

The page features four large, dark red, organic, blob-like shapes in the corners: top-left, top-right, bottom-left, and bottom-right. The central text is white and bold.

SPH FACULTY & STAFF RESOURCE GUIDE

WHO TO CONTACT

OVERVIEW

- The School of Public Health is committed to providing our faculty and staff with the support and resources needed to succeed in teaching, research, and service. This guide has been designed as a quick -reference tool to help you identify the right contacts for common needs across our departments.
- Whether you are submitting a travel reimbursement, preparing a grant proposal, arranging classroom technology, or requesting communications support, you will find the appropriate point of contact here. Our goal is to save you time, reduce confusion, and connect you directly with the people best equipped to help.
- Please use this guide when you have a question or task to complete. Each section highlights the key contacts, and the types of requests they can assist with.

OFFICE OF RESEARCH

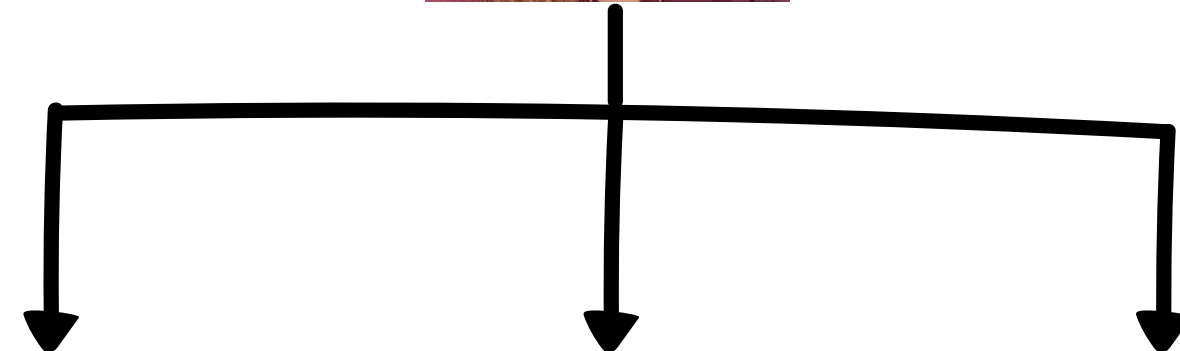
sph-research@tamu.edu

ADMINISTRATION

- Sponsored Project admin support (Pre-Award and Post -Award)
- Prepares draft budgets/budget justifications for proposals
- Coordinates SPH research programs and events
- Assists with financial oversight of research projects
- Assists with service -related contracts
- GIS analysis and mapping
- Database development and management
- Generates financial reports
- Maintains PUDF data repositories for SPH
- Data science



Nicole Filger
Director
filger@tamu.edu



Scott Horel
Senior Data Analyst
sahorel@tamu.edu



Blaise Parker
Program Coordinator I
blaise.parker@tamu.edu
PRE-AWARD



Joseph Musoba
Program Coordinator II
jmusoba@tamu.edu
POST-AWARD

OFFICE OF RESEARCH

sph-research@tamu.edu

RESEARCH DEVELOPMENT

Proposal Development

- Ideation
- Structural Review
- Ancillary Document Writing Assistance
- Technical Editing

General Editing

- Manuscripts for Publication
- Book Chapters, Award Applications
- Writing for Popular Press
- Conference Presentations/Posters
- Any Written Faculty Work for Any Purpose

Other Services

- Location of Relevant Research Funding Opportunities
- Location of Research Collaborators
- Post Doctoral and Graduate Student Training



Dr. Jim Izat
Senior Research
Development Officer
jizat@tamu.edu



Dr. Huyen Nguyen
Research Development
Officer
huyennguyen@tamu.edu

DEANS OFFICE SERVICES

sph-dean@tamu.edu

Megan Wilkinson

Executive Assistant II

979.436.9443

megan.n.wilkinson@tamu.edu

Madison Tobias

Administrative Coordinator I

979.436.9443

mgtobias@tamu.edu

- Parking services (guest space reservation, guest permit and business permits)
- Vehicle reservations for faculty and staff use
- Assignment, distribution and collection of office keys
- Building issues and work requests
- SPH room reservations
- Copy room and printer inquires
- Mail and deliveries

