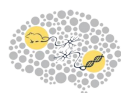


Neurobiology and Behavior Directory Reference Sheet

UNIT	CONTACT	EXT	EMAIL	OFFICE	EXPERTISE	WEBSITE
Department Administrator	Tina Dominguez	4-4727	tinatt5@uci.edu	2205 McGaugh Hall	• Department Liaison • Faculty Recruitment • AP Review/ScholarSteps • Teaching Plan • Space Management • Department Budget • Department Seminars • Neuroblitz • Department Newsletter • Department Website • Dept. Listserv Updates	neurobiology.uci.edu
Graduate Studies & Support	Ashley Tozzi	4-7542	biosci-grad@uci.edu	1106 Biological Sciences III	• Graduate Student Admissions, Recruitment, Orientation • Graduate Student Records, Status, Progress • Graduate Student Support and Advising • Manage Curriculum and Degrees: Advancement to Candidacy and Defense	UC Irvine Biological Sciences Graduate
BioSci Finance	Dolly Del Rosario	4-4247	biosci-reimbursement@uci.edu	4126 Natural Sciences II	• Travel Reimbursements • Disbursement Voucher (DV) Reimbursements • Entertainment (ENT) Reimbursements	Charlie Dunlop School of Biological Sciences - Finance
BioSci Purchasing	Christine Panelli	4-7120	biosci-purchasing@uci.edu	2128 Natural Sciences I	• PalCard • Requisitions • UCIBuy • Purchase Orders • Inventory and Equipment Needs • FedEx	Charlie Dunlop School of Biological Sciences Facilities
BioSci Facilities	Christine Panelli	Contact Us	biosci-facilities@uci.edu	2128 Natural Sciences I	• Keys/Access Card Requests • Special Project/Renovation Requests • Filing Facilities Work Orders • Lab Cleanout Procedures • Conference Room Reservations • All other Facilities questions/concerns	Charlie Dunlop School of Biological Sciences Facilities
BioSci Personnel	Kristen Caplin	4-5467	biosci-personnel@uci.edu	4126 Natural Sciences II	• Personnel Appointments • Personnel Recruitments • Leave of Absence • Payroll • Timekeeping/Timesheets • Sabbatical Leaves • Volunteers • Visas • All other Personnel/HR questions/concerns	



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UNIT	CONTACT	EXT	EMAIL	OFFICE	EXPERTISE	WEBSITE
BioSci Research Administration & Development	Staff Contacts	Staff Contacts	Staff Contacts	Staff Contacts	• Proposal Request Form • Research and Proposal Development • Pre-Award: Application Preparation, Policy & Compliance • Post-Award Management	Research Development and Administration
BioSci Student Affairs	Melanie Nakanishi	4-3760	mhawe@uci.edu	1329 Biological Sciences III	• New Course Management (CIM) • Undergraduate/Graduate Schedule of Classes • Course Reports • Course Evaluations	Student Affairs – UC Irvine Biological Sciences Undergraduate
BioSci ImageWorks	Don Ma	4-6414	imageworks@uci.edu	2112 Natural Sciences I	• Posters • Self-Serve Copiers • Copies • Imaging Lab • Binding	ImageWorks Poster Printing, Digital Imaging, and Copy Services for UC Irvine
BioSci Marketing & Communications	Ethan Perez	4-6282	biosci-marcomm@uci.edu	5107 Natural Sciences II	• Marketing & Communications Requests • Digital and Content Requests • Events Request • Swag Request	Charlie Dunlop School of Biological Sciences - Marketing & Communications Staff
BioSci Computing Services	Matt Martinez	4-3555	bcshelp@uci.edu	2116 Natural Sciences I	• PC/Mac Support • Computer Purchasing • Conference Room AV • Networking • Software • Web Services – biowebinfo@uci.edu	Charlie Dunlop School of Biological Sciences - Computing Staff
BioSci Environmental Health & Safety (EHS)	Lorena Andrade	4-2221	andradel@uci.edu	3126 Natural Sciences I	• Hazardous Waste Management • Request for Equipment/Laboratory Clearance Testing/Decommissioning • Report an Injury, Safety Concern, Near-Miss, or COVID-19 Safety Concern • Safety Trainings at UCI • Storage of Flammable and Combustible Materials Reference Guide	BioSci Environmental Health & Safety (EHS)

Neurobiology and Behavior Directory Reference Sheet

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