January 27, 2020

CLARIFICATION OF ADMINISTRATIVE STAFF FUNCTIONS

PHINE – newburn@musc.edu

- Budgeting for Department
- Effort distribution/redistribution when funding is added or removed **(ALL EFFORT/FUNDING ISSUES)**
- Post award budget questions (grant and non-grant funding, start-up, IDC etc.)
- Approve the use of funds – non-grant (primary)/grants (secondary)
- PEAR processing (secondary)
- Manage/Supervise Administrative Staff

THUY – patterbc@musc.edu

- All Chair-related items (including Chair's calendar)
- Faculty appointments/recruitment
- FMLA
- Human Resources for staff and faculty
- Kronos – timekeeping/leave requests/holiday schedule
- Copier/Phone/Building Maintenance issues
- Announcements for TV display/Newsletter/Website

EMILY – rickere@musc.edu

- New grant submissions
- RPPR/Progress Reports
- Other support assistance
- Approve the use of grant funds (secondary)
- Carryover requests
- Grant budget revisions
- Salary requests for budget preparation (DPHS & Outside depts) – secondary
- No Cost Extension requests

RENEE – steffenr@musc.edu

- Approve the use of funds – grant/non-grant (Primary)
- Sub-contract invoicing/payments
- Effort Reports
- Reconciliations/project updates
- Phine's back-up
- PEAR processing for all non-DCU faculty/staff and ALL students

BRANDI – atkibran@musc.edu

- All accounts payable/purchasing requests
- Travel arrangements/reimbursements
- Check status of purchases/reimbursements
- PSA's
- PI Reports (grants and non-grants)
- Other support assistance
- Salary requests for budget preparation (DPHS & Outside depts) – Primary
- PEAR processing for DCU faculty/staff

VANESSA – sullivav@musc.edu – ALL DCU SUPPORT