assist employees to file permanent residency petitions upon successful completion of one year of service, documented via annual evaluation form. If the PI on the project that supports the employee determines that the employee's permanent residency is in the best interest of the research project(s) upon which the employee works, and

provided that permanent residency fees are allowable on the project(s), then part or all of the associated USCIS fees can be paid from the project(s). In situations in which “rush” visa processing is needed and justifiable, and if the PI desires and is approved to do so by the sponsor (i.e. provided the visa fees are allowable on the project), then the CIRA project(s) upon which the employee currently works may pay the USCIS premium processing fee. In cases in which USCIS fees are not authorized to be paid via the project(s), the employee must cover the fees. CIRA will pay associated CSU ISSS processing fees via central account funds.

In cases of self-petitions, if the PI justifies via memo to the CIRA Director that the employee’s permanent residency is in the best interest of the research project for which the employee works, then CIRA will reimburse the employee up to \$1250 from the central fund account, conditional upon submission of receipts(s).

## N. Visitors

CIRA employees who host visitors are responsible for obtaining approval from the CIRA Director and working with CIRA administrative staff to coordinate their visitors’ travel, visa, workspace, and network/computer accommodation at least one month in advance of the visit. Hosts are required to supervise their visitor(s), account for their whereabouts and assist them in case of emergency.

## O. Resignations and Separations

CIRA employees who plan to separate from CIRA via retirement must consult with the CSU Benefits Office at least 45 days before the date of retirement. All employees who separate from CIRA must complete the following actions in order to ensure a smooth transition for themselves and their colleagues:

- Submit a formal resignation letter to the immediate supervisor and or the CIRA HR Specialist, in which the last work day specified;
- Meet with the immediate supervisor and discuss finalization of research activities and/or reports;
- Meet with the CIRA HR Specialist and discuss the departure process and payment of accrued leave balances;
- Return keys and entry cards to the CIRA Facilities Manager on the last physical day at CIRA;
- Return the CSU Travel Visa credit card to the CIRA Travel Coordinator on the last physical day at CIRA;
- Return the CSU Procurement Card (PCARD) to the CIRA PCard Administrator on the last physical day at CIRA;

- Please note that unless you instruct otherwise, your computer workstation will be “re-cycled” for the next user and your account(s) closed. Back up any data/code that must be preserved and/or taken with you.

- If certain data/codes are deemed proprietary to CSU/CIRA, please consult with your CIRA Supervisor, Technical Advisor (if applicable) and CIRA Director and prior to disposing of or migrating these data.

## IV. FACILITIES INFORMATION

### A. Office and Entry Card Keys

CIRA offices should be locked after hours or if the individual is away for an extended time during regular office hours. The CIRA Facilities Manager maintains control of keys throughout CIRA.

The CIRA building is unlocked Monday through Friday from 7:30 A.M. to 5:00 P.M., except for holidays when the doors remain locked. Entry to the CIRA building is by card key after business hours and all day on holidays.

CSU ID cards are equipped with a smart chip to serve as card keys and allow after hours entry to CIRA. They are issued by the RAMCard office on main campus. The CIRA Facilities Manager sets up, changes access, and maintains the card key system. The CIRA Director determines who is allowed after-hours entry. Adding permission to a card can be arranged by the CIRA Facilities Manager.

New employees will not be issued keys to *secure* areas until a positive 6-month review, and access to secure areas is ultimately at the discretion of the CIRA Director. Secure areas are defined as all rooms containing sensitive equipment such as server rooms or equipment rooms.

### B. Security

To ensure security, computer room access is approved by CIRA management on a case-by-case basis.

### C. Phones, Faxes, and Copiers

#### Telephones

All regular CIRA employees are to have access to a telephone. Telephone service to an office is ordered by the CIRA Facilities Manager upon request from the CIRA Supervisor. Student hourly staff members are not assigned their own telephones.

#### Cell Phones:

Staff members, who use their own personal cell phone for CSU business, can apply for a monthly allowance to be reimbursed for that use. Please contact the CIRA Assistant Director for details.

## Copiers

Copying equipment is available to all CIRA personnel for assigned duties. The CIRA Facilities Manager maintains the machines.

## Equipment loans

CIRA equipment is not to leave the building without authorization from the Research Infrastructure Department. Both notebooks and projectors can be checked out for business travel.

