



## ERASMUS SCHOOL OF **ECONOMICS**

### **Process contracts, project applications, proposals** **SAP@EUR**

In the e-mail of 3<sup>rd</sup> October 2013 sent to all ESE staff, you have been informed of a new procedure regarding contracts, project applications and proposals. Attached to this newsletter you will find a copy of that e-mail.

In short, the consequences of this new procedure are:

*Project applications* like NWO, EU, etc.: send the near-final draft to the department Director with a copy to the Office Manager at least two weeks before submission deadline.

*Contracts*: send the contract to the Office Manager. She will take care of the appropriate signature and will return the contract to you or to the other party.

*Proposals* to external parties: send the final draft to the department Director with a copy to the Office Manager. As soon as the proposal has been approved, you will receive it back from the Office Manager with the appropriate signatures.

The Office Manager will arrange the rest of the procedure and will inform you of the progress. The process may take up to two weeks, therefore please submit documents at least two week before the deadline.

Of course we will also still assist you with all other issues, like budget estimates, drafting contracts, etc.

For more information, please contact Ramona.

As from 1st January 2014 the new E-HRM system will help you arrange leave days, manage your personal information and arrange reimbursements. The SAP@EUR team will invite you to a training session where they will inform you in more detail about the new system.

If you would like to have more detailed information about SAP@EUR, please contact Ramona.

### **@wEURk**

The project @wEURk will create a new workstation concept with which you can use your EUR workstation at any time, any place and on any device that has an internet connection. It will become available in 2014, but the first steps will be taken in 2013. The @wEURk project team will send a detailed e-mail of every step that might influence you. For more information, see [@wEURk](#).

### **Course News**

The following courses are available:

- Coaching on targets  
Supervisors of PhD students and managers
- Sparring sessions  
All employees who want to practice behavior and attitude one-on-one with a trainer.

Please contact Sytske Martens ([martens@hrf.eur.nl](mailto:martens@hrf.eur.nl)) for more information.

### **Gauss software package**

ESE has a license agreement for Gauss software which needs to be renewed. Please contact Ramona or Manuela if you are interested in this software package.

### **Agenda**

- **18 October**  
**TE Day Out**
- **17 December**  
**ESE Christmas Drinks**