

# CMGM How May We Help You?

## **PURCHASING RECEIVING & TRAVEL**

Carmelda Fleming ([carmelda.fleming@vcuhealth.org](mailto:carmelda.fleming@vcuhealth.org))

Meredith Daniels ([meredith.daniels@vcuhealth.org](mailto:meredith.daniels@vcuhealth.org))

***Please see the table on page 2 to see which of these admin staff members to work with.***

Admin staff are assigned individual faculty members to support in these areas. Please work with the appropriate team member. They will be your exclusive point of contact for purchasing and travel needs.

## **HUMAN RESOURCES**

Noah Craig ([Noah.Craig1@vcuhealth.org](mailto:Noah.Craig1@vcuhealth.org))

***Please email her whenever you would like to hire, promote, terminate, or change status (including immigration issues) for a volunteer or employee.*** University paperwork takes time to process as it travels through many offices for various approvals. Please notify us in ADVANCE. Remember, employment cannot begin until AFTER the person has been fingerprinted and we receive clearance to hire from HR.

***Jodi Humpage for all Faculty HR matters.***

## **CORPCARD**

Christopher Redford ([Christopher.Redford@vcuhealth.org](mailto:Christopher.Redford@vcuhealth.org))

## **TIMEKEEPING**

Suzanne Finley ([Catherine.Finley@vcuhealth.org](mailto:Catherine.Finley@vcuhealth.org))

All must use the RealTime system for leave and hours worked submissions.

## **EFFORT REPORTING**

Jodi Humpage ([jodi.humpage@vcuhealth.org](mailto:jodi.humpage@vcuhealth.org))

## **Chair's Schedule**

Linda Downes-Piazza ([linda.downes-piazza@vcuhealth.org](mailto:linda.downes-piazza@vcuhealth.org))

## **Conference Room reservations**

Linda Downs-Piazza ([linda.downes-piazza@vcuhealth.org](mailto:linda.downes-piazza@vcuhealth.org))

## **IT Support:**

SomTech ([somtech@vcuhealth.org](mailto:somtech@vcuhealth.org) 828-2227)- Contact: [Kody.Wyatt@vcuhealth.org](mailto:Kody.Wyatt@vcuhealth.org)

## **GRADUATE PROGRAM COORDINATOR:**

HGEN & Genetic Counselors: Suzanne Finley ([Catherine.Finley@vcuhealth.org](mailto:Catherine.Finley@vcuhealth.org))

BIOC & PHIS: Chris M Smith ([Chris.Smith@vcuhealth.org](mailto:Chris.Smith@vcuhealth.org))

## **Student Funding**

Jodi Humpage ([Jodi.Humpage@vcuhealth.org](mailto:Jodi.Humpage@vcuhealth.org))

## **Website Updates**

Suzanne Finley ([Catherine.Finley@vcuhealth.org](mailto:Catherine.Finley@vcuhealth.org)) &  
Chris M Smith ([Chris.Smith@vcuhealth.org](mailto:Chris.Smith@vcuhealth.org))

## **Facility Requests & building access**

Carmelda Fleming ([carmelda.fleming@vcuhealth.org](mailto:carmelda.fleming@vcuhealth.org))

## **CMGM Seminar Series**

Chris Smith ([chris.smith@vcuhealth.org](mailto:chris.smith@vcuhealth.org))

**Research Administration – OSP Gold Team**

**PRE-AWARD:**

[somresadmin@vcuhealth.org](mailto:somresadmin@vcuhealth.org)

