

Who to see in IREAP for ...

Admin / Financial	Judi Cohn Gorski, ERF 1201F, x5-4950 jcgorski@umd.edu Leslie Delabar, ERF 1201N, x5-6084 ldelabar@umd.edu
Proposal Preparation Support:	proposal-ireap@umd.edu (Leslie, Judi and Dottie)
Purchasing	ireap-procure@umd.edu (Nancy, Judi, Leslie and Julie)
Payroll & Benefits	ireap-HR@umd.edu (Nancy, Leslie, Judi and Julie) Nancy Boone, ERF 1202T, x5-5039 nboone@umd.edu Julie Johnson, ERF 1202U, x5-7439 jjohns68@umd.edu
Admin Support <ul style="list-style-type: none"> • Photos, Bulletin Board, Digital Signage • Listserv Management, IREAP Webpages • Telephones • Office Supplies • Keys/Card Swipe Access 	Dottie Brosius, ERF 1202Y ERF, x5-4995 dbrosius@umd.edu
Director's Office <ul style="list-style-type: none"> • Events, Announcements, Publicity, Scheduling • APT • Parking • Conference Room Reservations • Travel 	Meredith Pettit, ERF 1201 H, x5-4951, mpettit1@umd.edu
Visas & Foreign Visitors (AVW / ERF)	Judi Cohn Gorski, ERF 1201 C, x5-4950, jcgorski@umd.edu
Travel	IREAP-travel@umd.edu for general questions and assistance 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
Computing <ul style="list-style-type: none"> • Computers • Conference Room Audio Visual Equipment • Hardware and Software Support • Printer Issues 	IT Consortium ireaphelp@umd.edu
Machine Shop Access & Training	Nolan Ballew, ERF 0141, x5-8929 nballew@umd.edu
Renovations / Technical Assistance / Safety <ul style="list-style-type: none"> • Construction / Facilities Modifications • Lab Equipment Integration / Installation • Safety • Technical Consultation 	Bryan Quinn, AVW 1339, 301-785-3928 bquinn@umd.edu
Building Systems / Facilities Maintenance: <ul style="list-style-type: none"> • Heating / Air Conditioning • Cleaning • Light Fixtures • Electrical Receptacles • Bathroom / Plumbing 	Facilities Management Work Control: x5-2222