STAFF - BUSINESS AFFAIRS

Business Affairs group email: sph-business@tamu.edu

Stephen Bockelmann

Assistant Dean for Finance &
Administration

979.845.0610

bockelmann@tamu.edu

Selina Garcia

Business Administrator II

979.458.1404

selina.garcia@tamu.edu

John Owens

Business Administrator I

979.458-6638

jaowens@tamu.edu

Mary Rodriguez

Business Coordinator III

979.845-0305

maryrod@tamu.edu

Buddy Derrick

Business Coordinator II

979.458.7414

brick21@tamu.edu

Andrew Kelly

Business Coordinator II

979.458.6501

ajkelly@tamu.edu

BUSINESS AFFAIRS

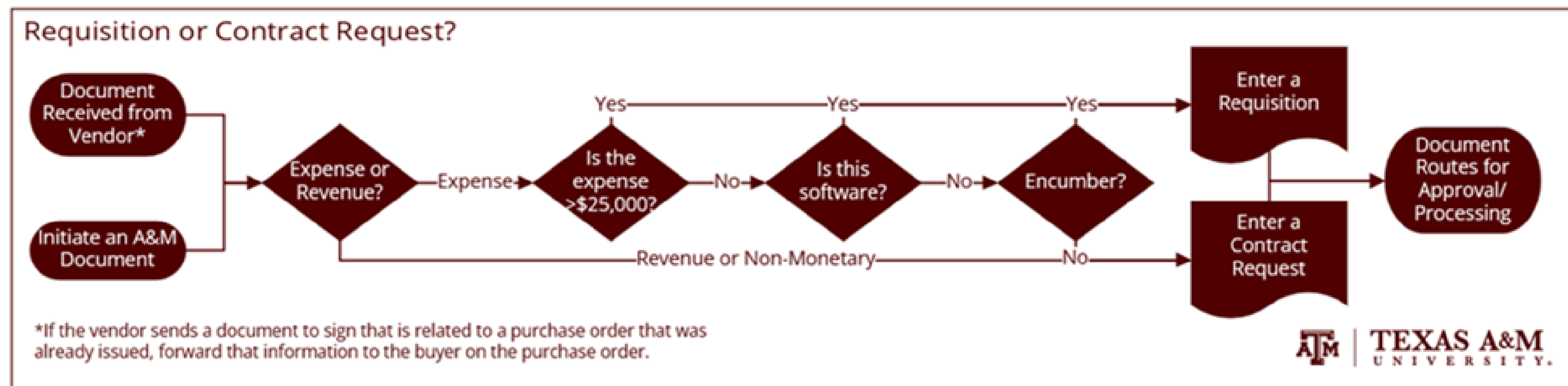
sph-business@tamu.edu

- Purchasing support
- Travel Support
- Transaction and payroll corrections
- GA support including tuition payments
- Inventory including surplus
- Financial Reporting and Budgeting
- Account maintenance and support

BUSINESS AFFAIRS

Requisition vs. Contract Request Decision

1. Submit a requisition if the purchase exceeds \$25,000 or if **it's software (regardless of value)** . ([Procurement Services, Section 2.2 and 5.1](#))
2. Submit a requisition regardless of dollar value if the funds are to be encumbered .
3. Submit a contract request if the purchase is not software or less than \$25,000 and the funds will not be encumbered . ([Contract Administration](#))
4. Submit a contract request for revenue generating and non-monetary agreements .



HR

hr6@tamu.edu

- HR policies, and procedures
- Forms & Documents
- Employee Services
- Benefits & Wellness
- Wellness programs (Living Well at Texas A&M)
- Leave & Holidays
- Paid leave, FMLA, ADA accommodations
- Payroll & Compensation
- Paycheck services
- Overtime, one -time payments, reclassifications
- Retirement Services
- TRS, ORP, retirement planning
- Employee Assistance Program (EAP)
- Counseling and support services
- Conflict resolution, grievances, disciplinary matters
- Career & Development
- New Employee Onboarding, Common hire dates, onboarding support
- Leadership Programs
- Continuing and Professional Development
- Career Ladder Development
- Manager & Hiring Support
- Workday Support
- Delegation setup, supervisory orgs
- Offboarding
- Hiring & Recruitment
- Classification & Compensation
- Job descriptions, promotions
- Employee Relations
- Immigration issues
- Data Analytics & Continuous Improvement

[Jacque Jillson](#) 436-9752

[Sandra Resendez](#) 436-9497

[Lillian Dacke](#) 436-9415

[Tanner Rich](#) 458-4245

IT

healthtechcare@tamu.edu

- Supports and manages all SPH computers as well as some other devices like digital signage, Ipads, cell phones, ect
- Get rid (AKA surplus) of old computers, monitors, keyboards or other technology
- Helps purchase and setup new technology like computers, monitors, mice, keyboards, ect
- Helps with moving technology from one office to another if your office gets changed
- Can contact all other departments of Technology services to fix various issues or questions with accounts, software licensing, security policies, and more
- Approve IRB technology security and acknowledge any support that is needed for IRB will be provided
- Review Routing form is always the first step for any digital accessibility compliance review request. It puts your request in our queue, and it aids in preliminary routing for next steps in the process. [IT Accessibility Review Routing Form](#)
- We would love to talk to you and get to know you if you have any more questions, feel free to stop by and chat with us!