Team lead by Ryan Reikowsky

Proposal development, budget creation, submissions, and Just-in-Time

**POST-AWARD:**

**Research Administrator assignments for each faculty member found on page 3 below.**

**Purchasing, Travel, and General Ledger (startup, bridge funds, dept funds) inquires:**

Faculty	Admin
Cowart, Lauren	Carmelda
Datta, Kaustubh	Carmelda
Deb, Swati	Carmelda
Dutta, Samikshan	Carmelda
Eltit, Jose	Carmelda
Escalante, Carlos	Carmelda
Green, Christopher	Carmelda
Harris, Alexandra	Carmelda
Kordula, Tomasz	Carmelda
Maurya, Shailendra	Carmelda
Mishra, Juhi	Carmelda
Montefusco, David	Carmelda
Parajuli, Parash	Carmelda
Qiao, Liya	Carmelda
Senkal, Can	Carmelda
Wattenberg, Brian	Carmelda
Weigel, Cynthia	Carmelda
Zboril, Emily	Carmelda

Faculty	Admin
Allegood, Jeremy	Meredith
Anderson, Charles	Meredith
Barton, William	Meredith
Bullard, Daniel	Meredith
Das, Swadesh	Meredith
Dent, Paul	Meredith
Denzin, Lisa	Meredith
Fang, Xianjun	Meredith
Fisher, Paul	Meredith
Fiorillo, Alyson	Meredith
Fu, Zheng	Meredith
Gogna, Rajan	Meredith
Grotewiel, Michael	Meredith
Heier, Christopher	Meredith
Huang, Suyun	Meredith
Landry, Joseph	Meredith
Liu, Qinglian	Meredith
Liu, Jinze	Meredith
Lyll, Vijay	Meredith
Maes, Hermine	Meredith
Pittman, Roland	Meredith
Ramsey, Ian	Meredith
Samso, Montserrat	Meredith
Sarkar, Devanand	Meredith
Sato-Bigbee, Carmen	Meredith
Singh, Sandeep	Meredith
Spiegel, Sarah	Meredith
Stephenson, Mallory	Meredith
Subler, Mark	Meredith
Tseng, Gea-Ny	Meredith
Wang, Xiang-Yang	Meredith
Windle, Jolene	Meredith
York, Timothy	Meredith

**All Sponsored Projects Post-Award support by active awards:**

[Audrey.Horner@vcuhealth.org](mailto:Audrey.Horner@vcuhealth.org)

[John.Hamill@vcuhealth.org](mailto:John.Hamill@vcuhealth.org)

[Julie.Tremblay@vcuhealth.org](mailto:Julie.Tremblay@vcuhealth.org)

<b>Index PI</b>	<b>Research Administrator</b>
Cowart, Lauren A.	Julie Tremblay
Das, Swadesh K.	John Hamill
Datta, Kaustubh	John Hamill
Deb, Swati	Audrey Horner
Dent, Paul	John Hamill
Denzin, Lisa	John Hamill
Eltit, Jose M.	Audrey Horner
Escalante, Carlos R.	Audrey Horner
Fang, Xianjun	Julie Tremblay
Fiorillo, Allyson	Audrey Horner
Fisher, Paul B.	Audrey Horner
Fu, Zheng	Julie Tremblay
Gogna, Rajan	Julie Tremblay
Green, Christopher D.	John Hamill
Grotewiel, Michael S.	Audrey Horner
Heier, Chris	Audrey Horner
Huizar, Jose F.	Julie Tremblay
Kordula, Tomasz K.	John Hamill
Landry, Joseph W.	Julie Tremblay
Liu, Qinglian	Julie Tremblay
Liu, Jinze	Julie Tremblay
Maes, Hermine H.	Audrey Horner
Mishra, Juhi	John Hamill
Qiao, Liya	Audrey Horner
Samso, Montserrat	John Hamill
Sarkar, Devanand	Audrey Horner
Sato-Bigbee, Carmen	John Hamill
Senkal, Can E.	John Hamill
Singh, Sandeep K.	John Hamill
Spiegel, Sarah	John Hamill
Stephenson, Mallory	Audrey Horner
Tseng, Gea-Ny	Audrey Horner
Wang, Xiang-Yang	Julie Tremblay
Wattenberg, Brian	Julie Tremblay
Windle, Jolene J.	Julie Tremblay
York, Timothy P.	Julie Tremblay
Zboril, Emily K.	John Hamill

