

InCHIP Business Office Functions and Responsibilities

Business Office Function	1 st Staff Member	2 nd Staff Member
Accounts Payable/Out-of-Pocket Reimbursements (not exceeding \$499)	Lynne Hendrickson	Melissa Stone
InCHIP Annual Report	Boundary Spanners	Deborah Cornman
InCHIP Affiliation	Steve Jagielo	Julie DeSalvo
InCHIP Operational Budget Management	Melissa Stone	Steve Jagielo
InCHIP Seed Grant Budgets/Expenses	Lynne Hendrickson	Melissa Stone
InCHIP Seed Grant Pre-Submission/Applications	John Giardina	Deborah Cornman
Communications and Marketing	TBN	
Conference Room and Pod/Equipment Sign-Out	Julie DeSalvo	Steve Jagielo
Facilities – Report Problems at CHIP	Melissa Stone	Lynne Hendrickson
Facilities – New Space Requests	Steve Jagielo	Jeff Fisher
Research Funding Dissemination & Opportunity Emails (weekly) & Custom Funding Searches	John Giardina/ Grace Morris	John Giardina/ Grace Morris
Grant Management (Pre-Award & Post-Award)	AnnMarie White	Lynne Hendrickson
Human Resources/Personnel (Faculty & Staff)	Steve Jagielo	Deborah Cornman
Inventory on Loan/ACT-40s	Lynne Hendrickson	Melissa Stone
IT Management/Support	Chris Tarricone	Joshua Hardin
IT Purchasing Advice/Quotations	Joshua Hardin	Chris Tarricone
Keys	Julie DeSalvo (temporary/daily sign-out)	Steve Jagielo (long- term sign-out)
Keycards (Proximity Cards)	Joshua Hardin	Chris Tarricone
Labor/Union Relations (Staff & Students)	Steve Jagielo	Deborah Cornman
Lecture Series	Julie DeSalvo	Steve Jagielo
LISTSERV Management	Steve Jagielo	John Giardina
Mail Service	Lynne Hendrickson	Melissa Stone
Parking Tags	Julie DeSalvo	Steve Jagielo

Business Office Function	1st Staff Member	2nd Staff Member
Participant Incentives/Cash Advances	Melissa Stone	Lynne Hendrickson
Payroll (Faculty, Staff, & Students)	Steve Jagielo (Staff & Faculty) Niva Ranjeet (Faculty & Students)	Steve Jagielo/ Niva Ranjeet
Purchasing – InCHIP	Melissa Stone	Lynne Hendrickson
Purchasing – Grants	Melissa Stone	Lynne Hendrickson
Security	Chris Tarricone	Steve Jagielo
Statistical Support Requests	Tania Huedo-Medina	
Student Employment/Issues (Graduate Student, Student Labor, & Work Study)	Steve Jagielo	Deborah Cornman
Subcontracts and Consultant Agreements (Grant Funded)	Melissa Stone	AnnMarie White
Telecommunications (Landlines, Cell Phones, & Blackberries)	Lynne Hendrickson	Melissa Stone
Travel – Authorizations and Reimbursements	Lynne Hendrickson	Melissa Stone
Website Administration/Management	John Giardina	Joshua Hardin

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