## D. CIRA Conference Rooms, Reception, BizHub, and Mail

### CIRA Conference Rooms (CIRA Commons, Satellite Plaza)

All reservations are entered into an online calendar system. These rooms are usually used for technical or administrative meetings of five or more persons. These rooms are not to be used for individual lunches or breaks, but will be used for organized departmental functions.

### Conference Room Presentations

CIRA provides a projector, computer, and screen for presentations. Presenters can bring a memory stick or connect to files via either remote desktop or the Internet. CIRA highly recommends that presenters verify projector operation, computer operation and compatibility, sound, and Internet connectivity at least 30 minutes prior to meetings.

### Reception Desk, CIRA Biz Hub, Mail Services

The CIRA Business Hub (Biz Hub) serves as the point of contact for any administrative support tasks CIRA scientists require including printing, copying, faxing, errands, typing, editing, meeting coordination, etc. The Biz Hub is located at the reception desk in the main CIRA building and is run by the Biz Hub Coordinator who is responsible for coordinating reception coverage, signing out the parking passes, and coordinating front desk support. The Biz Hub Coordinator will ensure all requested work is completed on time and to the requestor's satisfaction. The Biz Hub may be reached via the Help Desk system or by phoning the main line (970) 491-8448.

Mail Services (handled by Biz Hub): Incoming mail is received and outgoing mail is picked up at the CIRA mailbox area Monday through Friday at approximately 2:15 PM. ***Personal mail cannot be sent through the university mail system.*** Outgoing mail must have a university fund number designated for postage billing. Central Receiving (970-491-6529) on main campus should be informed ahead of pickup time for any large boxes or bulk shipments that are to be sent out.

## E. Department Vehicles and Parking Passes

### Department vehicle

CIRA keeps a University vehicle for business use (i.e., trips to main campus, to scientific meetings, etc.). This vehicle can be checked out to the staff and is maintained by the CIRA Facilities Manager.

### Foothills Campus parking passes

All vehicles parked at the Foothills Campus are required to have a CSU parking pass. Details for annual, semester, monthly, daily, and hourly passes can be found at the CSU Parking & Transportation Services website: <https://pts.colostate.edu/>

To request a parking pass for guests who are visiting for 4 hours or more, please submit a help desk ticket to BizHub.

## F. Building Information

### Special cleaning requests

The CIRA Facilities Manager can arrange for special cleaning for important meetings at the CIRA building, or in the case of other special needs. Advance notice is requested to allow time to prepare the facility as needed.

### Maintenance issues

CIRA building maintenance and repair issues are to be dealt with by the CIRA Facilities Manager.

### Temperature controls

The CIRA Facilities Manager is responsible for temperature control within the building. Any temperature problems are to be directed to that individual.

### Furniture

All furniture is purchased through consultation and arrangement with the Facilities Manager.

### Inventory/Surplus

While CSU tags and tracks all equipment of value \$5000 and up, CIRA also has a policy to tag and track significant items such as computers, laptops, UPSs, printers, monitors, and furniture. CIRA will also double tag equipment that CSU tags as an additional measure of security. Furthermore, every six months the CIRA Facilities Manager submits a report to the Director on the status of CIRA inventory. When staff no longer

have use for equipment or materials that are tagged, they must work with the CIRA Facilities Manager to properly surplus equipment back to the University.

## V. RESEARCHER ORIENTATION

### A. Principal Investigator Responsibilities

For a complete guide on Principal Investigator (PI) responsibilities, please review *the Principal Investigator's Manual* at <https://vpr.colostate.edu/osp/manuals/pi-manual/>. As with the CIRA Policy and Procedures Manual, this Principal Investigator's Manual is a living document, so please consult it periodically for updates.

Along with overseeing the research as outlined in the Scope of Work, generally, the PI, in conjunction with their CIRA Department Research Administrator (DRA), is responsible for overall project administration which includes the following:

- 

### B. Funding Opportunities

One aspect of the CIRA Finance Manager's responsibilities is to inform CIRA team leaders of the latest Requests for Proposals (RFP). By enrolling in a service provided by OSP, the CIRA Finance Manager can receive email notifications of the latest RFPs and pass them along to team leaders.

### C. Proposal Coordination and Tracking

The DRAs assist all CIRA PIs in the submission of proposals to a sponsor. When all the necessary components of a proposal are assembled and the

CIRA technical review has been completed, the proposal is entered into Quali Research (KR) for electronic signatures and submission by the Office of Sponsored Programs

#### Proposal submission procedure:

In order that the proposal progresses smoothly through the aforementioned steps, the following proposal sections should be turned in to the DRA **at least 10 days prior to the due date**:

- A Project Title.
- A statement of work (the body of the proposal) - however this can come last as other parts of the proposal are assembled.
- A budget (the DRA can assist in the budget creation/formatting).

