

## **Pharmacology Administration Staff Roles & Responsibility Matrix**

**Document Purpose:** Provide clarity to department employees on which administration staff to contact for tasks and information.

**Updated: 04/25/2023**

### **Maddy Anderson - Program Coordinator**

Office: K357                      Email: [mra29@uw.edu](mailto:mra29@uw.edu)                      Office Phone #: 206-685-3388/Cell Phone #: 206-948-9954  
Office Hours: On campus Monday – Thursday, 9:00 – 5:00, Teleworking Friday 8:00 – 4:00

### **Debbie Bale - Graduate Academic Program Specialist**

Office: K335-A                      Email: [db29@uw.edu](mailto:db29@uw.edu)                      Office Phone #: 206-543-7485  
Office Hours: On campus Tuesday – Thursday 5:00 am – 1:30 pm, Teleworking Monday 7:00 am – 4:30 pm, Tuesday-Thursday 3:00 pm – 4:30 pm, Friday 9:00 am – 1:30 pm

### **Jenny Nelson - Assistant to the Chair**

Office: K336B                      Email: [jnnelson@uw.edu](mailto:jnnelson@uw.edu)                      Office Phone #: 206-616-3343  
Office Hours: On campus Tuesday – Thursday 10:00-5:30, Teleworking Monday & Friday 9:00-5:30

### **Nhan Nguyen - Fiscal Specialist Supervisor (Retiring at the end of July 2023)**

Office: K355                      Email: [nxn102@uw.edu](mailto:nxn102@uw.edu)                      Office Phone #: 206-221-6780  
Office Hours: On campus Wednesday – Friday, 8:00 – 4:00, Teleworking Monday – Tuesday 8:00-4:00

### **Sarah Robinson - Grants & Contracts Manager**

Office: K355                      Email: [sr35@uw.edu](mailto:sr35@uw.edu)                      Office Phone #: 206-543-1971  
Office Hours: On campus Monday – Tuesday 9:00 – 5:00, Teleworking Wednesday – Friday 8:00-4:00

### **Eli Tuberg – Fiscal Specialist 2**

Office: K355                      Email: [elij94@uw.edu](mailto:elij94@uw.edu)                      Office Phone #: 206-616-4235  
Office Hours: On campus Monday, Tuesday, Thursday, Friday 7:30 – 4:00. Teleworking Wednesday 7:30 – 4:00

### **Administrator: Cindy Valerio**

Office: K357A                      Email: [valerioc@uw.edu](mailto:valerioc@uw.edu)                      Office Phone #: 206-685-0388/Cell Phone #: 253-670-1487  
Office Hours: On campus Tuesday – Thursday, 8:30-5:00, Teleworking Monday & Friday 8:00-4:00

<b>Task/Responsibility</b>	<b>Contact Person</b>	<b>Notes</b>
Access Badge - Temporary	M. Anderson C. Valerio	Typically for lab volunteers that do not have a UW Net ID. There is a \$25 fee for badges that the Lab/PI will need to cover. We need a photo and email address of the person who will need the access badge.
Blanket Purchase Orders/BPOs	E. Tuberg	
Conference Room Scheduling	M. Anderson C. Valerio	K550 and D423
Copiers (D wing and K wing)	M. Anderson S. Robinson	Copier Codes, printing/scanning set-up, troubleshooting issues
Course Scheduling	D. Bale	
Course Canvas Site Support	D. Bale	
Equipment Assets - Recording new or updating inventory in OASIS	M. Anderson E. Tuberg	
Equipment Orders	E. Tuberg	
Event Support – Department Sponsored (Seminars, Lectures, Retreats, etc.)	J. Nelson M. Anderson	
Event Support – Faculty Sponsored	M. Anderson C. Valerio	Faculty to make request through Administrator
Faculty Accounts (a.k.a. Faculty Start-up budgets, faculty salary recapture, etc.)	C. Valerio	Budget balances; required % of salary to be covered by non-department funding; projections, etc.
Facilities Requests	M. Anderson C. Valerio	If urgent, Lab Manager or PI should submit work request.
Food Purchases (Reimbursement)	C. Valerio	Contact to discuss before your event. Also see Department Resources on Pharmacology website for UW policy and process
Grants: New Proposals/Pre-Award Support	ABC Shared Services S. Robinson	Sarah's role is to ensure PI has access to ABC Shares Services Pre-Award submission and assist PI with pre-proposal questions and budget development. Complicated Proposals – grant manager acts as liaison with ABC Shared Services as needed.
Grants: Post Award Support	S. Robinson	<ul style="list-style-type: none"> <li>• Departmental support and approvals of proposals</li> <li>• Reporting/Progress Reports</li> <li>• Salary Costing Allocations</li> <li>• Budget Reports (Actuals and Projections)</li> </ul>
Hazardous Waste Disposal	Lab Managers/Pis M. Anderson C. Valerio	Prefer Lab Managers or PIs submit their own hazardous material removal, but contact admin office with questions or support needs, including budget # to charge the waste removal
Hiring & Reappointments: Academic Positions (including post docs)	J. Nelson	Request 60 days before desired start date 45 days for postdocs without visa, 3-9 months for postdocs on visas (depends on type of visa), and 4 months for positions such as Research Assistant Professor

