

<p>Administrative / Financial</p> <p>Proposal preparation support:</p>	<p>Leslie Delabar, 1201D, x56084, <a href="mailto:ldelabar@umd.edu">ldelabar@umd.edu</a>  Dannielle Watkins, 1201B, x59176, <a href="mailto:dwatkin2@umd.edu">dwatkin2@umd.edu</a></p> <p><a href="mailto:proposal-ireap@umd.edu">proposal-ireap@umd.edu</a> (Leslie, Dottie, Dannielle)</p>
<p>Procurement</p> <ul style="list-style-type: none"> <li>• Purchasing, Shipping, Receiving Julie, Dannielle (Daniels), Julianne (Nano)</li> <li>• Computer Procurement (Julianne)</li> <li>• Inventory, Asset Management (Dannielle)</li> </ul>	<p><a href="mailto:ireap-procure@umd.edu">ireap-procure@umd.edu</a> (Leslie, Julie, Julianne, Dannielle)</p> <p>Julie Johnson, 1201A, x57439, <a href="mailto:jjohns68@umd.edu">jjohns68@umd.edu</a>  Julianne Short, 1201C, x55029, <a href="mailto:jmshort@umd.edu">jmshort@umd.edu</a>  Dannielle Watkins, 1201B, x59176, <a href="mailto:dwatkin2@umd.edu">dwatkin2@umd.edu</a></p>
<p>Payroll and Benefits</p>	<p><a href="mailto:ireap-hr@umd.edu">ireap-hr@umd.edu</a> (Dannielle)</p> <p>Dannielle Watkins, 1201B, x59176, <a href="mailto:dwatkin2@umd.edu">dwatkin2@umd.edu</a></p>
<p>Visas and Foreign Visitors (AVW/ERF)</p>	<p>Dannielle Watkins, 1201B, x59176, <a href="mailto:dwatkin2@umd.edu">dwatkin2@umd.edu</a></p>
<p>Administrative Support</p> <ul style="list-style-type: none"> <li>• Photos, Bulletin Board, Digital Display</li> <li>• Listserv Management, IREAP Webpages</li> <li>• Keys, Card Swipe Access, Office Supplies</li> <li>• Scanner Authorization, Telephones</li> <li>• Latex Scientific Coding</li> <li>• Proposal Preparation, Laboratory Signs</li> </ul>	<p>Dottie Brosius, 1202R, x54955, <a href="mailto:dbrosius@umd.edu">dbrosius@umd.edu</a></p>
<p>Director's Office</p> <ul style="list-style-type: none"> <li>• Event Planning, Publicity, Scheduling</li> <li>• Conference Room Reservations</li> <li>• Faculty Promotions and Appointments</li> <li>• Travel, Honorariums, Publication Fees</li> <li>• Membership Fees, Paycheck Distribution</li> <li>• Purchasing Office Furniture</li> <li>• Name Signs and Graphics</li> </ul>	<p>Meredith Pettit, 1201H, x54951, <a href="mailto:mpettit1@umd.edu">mpettit1@umd.edu</a></p>
<p>Travel</p> <ul style="list-style-type: none"> <li>• Travel for visitors and hourly personnel</li> </ul>	<p><a href="mailto:ireap-travel@umd.edu">ireap-travel@umd.edu</a> for general questions and assistance  (Meredith, Leslie)</p> <p>ALL travel must be done in CONCUR:  <a href="https://ter.ps/concur">https://ter.ps/concur</a>  Help Desk Aids:  <a href="https://purchase.umd.edu/travel/concur/concur-help-center">https://purchase.umd.edu/travel/concur/concur-help-center</a></p>
<p>NanoCenter Support</p> <ul style="list-style-type: none"> <li>• Account Management, Purchasing</li> <li>• Travel, Event Support</li> </ul>	<p>Julianna Short, 1201C, x55029, <a href="mailto:jmshort@umd.edu">jmshort@umd.edu</a></p>

<b>Parking</b> <ul style="list-style-type: none"> <li>• Parking for Faculty, Staff, and Visitors</li> <li>• After Hour Parking</li> </ul>	<a href="mailto:ireap-parking@umd.edu">ireap-parking@umd.edu</a> (Meredith)
<b>Computing</b> <ul style="list-style-type: none"> <li>• Computer support, printer problems</li> <li>• Hardware and Software Support</li> <li>• Conference Room Audio Visual Equipment</li> </ul>	EIT Help Desk, 0123 Martin Hall, x51634 <a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a>
<b>Machine Shop Access and Training</b>	Nolan Ballew, ERF 0121, x58929, <a href="mailto:nballew@umd.edu">nballew@umd.edu</a>
<b>Renovations, Technical Assistance, Safety</b> <ul style="list-style-type: none"> <li>• Construction, Facilities Modifications</li> <li>• Lab Equipment Integration/Installation</li> <li>• Safety, Technical Consultation</li> </ul>	Bryan Quinn, AVW 1339 <a href="mailto:bquinn@umd.edu">bquinn@umd.edu</a>
<b>Building Systems, Facilities Maintenance</b> <ul style="list-style-type: none"> <li>• Heating, Air Conditioning</li> <li>• Housekeeping, Light Fixtures</li> <li>• Electrical Receptacles</li> <li>• Bathroom, Plumbing, Elevator</li> </ul>	Facilities Management, Work Control, x52222
<b>Campus Police</b>	<a href="mailto:umpd@umd.edu">umpd@umd.edu</a> , 301-405-5333
<b>Transportation Services</b>	transportation.umd.edu, 301-314-3687 (DOTS) 8056 Regents Drive, Bldg. 202
<b>Engineering Copy Center</b> <ul style="list-style-type: none"> <li>• Poster printing</li> </ul>	eit.umd.edu/services/engineering-copy-center x53875, 1123 Martin Hall