- A budget justification section providing an explanation of why each cost is included in the budget and the details showing the cost calculations (the DRA can assist in the budget justification creation).
- The proposed start and end dates of the proposal.
- Indicate which CIRA Themes apply to the work being proposed.
- RFP Information/link to guidelines.
- The sponsor's due date (when it must be received by the sponsor).
- A name and address to which the complete proposal will be sent.

Once those materials have been gathered, the DRA shall:

- Review the budget.
- Read the RFP noting any administrative requirements.
- Enter the proposal into the KR system.
- Prepare the necessary cover sheets and collect other information as required by RFP.
- Answer any questions and serve as an intermediary between OSP and the PI.

#### D. Editorial Services

Editorial services are available to all CIRA staff through coordination with the Biz Hub staff. This can include editing manuscripts for grammatical structure, readability and flow, coordinating graphics, reviewing galley proofs and possible web publishing.

#### E. Publicity and Interviews

Periodically, CIRA employees are contacted by the local media for an interview regarding some weather-related subject or about our research activities. As professionals, it is a CIRA policy to welcome and accept these opportunities to inform the general public on environmental issues. We must also recognize the responsibility of giving correct and reliable information. If you are not the best person to respond to an inquiry, please refer inquiries to the appropriate person. Always give proper credit to others within the organization who are associated with the subject, as well as those from other organizations.

Issues associated with CIRA research need to be treated in a different manner than general professional topics. Two specific instances will help clarify the policy. First, any time you receive a contact from the media because you are a CIRA employee (you were called at work); please contact the CIRA Education and Outreach Coordinator, who will inform the CIRA directorship as appropriate. Preferably, this should be done before the interview. The concern is that the entire story is told; most researchers and staff are not aware of the



total activities of CIRA. We want to insure that old news is not propagated and that everyone involved in a specific research area receives the appropriate credit. For staff located off-campus, please contact the appointed public affairs officer.

CIRA staff whose job functions put them in a position where regular media interaction can be expected can, after coordination with the Education and Outreach Coordinator and the CIRA Directors, engage directly with the media, on topics that are related to their research area. Staff who take this opportunity are expected to follow all CSU media guidelines, and be vigilant in making sure all partners are credited and media pieces are appropriate and relevant. These staff should also contact the Education and Outreach Coordinator within a reasonable amount of time so that any media pieces generated can be promulgated through appropriate CSU channels. The Education and Outreach Coordinator remains responsible for media interactions and is tasked with ensuring accuracy and appropriateness of all interviews and requests, whether directed or independent.

If you are engaged in a discussion as a weather (or other) professional while on your personal time, you are not representing CIRA. In this situation, your comments or viewpoints are made as a professional, and do not represent CIRA. If the discussion were to continue and eventually involve CIRA programs or policies, then the same policy as stated above concerning media interviews would become applicable.

## **F. Professional Memberships**

In general, professional memberships are maintained as a personal expense of the employee. However, at the discretion of the CIRA Research Group Lead, memberships to professional organizations may be paid on overhead return accounts if funds are available.

## **G. Release of Data/Software/Hardware Designs**

CIRA personnel should exercise caution when releasing CIRA-related data, software, or hardware designs to anyone outside of CIRA. This is particularly true with data, software, or hardware designs that might be used by others to directly compete with CIRA on research proposals that fund our personnel. To the extent that not everyone knows what other groups are proposing or hoping to propose, everyone should exercise extreme judgment when making decisions about allowing others access to our products, or ask the CIRA Director whenever in doubt.

## **H. Infrastructure Billing**

This fee pays for shared infrastructure needs that are essential for CIRA's mandate to remain at the cutting edge of computing is attached to every CIRA project. Recent examples of this high-end computing capacity include:

- the high-speed internet backbone.

- uninterrupted power supplied for large Linux servers.
- consulting services for high end computing solutions.
- monitoring of network traffic and server diagnostics to maintain 99+ percent performance.
- in-house developed hardware development expertise that provides fast, reliable, and less expensive scientific computer equipment.
- high-speed network, associated equipment, and service management including 10G firewall, router, multiple subnets, DNS, DHCP, switches.
- and fees to ACNS for network access and central computer rooms with UPS, AC, and monitoring.

