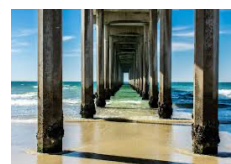




**SIO BIOLOGY SECTION  
CMBB ~ IOD ~ MBRD  
BUSINESS OFFICE CONTACTS**



The Biology Section's Business Office supports faculty, staff, and students with all administrative functions including grant proposals & budgets, financial management, human resources, payroll, academic personnel, space/facilities management, and health and safety.

CMBB - <https://scripps.ucsd.edu/cmbb/business-office> | IOD - <https://scripps.ucsd.edu/iod/business-office> | MBRD - <https://scripps.ucsd.edu/mbrd/business-office>

CHIEF ADMINISTRATIVE OFFICER	FISCAL PERSONNEL (cont...)
<p><b>ANNA BRYSON, CAO</b>  <a href="mailto:abryson@ucsd.edu">abryson@ucsd.edu</a>   858-534-0530            • Leadership and management of all Administrative Functions</p>	<p><b>JOSH SCHMIDT</b>  <b>MBRD/CMBB Fiscal Assistant</b>  <a href="mailto:jrschmidt@ucsd.edu">jrschmidt@ucsd.edu</a>   858-534-1356            • MBRD/CMBB Concur Travel Reconciliation            • MBRD/CMBB Reimbursements (Events, Supplies, Fees, etc.)            • Create PO for Goods and Services            • P-Card Transaction Reviewer</p>
FACILITIES PERSONNEL	<p><b>EMILY CUNNINGHAM</b>  <b>IOD Fiscal Assistant</b>  <a href="mailto:e1cunningham@ucsd.edu">e1cunningham@ucsd.edu</a>   858-534-0646            • IOD Concur Travel Reconciliation            • IOD Reimbursements (Events, Supplies, Fees, etc.)            • Create PO for Goods and Services            • P-Card Transaction Reviewer</p>
<p>Facilities Inquiries: <a href="mailto:bio-facility@sio.ucsd.edu">bio-facility@sio.ucsd.edu</a></p> <p><b>DEJAN RISTIC</b>  <b>Facilities Specialist</b>  <a href="mailto:dristic@ucsd.edu">dristic@ucsd.edu</a>   858-822-1229   Cell = 858-717-2715            • Facilities and Space Management            • Key Requests            • Coordinator for Capital Improvement Projects            • EH&amp;S Lab Issues            • Coordinator for Emergency and Disaster Preparedness            • Equipment Inventory</p>	<p><b>ANDREA HERAZ</b>  <b>Section Fiscal Assistant (50% Fiscal / 50% HR)</b>  <a href="mailto:aheraz@ucsd.edu">aheraz@ucsd.edu</a>            • Concur Travel Reconciliation            • Reimbursements (Events, Supplies, Fees, etc.)            • Create PO for Goods and Services            • P-Card Transaction Reviewer</p>
FISCAL PERSONNEL	PROPOSAL ADMINISTRATORS
<p>Fiscal Inquiries: <a href="mailto:bio-fiscal-g@ucsd.edu">bio-fiscal-g@ucsd.edu</a></p> <p><b>HANNA CHOE</b>  <b>IOD Finance Manager</b>  <a href="mailto:hchoe@ucsd.edu">hchoe@ucsd.edu</a>   858-822-2904            • Post Award Administration            • Approve Concur Travel, Oracle Procurement, Reimbursements            • P-Card Department Administrator and Transaction Reviewer            • Review Proposal Budgets            • Projections            • Provide Guidance on UC and Agency Policies</p> <p><b>BECKY UHL</b>  <b>MBRD/CMBB Finance Manager</b>  <a href="mailto:buhl@ucsd.edu">buhl@ucsd.edu</a>   858-534-4246            • Post Award Administration            • Approve Concur Travel, Oracle Procurement, Reimbursements            • P-Card Department Administrator and Transaction Reviewer            • Review Proposal Budgets            • Projections            • Provide Guidance on UC and Agency Policies</p> <p><b>VANESSA COSTA</b>  <b>Section Fiscal Specialist</b>  <a href="mailto:vcosta@ucsd.edu">vcosta@ucsd.edu</a>   858-624-2896            • Service Agreements            • Quagga Agreements            • Assist with Travel, P-Card, Procurement, UCPC entries            • Section Funds Assistance</p> <p><b>AMY HSIAO</b>  <b>Section Fiscal Assistant</b>  <a href="mailto:a1hsiao@ucsd.edu">a1hsiao@ucsd.edu</a>            • Prepare No Cost Extensions            • Prepare Formal Rebudget Requests to Agencies            • Prepare Cost Transfers for Section            • Back up for Service Agreements</p>	<p>C&amp;G / Proposal Inquiries: <a href="mailto:bio-proposals-g@ucsd.edu">bio-proposals-g@ucsd.edu</a></p> <p><b>LESLIE BENNETT</b>  <b>Research Administrator</b>  <a href="mailto:lpbennett@ucsd.edu">lpbennett@ucsd.edu</a>   858-534-4530            • Pre Award Proposal Submission            • Post Award Integration            • Provide Guidance on UC and Agency Policies            • Approve Concur Travel, Oracle Procurement            • P-Card Transaction Reviewer</p> <p><b>JEN CLARK</b>  <b>Research Administrator</b>  <a href="mailto:jdcark@ucsd.edu">jdcark@ucsd.edu</a>            • Pre Award Proposal Submission            • Backup Pre Award Service Agreements            • Awards Reviewing and Processing            • Establish Awards Electronically for Section            • Annual KR Statistics to VCMS            • Provide Guidance on UC and Agency Policies</p> <p><b>TRISH DESMARAIS</b>  <b>Research Administrator</b>  <a href="mailto:tdesmarais@ucsd.edu">tdesmarais@ucsd.edu</a>            • Pre Award Proposal Submission            • Post Award Integration            • Provide Guidance on UC and Agency Policies            • Approve Concur Travel, Oracle Procurement            • P-Card Transaction Reviewer</p>

