

## InCHIP Business Office Functions and Responsibilities

Business Office Function	1 <sup>st</sup> Staff Member	2 <sup>nd</sup> Staff Member
Accounts Payable/Out-of-Pocket Reimbursements (not exceeding \$499)	Lynne Hendrickson	Melissa Stone
InCHIP Annual Report	Grace Morris / Aaron Plotke	Deborah Cornman
InCHIP Affiliation	Deborah Cornman	Steve Jagielo
InCHIP Operational Budget Management	Melissa Stone	Steve Jagielo
InCHIP Seed Grant Budgets/Expenses	Lynne Hendrickson	Melissa Stone
InCHIP Seed Grant Pre-Submission/Applications	Grace Morris	Amy Gorin
Communications and Marketing	Beth Krane	Directors
Conference Room and Pod/Equipment Sign-Out	Melanie Skolnick	Steve Jagielo
Facilities – Report Problems at CHIP	Melissa Stone	Lynne Hendrickson
Facilities – New Space Requests	Steve Jagielo	Jeffrey Fisher
Research Funding Dissemination & Opportunity Emails (weekly) & Custom Funding Searches	Grace Morris / Aaron Plotke	Grace Morris / Aaron Plotke
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	Joshua Hardin	UITS
IT Purchasing Advice/Quotations	Joshua Hardin	UITS
Keys	Melanie Skolnick (temporary / daily sign-out)	Steve Jagielo (long-term sign-out)
Keycards (Proximity Cards)	Joshua Hardin	Steve Jagielo
Labor/Union Relations (Staff & Students)	Steve Jagielo	Deborah Cornman
Lecture Series	Melanie Skolnick	Steve Jagielo
LISTSERV Management	Steve Jagielo	Grace Morris / Aaron Plotke
Mail Service	Lynne Hendrickson	Melissa Stone
Parking Tags	Melanie Skolnick	Steve Jagielo

<b>Business Office Function</b>	<b>1<sup>st</sup> Staff Member</b>	<b>2<sup>nd</sup> Staff Member</b>
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	Joshua Hardin	Steve Jagielo
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 and Cell Phones)	Lynne Hendrickson	Melissa Stone
Travel – Authorizations and Reimbursements	Lynne Hendrickson	Melissa Stone
Website Administration/Management	Joshua Hardin	Deborah Cornman

Director Jeffrey Fisher	jeffrey.fisher@uconn.edu
Associate Director Deborah Cornman	deborah.cornman@uconn.edu
Associate Director Amy Gorin	amy.gorin@uconn.edu

Joshua Hardin	860.617.3924	josh.hardin@uconn.edu
Lynne Hendrickson	860.486.8970	lynne.hendrickson@uconn.edu
Steve Jagielo	860.486.5832	steven.jagiello@uconn.edu
Grace Morris	860.617.5892	grace.morris@uconn.edu
Aaron Plotke	860.771.9967	aaron.plotke@uconn.edu
Niva Ranjeet	860.486.3454	niva.ranjeet@uconn.edu
Melanie Skolnick	860.486.2438	melanie.skolnick@uconn.edu
Melissa Stone	860.486.4529	melissa.stone@uconn.edu