Rather than a higher rate to cover specific hardware and systems support associated with research projects, we are now asking all PIs to explicitly account for their hardware and RA needs associated with those computing needs in their proposals. Historically, the average computing cost associated with modeling and satellite retrieval proposals is roughly 10% of the overall budget. This will be budgeted directly into the proposal as a combination of hardware and Research Associate support for a member of the infrastructure team. The CIRA Director will review each budget before signing off on proposals. PIs should prepare a written explanation/justification for any budgets that are significantly different from the 10% baseline (either higher or lower).

## I. Procurement

Requests for office supply products, office machines, furniture, services for repair or retrofitting electrical, mechanical or other building products for the department should be routed through the HelpDesk/Facilities.

Requests for computer hardware/software for the department should be routed through the HelpDesk/CIRA IT.

Requests for all other CIRA items (publications, books, continuing education tuition, etc.) for the department should be routed through the HelpDesk/Finance.

PCARD Requests for purchases may be made through the HelpDesk/Finance with the following details included: account number, description, and vendor. Attach a quote if needed. Once available, the receipt should be attached to the help desk ticket.

Requests for reimbursement for employee-paid expenses should be made by submitting a ticket to the HelpDesk/Finance. Please attach a receipt, explanation of purchase, and an account number.

## Official Function Expenditures

The general policy on Official Functions at CIRA (as advised by internal CSU auditors) is that official function expenditures are to be kept to a minimum. The following are some of the guidelines to steer these decisions.

In general, official functions expenditures will not be drawn from research project funds. The exception would be for large group activities, including external reviews, specifically identified in the original research proposal.

The large majority of CIRA official functions will fall into the category of refreshments for seminars and staff meetings. These expenditures should be charged to the overhead return account for the group hosting the meeting. Official function activities that involve a larger cross section of CIRA may be allowed on the central CIRA overhead return account and require explicit written approval by the CIRA Director in advance.

As each of the authorized PCARD holders for official functions carry out their duties, they are direct representatives of the Director. The CIRA Director must serve the official functions needs of all groups in CIRA and therefore the others must do the same.

## J. CIRA Travel Procedures

These travel procedures are designed to aid in effective coordination and processing of all CSU/CIRA travel documents as required by the Travel Desk of the CSU Business and Financial Department.

*CIRA/CSU Pre-Travel/Training Request Form* must be completed for every Traveler, for every CIRA/CSU business trip. Forms are available from Travel Coordinators. Completed forms must be submitted to Travel Coordinators. Travel Coordinators must route

completed *CIRA/CSU Pre-Travel/Training Request Forms* to travelers' supervisors and to the Principal Investigator of the project by which the travel is funded. Approval must be obtained from both the Traveler's supervisor and the Principal Investigator prior to commencement of travel.

Except in rare cases to be pre-arranged with CIRA Travel Coordinators, only CIRA Travel Coordinators may purchase airline tickets. Travelers are encouraged to access the internet, identify preferred flights, and provide preferred flight information to CIRA Travel Coordinators.

If meeting/conference registration is required, Travelers must complete registration paperwork and submit to Travel Coordinators. The travel coordinator will use their PCARD to pay for the registration.

#### Other Travel Issues:

- Passports: CIRA will approve the purchase of passports only if the travel is at the request of the sponsor. Purchase of a passport for optional travel, such as to an international conference, will not be approved.
- To the greatest extent possible, all official CIRA travel should be arranged to minimize loss of both personal and normal workday time. In most cases involving out of state destinations, travel to the meeting site on the previous day is necessary. However, in some cases travel to the meeting site on the day of the meeting (e.g., trips to Boulder from Fort Collins, depending on meeting time) is practical. Returning from the meeting site on the last day of the meeting, when practical in lieu of annual leave, is also required.
- In accord with a professional appointment at CIRA and in adherence with CSU policy, there is no compensatory time allowed for travel occurring outside the time of normal business hours, or for travel that necessarily occurs on a weekend or CSU-recognized holiday. All circumstances involving special requests, exceptions, allowances, or other arrangements established between employees and their supervisors in this regard are subject to review and final decision by the Director of CIRA.
- Also in adherence to CSU policy, for non-local travel the traveler must declare annual leave for any additional days required because of elected alternative mode of travel (e.g., personal car) that is less expedient than travel by commercial air. In addition, whenever a mode of transportation is chosen for the convenience of the traveler, amounts claimed for lodging, meals and other allowable miscellaneous expenses are limited to the equivalent of those that would have been incurred using the more expedient means of travel.
- In accordance with CSU policy, annual leave should be avoided during or as an add-on to business travel. A formal request and Director approval is needed any

time annual leave exceeds the length of the business travel. (*Please also see Section III. E. Annual Leave Concurrent with Official Travel.*)

