

Who to see in IREAP for ...

<p>Admin / Financial</p> <p>Proposal preparation support:</p>	<p>Leslie Delabar, ERF 1201D, x5-6084 ldelabar@umd.edu</p> <p>proposal-ireap@umd.edu (Leslie, Dottie)</p>
<p>Purchasing</p>	<p>ireap-procure@umd.edu (Leslie, Julie, Julianne, Dannielle)</p>
<p>Payroll & Benefits</p>	<p>ireap-HR@umd.edu (Leslie, Julie, Dannielle)</p> <p>Dannielle Watkins, ERF 1201B, X5-9176 dwatkin2@umd.edu</p>
<p>Admin Support</p> <ul style="list-style-type: none"> • Photos, Bulletin Board, Digital • Listserv Management, IREAP Webpages • Keys/Card Swipe Access • Office Supplies, Telephones • Latex Scientific Coding 	<p>Dottie Brosius, ERF 1202Y ERF, x5-4995 dbrosius@umd.edu</p>
<p>Director's Office</p> <ul style="list-style-type: none"> • Events, Announcements, Publicity, Scheduling • APT • Parking • Conference Room Reservations • Travel 	<p>Meredith Petit, ERF 1201 H, x5-4951 mpettit1@umd.edu</p>
<p>Visas & Foreign Visitors (AVW / ERF)</p>	<p>Leslie Delabar, ERF 1201D, x5-6084 ldelabar@umd.edu</p>
<p>Travel</p>	<p>IREAP-travel@umd.edu for general questions and assistance</p> <p>All travel must be done in CONCUR: https://ter.ps/concur CONCUR help: concur-helpdesk@umd.edu Help Desk Aids: https://purchase.umd.edu/travel/concur/concur-help-center</p>
<p>Computing</p> <ul style="list-style-type: none"> • Computers • Conference Room Audio Visual Equipment • Hardware and Software Support • Printer issues 	<p>IT Consortium ireaphelp@umd.edu</p>
<p>Machine Shop Access & Training</p>	<p>Nolan Ballew, ERF 0141, x5-8929 nballew@umd.edu</p>
<p>Renovations / Technical Assistance / Safety</p> <ul style="list-style-type: none"> • Construction / Facilities Modifications • Lab Equipment Integration / Installation • Safety • Technical Consultation 	<p>Bryan Quinn, AVW 1339, 301-785-3928 bquinn@umd.edu</p>
<p>Building Systems / Facilities Maintenance:</p> <ul style="list-style-type: none"> • Heating / Air Conditioning • Cleaning • Light Fixtures • Electrical Receptacles • Bathroom / Plumbing 	<p>Facilities Management Work Control: x5-2222</p>

