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.

**WHO WE ARE & WHAT WE DO:**

**ANNA BRYSON**
Chief Administrative Officer  
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- Leadership and Management of all Administrative Functions

**DEJAN RISTIC**
Facilities Specialist  
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- Facilities and Space Management
- Keys
- Coordinate Capital Improvement Projects
- EH&S Lab Issues
- Coordinator for Emergency and Disaster Preparedness
- Equipment Inventory

**MARCELLA CLARKE**
Human Resources Manager  
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- Section HR, Benefits, Payroll, and Salary Recharge Management
- Recharge Rates and Yearly Analysis
- Staff Classification and Compensation
- IOD Graduate Students
- IOD Banking and Summer Salary

**GEORGETTE HANDAL**
Academic Personnel Analyst  
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- MBRD/CMBB Academic Personnel and Benefits
- MBRD/CMBB Banking and Summer Salary
- MBRD/CMBB Postdoctoral Scholars and Benefits
- MBRD/CMBB Graduate Students
- MBRD/CMBB Recharge Rates

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- Section Staff Employment
- Section Staff Benefits and Leaves of Absence
- Section Wellness
- MBRD/CMBB Salary Recharges

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- IOD Academic Personnel and Benefits
- IOD Postdoctoral Scholars and Benefits
- Oversee Section Payroll
- IOD Salary Recharges

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- Section Volunteers
- Section Visiting Scholars and Visiting Graduate Students
- Section Casual-Restricted Employment

**NADINE FERGUSON**
Payroll/Personnel Coordinator  
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- Section Biweekly Payroll
- Section Monthly Payroll
- Section Staff Service Credit

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**IOD Payroll Inquiries**  
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MINERVA NELSON  
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- Leadership and Management for Pre/Post Award  
- Projections  
- Staff Training  
- Provide Guidance to PIs  
- ESR Member for Campus Wide Process Changes Effective 7/1/20

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Research Administrator  
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- Pre Award Proposal Submission  
- Pre Award Service Agreements  
- Awards Reviewing and Processing  
- Provide Guidance on UC and Agency Policies

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- Pre Award Proposal Submissions  
- Service Agreements  
- Post Award Integration  
- Provide Guidance on UC and Agency Policies

JADE MOREIRA  
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- Pre Award Proposal Submissions  
- Service Agreements  
- Post Award Integrations  
- Provide Guidance on UC and Agency Policies

ADRIELLE WAI  
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- Manage Biology Section Funds  
- Review Travel Reimbursements  
- Approve Marketplace and MyPayments  
- IOD Service Agreements Invoicing

HANNA CHOE  
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- Post Award Administration  
- Approve Travel, Marketplace, MyPayments, Salary Recharges  
- Express Card Department Administrator and Transaction Reviewer  
- Review Proposal Budgets  
- Projections  
- Provide Guidance on UC and Agency Policies

JACKIE TRAN  
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- Approve Marketplace Orders  
- Agency Reporting  
- Express Card Transactions Reviewer  
- MBRD/CMBB Service Agreements Invoicing

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- Post Award Administration  
- Approve Travel, Marketplace, MyPayments, and Salary Recharges  
- Express Card Department Administrator  
- Review Proposal Budgets  
- Projections  
- Provide Guidance on UC and Agency Policies

GREGORY JACKSON  
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- IOD Travel Reconciliation  
- IOD Reimbursements (Events, Supplies, Fees, etc.)  
- Create PO for Goods and Services  
- Express Card Transaction Reviewer

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- MBRD/CMBB Travel Reconciliation  
- MBRD/CMBB Reimbursements (Events, Supplies, Fees, etc.)  
- Create PO for Goods and Services  
- Express Card Transaction Reviewer

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- Express Card Transaction Reviewer  
- No Cost Extensions  
- Service Agreements

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