- Reimbursements on international travel. Standard university procedure is to process reimbursement at trip end, using OANDA conversion tables for the date of the expense to determine the reimbursement amount for receipts in foreign currency. Please note that foreign transaction fees\* are reimbursable as they appear on the *CSU travel VISA Credit Card* but in most cases will require a voucher amendment at a later date. Check with your travel coordinator for more information. Travelers may wait to submit receipts until after the *CSU travel VISA Credit Card* statement is received in order to have reimbursable expenses paid at the actual conversion rate charged (which may or may not be the same as the OANDA tables) and have foreign transaction fees\* reimbursed as they appear on the statement.
- Travel may be arranged by CIRA for guest and seminar speakers. Generally, the limit will be \$500 per speaker and will come from central funds. Furthermore, if the host wishes to pay the speaker an honorarium, they must request such in writing to the CIRA Director.
- \*Note that foreign transaction fees are only acceptable for reimbursable expenses (hotel, car), and not for per diem.

## Travel Preparation Procedure

### Prior to Travel:

- Traveler will fill out a *CIRA/CSU Pre-Travel/Training Request Form* and submit to Travel Coordinator.
- Travel Coordinator will obtain signature approval from Traveler's supervisor and CIRA Director.
- Travel Coordinator will prepare and route for signatures a TA in Kualii.
- Travel Coordinator will make travel arrangements for Traveler and will purchase electronic airline tickets (*e-tickets*) via CSU-approved Travel Agency with the CSU Ghost Card.
- Travel coordinator will send an email to the traveler with airline ticket and anything else applicable (mileage sheet, per diem rates, car reservation, etc.)

### Upon Completion of Travel:

- Traveler will submit original, itemized receipts to Travel Coordinator.
- Travel Coordinator will complete a CSU TR in Kualii and route for signatures.

- All Travel Coordinators will maintain detailed files on all Travelers' trips.
- Travel Coordinators: The Traveler will work with the Coordinators below to arrange their trip.
- If the trip is funded by a CIRA project, but the Traveler is not a CIRA employee, s/he should work with their own department's travel coordinators.
- If the trip is funded by a non-CIRA project, the Traveler should still work with a CIRA Travel Coordinator.
- If the trip is funded by more than one CIRA project, the Traveler should work with the Coordinator whose project represents the greater funding portion.

## VI. ADMINISTRATIVE ORIENTATION

### A. Project Budget Tracking

Finance Team members work directly with project PIs to develop customized spreadsheets or reports to help track project budget status, proposals submissions, and staffing.

### B. Records Retention

The retention of administrative support records will be consistent with CSU and Federal audit policies. Technical records will be maintained as long as practical at the direction of the CIRA Director.

The Finance Team maintains all the financial files for back-up expense and revenue documentation and works closely with the Assistant Director on Internal and External audits.

### C. Director's Office

The Director's Office shall provide administrative support to the CIRA Director (or Acting Director), Deputy Director, Associate Director, and Assistant Director as well as overall support to the Institute, the CIRA Executive Board and the CIRA Council of Fellows. This Office provides first line of response on general Institute matters and matters directly related to the Director and Deputy Director.

The Assistant to the Director's Office shall be the initial point of contact relating to the administrative support function for the Director's Office and shall, on behalf of the Director or his/her designee, be responsible for the following functions:

## Correspondence

All Correspondence prepared for the CIRA Director or Deputy Director is filed either in electronic or in hard copy form. The Assistant for the Director's Office keeps the electronic copy.

## Mail

All mail for the CIRA Director is either reviewed if electronic, or opened and screened if physical, by the Assistant to the Director's Office who decides if other personnel in CIRA can handle the correspondence or if it needs to go directly to the CIRA Director.

## Travel

All Director's Office travel is handled by CIRA's Lead Travel Coordinator.

## *NOAA Annual Report*

A compulsory Research Performance Progress Report (RPPR) is due to NOAA each year by April 30. This report consists of research highlights that the Director and members of the Management put together. (April 1 – March 30). The Assistant to the Director's Office is responsible for entering the data into the boxes and then letting the Senior Proposal Coordinator know it's ready for final submission to NOAA via Grants On Line.

