

Physiology, Pharmacology, and Genetics, Genomics, & Informatics (PPG) Administrative Core Contact list

PPGADMIN@UTHSC.EDU

Sponsored Program Accounting Support

1. Effort Certifications
2. Effort Reallocation
3. Invoicing
4. Faculty Travel Reimbursements
5. Submission Review
6. Account and PCard Reconciliation
7. Faculty Support
8. Non-Market Place purchase orders (purchasing card)
9. Account and transaction review in monthly ledgers

Contact Names

<u>Physiology</u> Cynthia Hale 448-7089 chale13@uthsc.edu	<u>Pharmacology</u> Beverly Winston 448-4738 winstonb@uthsc.edu	<u>GGI</u> Katie Epps 448-4742 kepps@uthsc.edu
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Non-Sponsored Accounting Support

1. Non-Market Place purchase orders (purchasing card)
2. IRIS and PCard invoices
3. Account and PCard reconciliation
4. Visa Documentation/Submissions/Processing
5. Pay funding changes
6. Time sheet entry

Contact Names

<u>GGI</u> Alicia Brookins 448-1009 apalmer4@uthsc.edu	<u>Physiology</u> Angela Brooks 448-5823 abrook20@uthsc.edu	<u>Pharmacology</u> Frances Grigsby 448-5034 fgrigsby@uthsc.edu
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Human Resources/Payroll Support – Contact Barbara Patton (448-1805; bpatton4@uthsc.edu)

1. Post Doc Hiring
2. Post Doc Onboarding
3. Staff Hiring
4. Visa applications and renewals
5. Non-UT Student and Volunteer hires

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Departmental Administrative Support

1. Faculty and Chair support
2. Event coordination
3. Travel arrangements
4. Promotion and Tenure preparation
5. Assists faculty with assembly of proposal submissions, progress reports, and JIT
6. Faculty recruitment
7. Facilitate domestic and international shipments
8. Greeting and serving visitors
9. Mail delivery and distribution
10. Assist with facilities/maintenance requests
11. Time sheet collection
12. Equipment Inventory

Contact Names

Physiology

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Pharmacology

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GGI

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Barbara Patton
HR/Payroll Coordinator
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Stephanie Breuer, Grants Proposal Coordinator
PPG Administrative Core

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