

KBS Administration

- [KBS Staff Duties](#)
- [KBS Administration Reporting Structure](#)
- [KBS Committees](#)

KBS Policies and Practices

- [Info for new KBSers](#)
- [Conference Room 327 policy](#) (PDF)
- [KBS Donor Intent and In-Kind Use Form](#)
- [Photo Release Form](#) (PDF)
- [Reimbursement Voucher Form](#) (PDF)

- [Seminar Procedures](#) (PDF)
- [Severe Weather Policies](#)
- [Social Media Guidelines](#)
- [TDS Voice Mail Instructions](#)
- [Temporary/On-Call Hire Request Form](#)
- [Timesheets](#)
- [How to give to KBS & Payroll Deduction](#)

Faculty

- [KBS Faculty Mentoring Plan](#)

Fitness Center

- [Fitness Center Rules](#)
- [Fitness Center Waiver](#)

Graduate Students and Research Associates

- [Info for New KBS Grad Students](#)
- [Mentoring and Managing Undergraduate Students](#)
- [Responsible Conduct of Research \(RCR\) Policy](#)

MSU Documents and Policies

- [Driver Certification Form](#) (PDF)
- [Travel Expense Report](#) (XLS)
- [MSU Alcohol Policy](#) (PDF)
- [MSU Alcoholic Beverages Exemption Form](#) (PDF)
- [MSU Support Staff Employee Handbook](#)
- [MSU Travel Information](#)
- [MSU GEU Contract](#) (PDF)
- [MSU Annual Fund Employee Donation Form](#) (PDF)

KBS Mission and Implementation

- [2012 Mission Statement](#) (PDF)
- [Implementing the Vision Report April 2004](#) (PDF)
- [Bylaws](#)
- [KBS Academic Program Review 2012](#) (PDF)

'Intro to KBS' slides for PowerPoint presentations

- [PowerPoint File](#)
- [PDF version](#)

Guidelines for the KBS Website

- [KBS Style Guide](#)
- [Determining the readability of your writing](#)
- [Writing for the Web](#)

- [Logging in, Editing, and Creating web pages](#)
- [Dealing with Images in the new site](#)
- [Resizing images/creating thumbnails](#)

- [Adding Events to the Web Calendar](#)
- [Posting News items](#)
- [Using the KBS Flickr Account](#)

- [Accessibility Guidelines](#) for MSU Web sites
- [Official MSU Logos and Graphics](#)
- [KBS and other Logos](#)

Special MSU training/safety classes for KBS

- [ORCBS Bloodborne Pathogen Training](#)

Grants in Force

- [2009](#) (PDF)

Town Meetings (PDFs)

- [2013](#)
- [2012](#)
- [2011](#)
- [2009](#)
- [2008](#)
- [2007](#)
- [2006](#)
- [KBS Director Reappointment](#) , 2009

Committees

- [Sustainability Committee](#)

Phone Directory

- An online directory is [here](#) .
- A PDF directory that contains complete information can be obtained by sending a request to PhoneDirectory-R@kbs.msu.edu . (Note: This file is available only to persons who have kbs.msu.edu e-mail addresses.)

Water Reports

- [2012 Consumer Confidence Report](#)
- [2013 Consumer Confidence Report](#)