

Administrative, HR, Fiscal & Grant Staff Points of Contact

Staff Name	Office Location/Contact Info.	Primary Job Duties	Backup Contact
Angela Gifford	NZ-Room 132 Phone: 352-846-1510 Email: angelag4@ufl.edu	Responsible for overseeing all administrative, fiscal, HR, and grant (Pre-Award/Post-Award/Effort Reporting) functions within the SFRC. Primary point of contact for all non-grant accounts	<i>Dependent upon situation</i>
Sam Lawson	Bldg 107 Mowry Road Phone: 352-846-0885 Email: samuel18@ufl.edu	Responsible for all SFRC post-award transaction processing (includes budget transfers, award modifications, no cost extensions, etc...); managing pre-award. Approving all grant Pcard purchases and managing vehicle/vessel service center accounts. Primary effort coordinator for School; responsible for effort reporting, faculty assignment reports, and commitment updates.	Christie Plough/Nate Rushing - Grants Dawnette Lauramore/Alison Short - Pcards Christie Plough/Angela Gifford - Effort
Christie Plough	NZ-Room 119A Phone: 352-846-0100 Email: christiealee@ufl.edu	Responsible for all SFRC post-award compliance processes (reviewing monthly reports, monitoring grants ending soon, review grant-funded LOAs, etc...); managing closeouts, residual transfers, invoicing, effort reporting, and cost sharing. Primary point of contact for all grant accounts	Angela Gifford/Sam Lawson
Anastasiya Gorislavets	Bldg 107 Mowry Road Phone: TBD Email: if-svc-sfrc-fndn@ifas.ufl.edu	Responsible for assisting with foundation processes	Alison Short
Victoria Scaff	NZ-Room 129 Phone: 352-846-0863 Email: sfrc-hr@ifas.ufl.edu	Responsible for Human Resources functions within SFRC, including but not limited to: first point of contact for all HR questions; resource for University HR policies and procedures; TEAMS, faculty and GA hires and job actions; job requisitions; terminations, resignations, and non-renewals; special pay increases (SPI); payroll, including distributions and lump sum payments; out-of-load teaching payments for instructional work through SFRC distance education; J-1 visiting scholar invitations and program amendments; monitoring and updating immigration work authorizations and I-9 reverifications; scholarship and fellowship awards; leave of absence requests, including FMLA, parental, and extended leave; pre-employment health assessments; staff performance appraisals; outside activities forms; worker's compensation; assigning UFIDs and department affiliations within Identity Management; notary.	Hannah Dewitt – OPS hires, job actions, and terminations; time and labor questions. Angela Gifford - All other matters
Hannah Dewitt	NZ-Room 118A Phone: 352-846-0926 Email: sfrc-hr-asst@ifas.ufl.edu	Responsible for OPS hires, job requisitions, and job actions (including terminations); reviews time and labor entries and acts as a resource for time and labor questions. Assists HR Generalist with other duties and responsibilities.	Victoria Scaff
Cindy Love	NZ-Room 118A Phone: 352-846-0849 Email: cilove@ufl.edu	Responsible for processing all SFRC travel documents and for verifying all Travel Pcard charges.	Sarah Hernandez/Dawnette Lauramore
Sam Ellsworth	NZ-Room 134 Phone: 352-846-0848 (Tu-Fr) Email: sfrc-fiscal-assist@ifas.ufl.edu	Responsible for vouchering Pcards; filing aging reports; sorting, scanning, and archiving all SFRC fiscal documentation into both PeopleSoft and SharePoint	Sarah Hernandez/Dawnette Lauramore
Dawnette Lauramore	NZ-Room 134 (M) Phone: 352-846-0848 FAS Bldg 1232 Room 004 (Tu,Th,Fri) Phone: 352-273-3643 Email: dawnette@ufl.edu	Responsible for approving all SFRC non-grant Pcard transactions and their monthly aging reports; processing wireless device allowances; internal billing; myUF Market requests; human subject payments.	Alison Short - Pcards Sarah Hernandez - All Other Matters
Sarah Hernandez	NZ-Room 134 Phone: 352-846-0852 Email: sfrc-fiscal@ifas.ufl.edu	Responsible for verifying pcard charges, processing invoices, purchase orders, out of pocket reimbursements, and journals (excluding vehicle/vessel).	Cindy Love - Out of Pocket Reimbursements Sam Lawson-Purchase Orders Dawnette Lauramore - All Other Matters
Alison Short	Bldg 107 Mowry Road Phone: 352-846-0114 Email: alishort@ufl.edu	Responsible for managing all SHARE (171 fund) accounts; monitoring REEport setup and annual reporting processes; SharePoint management; database downloads; purchase order approvals; co-management scholarship processing; and reconciling all monthly reports.	Victoria Scaff - Scholarships Angela Gifford - All Other Matters
Nate Rushing	Bldg 107 Mowry Road Phone: 352-273-3645 Email: sfrc-grants@ifas.ufl.edu	Responsible for all pre-award proposal processing. UFIRST administration from proposal preparation through agreement negotiation and award setup, as well as some post-award utilities, such as no cost extensions. Primary contact for SharePoint administration.	Sam Lawson
Ivanee Cruz	Bldg 107 Mowry Road Phone: 352-846-0114 Email: SFRC-reports@ifas.ufl.edu	Responsible for sorting, scanning, and uploading all monthly report documentation into SharePoint; Assist with data entry processes.	Alison Short
Sarah Negley	NZ-Room 136 Phone: 352-846-0850 Email: snegley@ufl.edu	Responsible for processing all SFRC deposits, travel approvals, HR/Fiscal/Administrative/Grant record retention processes, and all administrative functions for Director's office.	Dawnette Lauramore - Travel Approvals Alison Short - Deposits Kim Scotto - All other matters
Jacob "Jake" Hughes	NZ-Room 119A Phone: 352-294-3775 Email: sfrc-fws@ifas.ufl.edu	Responsible for managing faculty publications in EndNote and managing the SFRC address database. Supports administrative functions in the office of the Director and in the SFRC office of Human Resources.	Sarah Negley/Victoria Scaff

Staff who also process Fiscal tasks, but work outside of the FISCAL Office:			
Mariah McGovern	Reed Lab Email: geomatics@ifas.ufl.edu	Responsible for providing fiscal and administrative support to Geomatics	Angela Gifford/Dawnette Lauramore
Holly Quillen	TAL in Ruskin, FL Phone: 813-671-5230 Email: hpdiaz@ufl.edu	Responsible for all Fiscal functions for the Tropical Aquaculture Lab (TAL) in Ruskin FL	Angela Gifford/Dawnette Lauramore