SRS: PRE-AWARD

haileypolson@tamu.edu

- Proposal tracking, routing, and approval through Maestro
- Budget preparation and justification support
- Review of sponsor guidelines and compliance requirements
- Completion and upload of administrative documents
- Routing proposals for required approvals
- Quality review and submission of proposals to sponsors
- Guidance on timelines, required documents, and sponsor deadlines

- Shelly Berry Hebb – Associate Director of Pre-Award Services
- Kay Keefer – Manager
- Hailey Polson – Research Administrator II

SRS: POST-AWARD

tackett@tamu.edu

- Monitor compliance with System, sponsor, state, and federal policies
- Ensure expenditures and revenue are in balance
- Review expenditures for allowability, allocability, and reasonableness
- Implement sponsor updates (budget revisions, contract changes, PI changes)
- Remind PIs of technical reporting deadlines
- Assist with budget revisions and sponsor requests
- Process subaward payments
- Prepare and oversee award closeout (final expenses, sponsor documents)
- Coordinate with Sponsored Billing on final invoicing
- Resolve payroll and departmental corrections (PCTs, DCRs)
- Address pending approvals (allocations, routing, travel, procurement)
- Correct account errors, encumbrances, restrictions, and flags
- Confirm and process closing expenses

SRS

Division of Duties Between SRS and System Member Contract Offices

What office do I contact for the following types of requests?

SRS

- Contracts and subcontracts for following entities:
 - Federal
 - State
 - Non-Profit
 - Industry for TAMU, HSC, and TTI
- Certifications/Assurances for SRS Proposals and Negotiations
- Amendments to contracts and subcontracts

System Member

- Contracts where funding comes directly to the System Member from an Industry or Commodity sponsor, regardless of where the funds originated, and all outgoing Subcontracts under these contracts (except for TTI)
- Unfunded Memorandums of Understanding (MOUs)
- Non-Disclosure Agreement (NDAs)
- Material Transfer Agreements (MTAs)
- Gifts, Contributions and Loans

SRS

Independent Contractor Status Certification - Sponsored Research Services (SRS)

Form Required When:

- Hiring an **individual** for services outside of employment
- Payment may exceed \$25,000
- Services are specialized or non -routine
- No TAMU supervision involved
- Form Location : [SRS Independent Contractor Form](#)
- Submit To: Sponsored Research Services Research Administrator and attach when completing procurement

SRS

Other Research Agreements (Unfunded) - Sponsored Research Services (SRS)

- Email: negotiations@tamu.edu
- Website: <https://research.tamu.edu>

Use for:

- Unfunded research agreements (NDAs, MTAs, DTUAs)
- Sponsored project contracts and subcontracts
- NDA and MTA templates and processing

SRS

Research Collaboration Agreements (Unfunded) – Sponsored Research Services (SRS)

Use for:

- Research collaborations with external entities
- Data sharing, material transfer, or unfunded MOUs
- Contact: awards@tamu.edu
- Website: <https://research.tamu.edu/awards> -and -
[projects/](https://research.tamu.edu/projects/)

COMPLIANCE AND RISK OVERSIGHT

- Office: Compliance & Risk Management, Texas A&M Health
- Contact: Matthew D. Walton, MPH – Assistant Vice President
- Email: m-walton@tamu.edu
- Phone: (979) 436 -9248
- Website: health.tamu.edu/about/leadership/walton.html
- Use for:
 - Contracts involving Texas A&M Health Science Center (HSC)
 - Risk mitigation, HIPAA compliance, and privacy oversight
 - Agreements with compliance-sensitive components (e.g., clinical, research, or educational services)

GENERAL CONTRACT ADMINISTRATION (MAIN CAMPUS)

- Office: Contract Administration,
Division of Finance and Business
Services
- Email: contracts@tamu.edu
- Phone: (979) 845 -0099

Use for:

- General contract processing through
Aggiebuy
- Decision tree guidance for routing
contracts [New Submission](#)
- Non -research agreements and standard
service contracts

Contract Decision Tree

This form is used to help end user determine which business process to follow when a contract is needed or presented. For questions about this form or the contract process, please contact contracts@tamu.edu.



Is a contract needed or has a contract been requested?

See <https://contracts.tamu.edu/rules/index.html> for more information

☐ Yes

☐ No

What's the next step?

Submit

INTERNATIONAL COLLABORATION AGREEMENTS (UNFUNDED) – GLOBAL ENGAGEMENT OFFICE

Use for:

- Formal partnerships with foreign institutions
- MOUs, MOAs, reciprocal exchange agreements

Process Includes:

- Justification statement
- Agreement drafting and routing

Contact:

- Caleb Chapman – cchapman@tamu.edu
- General Support – globalsupport@tamu.edu

Website: [Office: Contract Administration, Division of Finance and Business Services](#)

The image features a white background with four dark red, organic, abstract shapes in the corners, resembling stylized leaves or petals. The text is centered in a dark purple, bold, sans-serif font.

**ANY
QUESTIONS?**

THANK YOU!

Presented By :



TEXAS A&M UNIVERSITY
School of Public Health
Office of Research