

## Who to see in IREAP for ...

<p>Admin / Financial</p> <p>Proposal preparation support:</p>	<p>Judi Cohn Gorski, ERF 1201C, x5-4950  <a href="mailto:jcgorski@umd.edu">jcgorski@umd.edu</a>  Leslie Delabar, ERF 1201A, x5-6084  <a href="mailto:ldelabar@umd.edu">ldelabar@umd.edu</a></p> <p><a href="mailto:proposal-ireap@umd.edu">proposal-ireap@umd.edu</a> (Leslie, Judi and Dottie)</p>
<p>Purchasing</p>	<p><a href="mailto:ireap-procure@umd.edu">ireap-procure@umd.edu</a> (Nancy, Judi, Leslie and Julie)</p>
<p>Payroll &amp; Benefits</p>	<p><a href="mailto:ireap-HR@umd.edu">ireap-HR@umd.edu</a> (Nancy, Leslie, Judi and Julie)</p> <p>Nancy Boone, ERF 1201B, x5-5039 <a href="mailto:nboone@umd.edu">nboone@umd.edu</a>  Julie Johnson, ERF 1201A, x5-7439 <a href="mailto:jjohns68@umd.edu">jjohns68@umd.edu</a></p>
<p>Admin Support</p> <ul style="list-style-type: none"> <li>• Photos, Bulletin Board, Signage</li> <li>• Listserv management</li> <li>• Phones</li> <li>• Office Supplies</li> <li>• Keys/Swipe Access</li> </ul>	<p>Dottie Brosius, ERF 1202Y ERF, x5-4995  <a href="mailto:dbrosius@umd.edu">dbrosius@umd.edu</a></p>
<p>Director's Office</p> <ul style="list-style-type: none"> <li>• Events, Announcements, Publicity, Scheduling</li> <li>• APT</li> <li>• Parking</li> <li>• Conference Room Reservations</li> </ul>	<p>Meredith Petit, ERF 1201 H, x5-4951, <a href="mailto:mpetit1@umd.edu">mpetit1@umd.edu</a></p>
<p>Visas &amp; Foreign Visitors (AVW / ERF)</p>	<p>Judi Cohn Gorski, ERF 1201 C, x5-4950, <a href="mailto:jcgorski@umd.edu">jcgorski@umd.edu</a></p>
<p>Travel</p>	<p><a href="mailto:IREAP-travel@umd.edu">IREAP-travel@umd.edu</a> for general questions and assistance</p> <p>All travel must be done in CONCUR: <a href="https://ter.ps/concur">https://ter.ps/concur</a>  CONCUR help: <a href="mailto:concur-helpdesk@umd.edu">concur-helpdesk@umd.edu</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>Computing</p> <ul style="list-style-type: none"> <li>• Computers</li> <li>• Conference Room Audio Visual Equipment</li> <li>• Hardware and Software Support</li> <li>• Printer issues</li> </ul>	<p>IT Consortium  <a href="mailto:ireaphelp@umd.edu">ireaphelp@umd.edu</a></p>
<p>Machine Shop Access &amp; Training</p>	<p>Tom Weimar, ERF 0121, x5-4991,  <a href="mailto:tweimar@umd.edu">tweimar@umd.edu</a>  Nolan Ballew, ERF 0141, x5-8929  <a href="mailto:nballew@umd.edu">nballew@umd.edu</a></p>
<p>Renovations / Technical Assistance / Safety</p> <ul style="list-style-type: none"> <li>• Construction / Facilities Modifications</li> <li>• Lab Equipment Integration / Installation</li> <li>• Safety</li> <li>• Technical Consultation</li> </ul>	<p>Bryan Quinn, AVW 1339, 301-785-3928  <a href="mailto:bquinn@umd.edu">bquinn@umd.edu</a></p>
<p>Building Systems / Facilities Maintenance:</p> <ul style="list-style-type: none"> <li>• Heating / Air Conditioning</li> <li>• Cleaning</li> <li>• Light Fixtures</li> <li>• Electrical Receptacles</li> <li>• Bathroom / Plumbing</li> </ul>	<p>Facilities Management  Work Control: x5-2222</p>