

Quick Reference List
Office of the Associate Dean for Research
Steve Hicks School of Social Work
Mail Code: D3510
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Dr. Catherine Cubbin, (cc23769)
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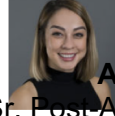
Dr. Carol M. Lewis, (lewism)
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Lana Pettit, (pettitl)
 Executive Assistant, lpettit@austin.utexas.edu



Michelle Elliott, (mi5346)
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Aisol Ostos, (amc7573)
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Layla Albo, (lma2876)
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 Accounts Payable Specialist
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Karen Pate, (patekj)
 HR Coordinator, karen.pate@austin.utexas.edu

Pre-Award Services

Budget Development..... Michelle
 Contracts / Grants-OSP Submission.....Michelle
 Sub-contract Set-up & Renewal.....Michelle
 Grant Opportunities – Federal, State, Local
 and Foundations.....Michelle
 IRB / Human Subjects.....Carol / Lana

OTHER Services

Conference Room Scheduling.....Lana
 Email List, SSW listserv for ADR..... Lana
 Faculty/Staff Directory (OADR) adds/updates.....Lana
 Inventory & Equipment Insurance.....Lana
 Website - OADR/Project Descriptions.....Carol
 Copier Service/Maintenance.....Lana

Post-Award Services

Account Management.....Aisol / Layla / Carol
 Cash Advances.....Aisol / Layla
 Computer/ Printers/Accessories.....Lana
 Job Postings/New Positions/Reclasses.....Karen
 Payments/Reimbursements..... Enrique
 Payroll..... Karen
 Personnel Management.....Karen
 Procard purchases.....Lana
 Purchase orders.....Aisol / Layla
 Service Agreements.....Aisol / Layla
 Software Resources.....Lana
 Sub-contract Payments.....Enrique
 Supplies.....Aisol / Layla
 Time KeepingKaren
 Travel Reimbursements.....Enrique
 Vendor Records.....Enrique
 Work Orders.....Lana

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Account Management	Aisol / Layla / Carol
Budget Development	Michelle
Cash Advances	Aisol / Layla
Conference Room Scheduling	Lana
Contracts / Grants – OSP Submission	Michelle
Copier Service and Maintenance	Lana
Email – add to SSW listserv for OADR	Lana
Faculty/Staff Directory (OADR) adds and updates	Lana
Grant Opportunities – Federal, State, Local, and Foundations	Michelle
Inventory and Equipment Insurance	Lana
IRB / Human Subjects	Carol / Lana
Job Postings / New Positions / Reclassifications	Karen
Payroll	Karen
Personnel Management, Other	Karen
Progress reports	Michelle
Procard purchases	Lana
Purchase orders	Enrique
Software Resources	Lana
Service Agreements	Aisol / Layla
Supplies	Aisol
Time SheetsKaren
Travel Reimbursements	Enrique
Vendor Records	Enrique
Website – OADR / Project Descriptions	Carol
Work Orders	Lana