Whom do I contact for Chemistry Department Support?

**ADMINISTRATIVE STAFF**

**Stephanie Allen, Graduate Program Coordinator**
- ext. 5820
- Stephanie.Allen@rice.edu
- SS Room 203
- Graduate student recruiting - processes applications and coordinates complete admissions process, including campus visits
- Coordinates all administrative aspects of the Chemistry Graduate Program
- Coordinates Qualifying Examinations and Thesis defense processes for Graduate students
- Graduate Student Payroll
- Organizes new graduate student Chemistry Department orientation

**Virginia Morton, Research Administrator**
- ext. 5864
- vmorton@rice.edu
- SS Room 215
- Initiate process and submission for faculty research proposals (grants, RSA, fellowships, gifts). Facilitate grants.gov, Cayuse SP and SF424, Fastlane, research.gov and other online submissions systems.
- Develop budgets, budget justifications, planning projections (award balances and salary projections), and other needed documentation for research proposals.
- Works with Lead Financial Administrator to monitor faculty funds, ensuring funds are spent appropriately and within federal or contract guidelines where applicable. Assist with fund management including monthly reporting to faculty of fund balances, re-budgeting of funds, program and personnel changes, etc.
- Process Labor distributions and redistributions (OLR and EPAF) for research personnel

**Mauricio Benitez, Executive Administrator**
- ext. 2895
- benitezm@rice.edu
- SS Room 204
- Serve as chief business and financial officer of the department. Maintain and manage accurate financial records for the chemistry department including endowed, gift and designated funds. Oversee departmental budgets and responsible for approving financial statements related to research funds
- Direct and supervise the departmental administrative staff
- Database administrator for recruiting (faculty and graduate student) and graduate student databases
- Oversees Service Center activities
- Coordinates/assists with annual report submission, in addition to other data reporting (ACS, NSF, CCR, NRC)

**Pedro Prado, Lead Financial Administrator**
- ext. 4499
- pprrado@rice.edu
- SS Room 214
- Manages all chemistry research funds; generates projections, monthly financial reports for each PI; reconciles; monitors submission of progress reports; effort reporting
- Assists Professors with submittal of proposals, i.e., sends notifications of submittal deadlines; prepares budgets, assists with NSF fast lane and other online submittals, prepares proposal packages for routing; maintains all current and pending support; generates Welch financial reports for all PIs, prepares package for routing

**Bella Rodriguez, Department Coordinator**
- ext. 4082
- bar4@rice.edu
- SS Room 201
- Coordinates HR process for postdoctoral research associates, research scientists, research techs and visitors
- Coordinate Visa and HR issues, including checkout for Postdocs
- Coordinates Time and Attendance records for research personnel
- Electronically maintains/updates/distributes departmental directory and listservs
- Processes Concur travel allocations for faculty and students

**LaDonna Smith, Seminar & Event Coordinator**
- ext. 3277
- lew7@rice.edu
- SS Room 205
- Coordinates chemistry seminars and events
- Schedules chemistry conference rooms
- Provides administrative assistance to Department Chair
- Receptionist for Departmental Office
- Distributes mail for faculty and students & assists with copier, fax and other shared office equipment.

**Abby Vacek, Facilities/Purchasing Coordinator**
- ext. 5402
- akv1@rice.edu
- SS Room 216
- Accounts Payable/Accounts Receivable/Purchasing - on-line PO set-up, new vendor set-up, payment of invoices, etc.
- Service Center internal and external billing; reconciliation of telephone charges, copier and purchasing card statements
- Safety - coordinates safety training, notifies of possible working deterrents in buildings occupied by chemistry faculty; accident reports
- Inventory - new equipment, recording move or disposal of equipment
- Key distribution and arranges building access via ID card
- Building outage contact person, coordinates special work order requests
- Petty Cash / Check request reimbursements
- Order office supplies / manage supply inventory / Copier Supplies
**Whom do I contact for Chemistry Department Support?**

### ADDITIONAL STAFF

**Alana Holmes, Staff Assistant**
- ext. 6248
- aholmes@rice.edu
- DBH Room 255
- Provides administrative assistance for Professor James M. Tour

**Tracy Hogan, Program Administrator**
- ext. 4109
- thogan@rice.edu
- BRC Room 1005
- Provides Administrative support for Professor Peter Wolynes

**Judy Jenkins, Journal Administrator**
- ext. 5336
- judy.g.jenkins@rice.edu
- ABL Room 308
- Assists the Associate Editor of the Journal of Chemical Theory and Computation, Professor Gustavo Scuseria

**Jane McNeel, Project Administrator**
- ext. 3286
- janem@rice.edu
- DBH Room 430
- Provides administrative assistance for Professor Andrew Barron

**Vicky Nielsen-Armstrong, Program Administrator**
- ext. 8858
- vstrong@rice.edu
- BRC Room 367
- Provides administrative assistance for Professor K. C. Nicolaou

**Felipe Romero, Lab Clinical Research Manager**
- ext. 3867
- fromero@rice.edu
- 180 Baker Hall
- Provides administrative and research assistance for Professor John McDevitt

### CHEMISTRY STOREROOM STAFF

**Carlos Cabello, Chemistry Store Manager**
- ext. 3255
- ccabello@rice.edu
- SS Room 219
- Manages/maintains Chemistry Storeroom
- Assists with special orders

**Javier Chavez, Storekeeper II**
- ext. 3257
- javier.j.chavez@rice.edu
- SS Loading Dock /SS 101
- Assists with shipping/receiving
- Orders specialty gases
- Provides customer assistance for the Chemistry Storeroom

**Susan Cudnik, Storekeeper I**
- ext. 3275
- scudnik@rice.edu
- SS Room 219
- Provides customer assistance for the Chemistry Storeroom
- Assists with special orders

**Ruxin Feng, Teaching Stockroom Manager**
- ext. 3488
- ruxin.feng@rice.edu
- DBH Room 278
- Manages/maintains Teaching Stockroom
- Assists with teaching equipment procurement/maintenance
- Orders chemicals/supplies for chemistry department teaching labs
- Chemical Hygiene Officer for teaching labs