

BIOLOGY ADMINISTRATION – WHO DOES WHAT

Issue:	Contact:	
Building Maintenance Issues	FM@YourService https://fmservice.facilities.uiowa.edu OR Steve Kehoe steve-kehoe@uiowa.edu 319-335-1051 For emergencies: 319-335-5071	
Other Building Issues <ul style="list-style-type: none"> Room reservations, copier maintenance, shred bin, campus mail, general reception 	Chris Lake chris-lake@uiowa.edu 319-467-0768	Steve Kehoe (backup) steve-kehoe@uiowa.edu 319-335-1051
Key and Keycard Access <ul style="list-style-type: none"> Key & Building/Door Access Request Form: 	Steve Kehoe steve-kehoe@uiowa.edu 319-335-1051	Chris Lake (backup) chris-lake@uiowa.edu 319-467-0768
IT Issues <ul style="list-style-type: none"> Computer & classroom technology support, Zoom video conferencing 	Erik Billeci David Henson biology-help-sm@uiowa.edu	
UG Academic Issues <ul style="list-style-type: none"> MAUI, Canvas, ICON, ACE online, syllabi, midterm & final exams, textbooks, TA schedules, 	Chris Lake chris-lake@uiowa.edu 319-467-0768	
Graduate Program Coordination <ul style="list-style-type: none"> Graduate student recruiting and program coordination 	Marlys Boote marlys-boote@uiowa.edu 319-335-2043	
Finance Issues <ul style="list-style-type: none"> Pcards, eBuy, purchase orders, invoice payment, deposits, travel expense vouchers, out-of-pocket reimbursement Non-grant MFks, faculty office supply funds, faculty travel funds, Drosophila billing fees, service center fees (engineering, CCI, & CCG) 	Carol Adamson uss-biology@uiowa.edu 319-335-4176 Ronna Mayberry ronna-mayberry@uiowa.edu 319-335-0577	
Grant Issues <ul style="list-style-type: none"> Pre-award grant support including budget & application prep, identifying funding opportunities, progress reports, department submission records Post-award grant support including monitoring budgets and expenditures, monthly reports, grant financial transactions 	Molly Buhrow molly-buhrow@uiowa.edu 319-467-0961 CLAS-GSO@uiowa.edu	
Marketing & Recruiting <ul style="list-style-type: none"> Department newsletter, website updates, news releases, social media, undergraduate tours & recruiting events 	Steve Kehoe steve-kehoe@uiowa.edu 319-335-1051	
Department Seminars <ul style="list-style-type: none"> Scheduling, communication, direct billing letters & invoicing 	Chris Lake chris-lake@uiowa.edu 319-467-0768	
Building Coordination	Steve Kehoe steve-kehoe@uiowa.edu 319-335-1051	
Department Administration Supervision for all above issues	Becky Kick rebecca-kick@uiowa.edu 319-335-3390	