**PROPOSAL ADMINISTRATORS (cont...)**

**BRAHMAN GNAD**

Research Administrator

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- Pre Award Proposal Submission
  - Post Award Integration
- Provide Guidance on UC and Agency Policies
- Approve Concur Travel, Oracle Procurement
  - P-Card Transaction Reviewer

**CINDY SVACINA**

Research Administrator

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- Pre Award Proposal Submission
  - Post Award Integration
- Provide Guidance on UC and Agency Policies
- Approve Concur Travel, Oracle Procurement
  - P-Card Transaction Reviewer

**JACKIE TRAN**

Research Administrator

[jatran@ucsd.edu](mailto:jatran@ucsd.edu) | 858-822-4283

- Pre Award Proposal Submission
- Service Agreements for MBRD/CMBB
  - Post Award Integration
- Provide Guidance on UC and Agency Policies
- Approve Concur Travel, Oracle Procurement
  - P-Card Transaction Reviewer

**ADRIELLE WAI**

Research Administrator

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- State Parks Fund Manager for IOD Contracts (Pre/Post)
  - Pre Award Proposal Submission
  - Service Agreements for IOD
    - Post Award Integration
- Provide Guidance on UC and Agency Policies
- Approve Concur Travel, Oracle Procurement
  - P-Card Transaction Reviewer

**HR & PAYROLL PERSONNEL**

General HR Inquiries: [bio-hr-g@ucsd.edu](mailto:bio-hr-g@ucsd.edu)  
 Payroll Inquiries: [bio-payroll@ucsd.edu](mailto:bio-payroll@ucsd.edu)  
 Ecotime Timekeeping: <http://ecotime.ucsd.edu/>  
 UCPath Self Service: <https://ucpath.ucsd.edu/>

**MARCI CLARKE**

SIO Biology Section Human Resources Manager

[mclarke@ucsd.edu](mailto:mclarke@ucsd.edu) | 858-534-3566

- Section HR Leadership and Management
  - Oversee Benefits and Payroll
- Staff Classification and Compensation
  - General Employment Guidance
- HR Policy & Procedures, Internal Controls

**HR & PAYROLL PERSONNEL (cont...)**

**MICHELLE JARED**

HR/Academic Personnel Analyst

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- IOD Academic Personnel, Benefits, Leaves, Visas
- IOD Postdoctoral Scholars, Benefits, Leaves, Visas
  - IOD Summer Salary
  - IOD Graduate Students
- Section Staff/Cas-Res/Visitor Employment/Action Guidance
  - UCPath Lead for VC Marine Sciences / SIO
  - Oversee Section UCPath Processes

**GEORGETTE HANDAL**

Academic Personnel Analyst

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- MBRD/CMBB Academic Personnel, Benefits, Leaves, Visas
- MBRD/CMBB Postdoctoral Scholars, Benefits, Leaves, Visas
  - MBRD/CMBB Summer Salary

**ANNIE HUANG**

Human Resources Generalist

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- Section Staff Employment
- Section Staff Benefits, Leaves, Performance Appraisals, Visas
  - Section Wellness
- MBRD/CMBB Graduate Students

**NADINE FERGUSON**

Payroll Coordinator / Human Resources Assistant

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- Section Biweekly and Monthly Payroll
- Section Ecotime Timekeeping Assistance
- Section Volunteer Personnel (New Appointments and Minors)

**GRACE CAYANAN**

Human Resources Assistant

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- Section Casual-Restricted (UG & MS) Employment
- Section Salaried Visiting Grad Student Personnel and Visas
  - Section Visiting Scholar Personnel and Visas

**ANDREA HERAZ**

Human Resources Assistant (50% HR / 50% Fiscal)

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- Section Non-Salaried Visiting Grad Student Personnel and Visas
- Section Volunteer Personnel (Reappointments and Terminations)
  - Section Mandatory Compliance Training Monitoring
  - Blink Directory and SIO People Database Updates
    - Assisting with a Variety of HR Tasks

**BUSINESS OFFICE EMAIL ALIASES**

[bio-facility@sio.ucsd.edu](mailto:bio-facility@sio.ucsd.edu) = facility issues, keys, Bio Section room/vehicle reservations, shipping  
[bio-fiscal-g@ucsd.edu](mailto:bio-fiscal-g@ucsd.edu) = purchasing, travel/personal reimbursements, P-Card inquiries.  
[bio-hr-g@ucsd.edu](mailto:bio-hr-g@ucsd.edu) = HR inquiries including hires, separations, benefits, visas, leave of absences  
[bio-payroll@ucsd.edu](mailto:bio-payroll@ucsd.edu) = Ecotime, paycheck, leave balance inquiries.  
[bio-proposals-g@ucsd.edu](mailto:bio-proposals-g@ucsd.edu) = contract and grant inquiries, proposals, NCE's.