## Office Space Assignments

The CIRA Director has the responsibility for all office and space assignments at CIRA. The Assistant Director working with the Facilities Manager and the Assistant to the Director carry out these assignments.

## Email Distribution Lists

- To send a message to CIRA employees located only on the CIRA campus in Fort Collins, use [CIRA\\_fc@lists.colostate.edu](mailto:CIRA_fc@lists.colostate.edu). This listserv is moderated and every email sent will require approval.
- To send a message to EVERY employee who works for CIRA, use [CIRA\\_all@lists.colostate.edu](mailto:CIRA_all@lists.colostate.edu). This listserv is moderated and every email sent will require approval.
- To send a message for social purposes, please use the CIRA-Atmos Social email: [social@atmos.colostate.edu](mailto:social@atmos.colostate.edu). This listserv is moderated and every email sent will require approval.

## D. CIRA Computer Infrastructure

CIRA uses a help desk system to handle all requests for software, hardware, and technical issues. The help desk also has a knowledge base for common questions. The help desk is at <https://cira.hesk.com>.

### General Policies

- Do not open your computer for inspection, repair, or upgrades.
- CIRA uses Microsoft Office for documents. Do not use other programs.
- No games shall be played on CIRA computers.
- Viewing pornography on CIRA computers is strictly prohibited.
- No food or drink is allowed in the computer labs.
- Students who work at CIRA may use the computers to do school work as long as permission has been obtained from your supervisor and it does not interfere with official business.

### Linux Clusters

CIRA maintains various Linux Clusters for use by the research groups that funded their purchase.

#### Access

- If you need access to Linux machines or clusters, please contact a CIRA IT Specialist.
- Linux clusters may be accessed remotely via ssh.
- Data on the clusters may also be mounted on CIRA-provided Linux workstations via the NFS protocol. Please contact a CIRA IT Specialist if you wish to access data on the clusters via NFS.

#### Submitting Jobs

The MPICH parallelization library is available on CIRA's clusters, but we do not use job-scheduling software. When submitting MPI jobs, please be respectful of others by using a machinefile to run your jobs on nodes not already in use. When running non-parallel/non-mpi jobs, please run them on the highest number nodes as MPI uses the lower number nodes by default. Please e-mail a CIRA IT Specialist if you need assistance in submitting jobs or working with others to use cluster resources.

#### Backups

Data on CIRA's clusters follow the same backup policy as all other machines at CIRA. The IT Infrastructure group only backs up the operating system and applications, **not user data**. Users are responsible for backing up their own data. Please contact a CIRA IT Specialist if you need assistance.



## Email

CIRA's email is hosted centrally by CSU. Please see CSU Policy: Acceptable Use for Computing and Networking Resources:

<http://policylibrary.colostate.edu/policy.aspx?id=704>

## E. CIRA Clothing Policy for the Snow Research Group

As part of the scope of work for sponsored research, it is necessary for the CIRA Snow Research Group to participate in field trips during winter and early spring to remote areas that are close to or within the Arctic Circle. The researchers are often exposed to temperatures between -25°F to -50°F with 20+ MPH winds, which could lead to frostbite, hypothermia, and other cold weather-related injuries if proper precautions and protection are not followed. OSHA recommends that under these conditions non-emergency work should cease.

To ensure the health and safety of the research team, the Snow Research Group purchases clothing and other supplies for this extended field work. The purchases are made from local and on-line vendors using PCARD, purchase requisitions, and sometimes by reimbursement to the employee and adhere to all CSU Procurement policies. Some of the clothing may be off-the-shelf and then modified for the maximum protection of the researcher.

The clothing and supplies are used jointly and solely by the Snow Research Group under the authority and permission of the Snow Research Group Senior Research Scientist and PI (who is currently Dr. Glen Liston). When not in use for research field trips, all items are inventoried and secured in separate bins labeled "For Snow Research Only." At the request of the CSU Controller's office, the bins will be made available for inspection.

Pursuant to CSU Financial Procedure Instructions (FPI) 2-21, this clothing has been deemed to be both a condition of employment and not suitable for everyday wear ("taking the place of regular clothing"). In addition, all of this clothing is required for the safety and well-being of the Snow Research Group when they are working in these extreme environments and qualifies as Personal Protective Equipment (PPE). A copy of this policy will be attached to all KFS documents in which clothing is purchased.