

Post-Award CONTACTS at a Glance

Function	Person/email	Services	Website/Office Location	Ext.
Foundation, Corporate & Government Relations (FCGR) (aka, Grants Office)	Brenda Thomas bthomas2@richmond.edu	Pre-award assistance; all grant documents including application, award notice, terms; intellectual property; policies	http://grants.richmond.edu 104-107, Puryear Hall	x.8005
	Michelle Wamsley mwamsley@richmond.edu			x. 6615
	Jennifer Stancil jlittle@richmond.edu			x. 8261
Grants Accounting	Tammy Hicks thicks@richmond.edu	Grant accounts, expense approvals, financial reports to funders, invoices and draw-downs	http://controller.richmond.edu/accounting/grants/index.html 108-109 Puryear Hall	x. 8752
	Amanda Salazar asalazar@richmond.edu			x. 8178
School of Arts & Sciences	Tiffany Jefferson tjeffers@richmond.edu ; Shawn Chamberlin schamber@richmond.edu	Fellowships for PI/PD leave or sabbatical in A&S; Grant-funded new hires (Post-docs, techs)	Boatwright Admin Wing	x. 6587
A&S Science Awards	Dan Durant, Budget Analyst ddurant@richmond.edu	Post-award for Bio, Chem., Physics, Psych	Gottwald Science Center	x. 8477
HR: Other Schools	Pam Ash pash@richmond.edu	Grant-funded new hires (other than students)	Weinstein, 1 st floor	x. 8747
Student Hires	Mike Pagano mpagano@richmond.edu	Student Employment c/o Financial Aid	http://studentjobs.richmond.edu Queally Center	x. 8438
International Hires	Krittika Onsanit konsani@richmond.edu	Visa issues, etc. with employees from abroad	http://international.richmond.edu/students/prepare/immigration/index.html Intl Center	x.6499
International Taxation	Devon Slough dslough@richmond.edu	International taxation requirements	G-13 Maryland Hall; http://controller.richmond.edu/payroll/international/index.html	x.6007
Strategic Sourcing and Payments	Jean Hines, Director; procurement@richmond.edu	Equipment, supplies, utilities, furniture	http://controller.richmond.edu/sourcing-payments/policies.html	x.8181
Purchasing Card	Jean Hines, Director; pcards@richmond.edu	To purchase grant-funded supplies, etc.	http://controller.richmond.edu/sourcing-payments/purchasing-card.html	x.8181
Programs	Liz Cheney echenery@richmond.edu	Events, Conferences & Support Services	http://events.richmond.edu/	x. 8585
Computer Equipment or Software	Troy Boroughs tborough@richmond.edu	Systems & Networks, Information Services Telecom, Media, User Services	http://is.richmond.edu/ Jepson Hall	x. 8676
	Doug West, dwest@richmond.edu			x. 6588
Courses	David Kitchen, Assoc. Dean, SPCS, dkitchen@richmond.edu	Non-UR students & summer; Credit, tuition, space, etc.	http://spcs.richmond.edu/about/index.html	x. 8382
Travel		Travel for university business	http://controller.richmond.edu/sourcing-payments/travel.html	x.8181
International Travel-Insurance	Michelle Cox, Director of Study Abroad, mcox@richmond.edu	Insurance for Staff or Students going abroad for study or research	http://international.richmond.edu/faculty-staff/guidelines/insurance.html student info - http://international.richmond.edu/semester/health-safety/insurance.html	x.8838