Hiring: Staff Positions (including lab staff and undergraduate student assistants)	C. Valerio	Please make your request with this lead time before desired hire date. <ul style="list-style-type: none"> <li>• Undergraduate student assistants = 2 weeks</li> <li>• Temp staff positions = 4 weeks</li> <li>• Research Scientists and other staff positions = 2 months</li> </ul>
Keys (Labs, offices, common spaces).	M. Anderson C. Valerio	Requesting keys, Lock changes/re-key, etc. Adding door codes to Husky card
Lab Coat Cleaning	M. Anderson	See Department Resources page on the Pharmacology website for detailed instructions
LinkedIn Account for Department	M. Anderson C. Valerio	Please email Maddy and Cindy with content to add
Basic Office Supplies	E. Tuberg	
Packing Slips - Collecting	E. Tuberg	Student assistant C. Anderson is assisting with this task through June 2023.
Procard Purchases	N. Nguyen E. Tuberg	Purchases from Amazon and other non-registered vendors. Eli Tuberg should be primary contact starting May 2023
Projector Check-Out	M. Anderson E. Tuberg	Located in K355
Purchasing (orders, monitoring, providing status, etc.)	E. Tuberg M. Anderson	<ul style="list-style-type: none"> <li>• Ariba for catalog &amp; non-catalog orders</li> <li>• BPO's (create new, update existing, monitor and process payments)</li> <li>• Amazon and other non-registered vendors can be purchased via Procard</li> </ul>
Purchase Path Updates	N. Nguyen E. Tuberg	New budgets, new budget end date, add new lab staff, new suppliers, etc.
Reimbursements – travel, etc.	M. Anderson	
Shipping (FedEx, UPS, USPS)	E. Tuberg	Provide account information and instructions
Sponsored Net IDs	Lab PI or delegate	This is done online through UW IT: <a href="https://itconnect.uw.edu/tools-services-support/access-authentication/uw-netids/about-uw-netids/#personal">https://itconnect.uw.edu/tools-services-support/access-authentication/uw-netids/about-uw-netids/#personal</a>
Surplus (Equipment, Furniture, Computers, etc)	M. Anderson	Dept will cover the expense and coordinate one annual surplus event for the labs/faculty offices
Travel – Arrangements	M. Anderson	
Volunteers in lab	C. Valerio	Also see Department Resources on the Pharmacology website for policy and volunteer form. Completed and signed forms should be sent back to department Administrator for filing
Visas (for postdocs and other academic positions)	J. Nelson	H 1B Visas = up to 9 months J-1 Visas = 3-4 months
Website (Pharmacology) Updates	J. Nelson D. Bale M. Anderson	J. Nelson Updates: Seminar updates, Pharmacology news updates, research updates, new department photos D. Bale Updates: Grad Program pages, Profiles, Funding Opportunities page, EDI content, UW Resources page