

Pharmacology Administration Staff Roles & Responsibility Matrix

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

Updated: 08/22/2023

Maddy Anderson - Program Coordinator

Office: K357 Email: 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 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 Office Phone #: 206-616-3343

Office Hours: On campus Tuesday – Thursday 10:00-5:30, Teleworking Monday & Friday 9:00-5:30

Sarah Robinson - Grants & Contracts Manager

Office: K355 Email: 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 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 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

Task/Responsibility	Contact Person	Notes
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 head photo and email address of the person who will need the access badge.
Blanket Purchase Orders/BPOs	E. Tuberg	Request through Purchase Path
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	Request through Purchase Path
Event Support – Department Sponsored (Seminars, Lectures, Retreats, etc.)	M. Anderson J. Nelson	Maddy manages seminar series
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"> • Departmental support and approvals of proposals • Reporting/Progress Reports • Salary Costing Allocations • Budget Reports (Actuals and Projections)
Hazardous Waste Disposal	Lab Managers/PIs M. Anderson C. Valerio	Prefer Lab Managers or PIs submit their own haz 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"> • Undergraduate student assistants = 2 weeks • Temp staff positions = 4 weeks • Research Scientists and other staff positions = 2 months
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	M. Anderson E. Tuberg	Please contact Maddy Anderson first to see if we already have the office supplies you need.
Packing Slips - Collecting	E. Tuberg	NOTE – POST UWFT, WE ARE DEVELOPING A NEW PROCESS FOR THIS
Procard Purchases	E. Tuberg	Purchases from non-registered vendors and within UW procard policies.
Projector Check-Out	M. Anderson E. Tuberg	Located in K355
Purchasing (orders, monitoring, providing status, etc.)	E. Tuberg	<ul style="list-style-type: none"> Workday Finance
Purchase Path Updates	E. Tuberg	New budgets, new budget end date, add new lab staff, new suppliers, etc.
Reimbursements – travel, etc.	M. Anderson	
Shipping (FedEx, UPS, USPS)	M. Anderson E. Tuberg	Provide account information and instructions
Sponsored Net IDs	Lab PI or delegate	This is done online through UW IT: https://itconnect.uw.edu/tools-services-support/access-authentication/uw-netids/about-uw-netids/#personal
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