

FACULTY ASSIGNMENT SHEET

<b>Catherine</b>	<b>Kristal SFO</b>	<b>Lepka FO</b>	<b>Shibani FC</b>	<b>Sibora Cjapi Sr.FC</b>
<a href="mailto:cgyewu@mit.edu">cgyewu@mit.edu</a>	<a href="mailto:kristal@mit.edu">kristal@mit.edu</a>	<a href="mailto:lgagoska@mit.edu">lgagoska@mit.edu</a>	<a href="mailto:Joshis@MIT.edu">Joshis@MIT.edu</a>	<a href="mailto:siboraci@mit.edu">siboraci@mit.edu</a>
<ul style="list-style-type: none"> <li>- Evans</li> <li>- Colton</li> <li>- Luis Perez-Breva</li> <li>- Stephanopoulos, George</li> <li>- Armstrong</li> <li>- Galloway</li> <li>- Gleason</li> </ul>	<ul style="list-style-type: none"> <li>- Strano</li> <li>- Chakraborty</li> <li>- Green</li> <li>- Rutledge</li> </ul>	<ul style="list-style-type: none"> <li>- Kulik</li> <li>- Hammond</li> <li>- Furst</li> <li>- Smith, Zachary</li> <li>- Jensen</li> </ul>	<ul style="list-style-type: none"> <li>- Wittrup</li> </ul>	<ul style="list-style-type: none"> <li>- Coley</li> <li>- Roman</li> <li>- Bazant</li> <li>- Olsen</li> <li>- Tisdale</li> </ul>
<b>Projects</b>	<b>Projects</b>	<b>Projects</b>	<b>Projects</b>	<b>Projects</b>
<b>Finance Staff Management/Team leader</b> <b>Post award Management</b> <b>Oversee entire research portfolios</b>	<b>Pre-award Management</b> <b>Under Recovery</b> <b>mentorship/manage one staff</b> <b>Suspense List</b>	<b>DACCA</b> <b>Staff Mentorship</b> <b>Consortium Project</b>	<b>Pro-card Management</b> <b>FRC's Management</b> <b>Travel Liaison</b> <b>Invoices - commitments DE commitment</b> <b>Current &amp; Pending</b>	<b>Projection tool process and management</b>
<b>Suela Caushi, Sr. FC</b>	<b>Prossy Sr. FC</b>	<b>Rahel FC</b>	<b>Sean Fall</b>	<b>Jillian FO</b>
<a href="mailto:scaushi@mit.edu">scaushi@mit.edu</a>	<a href="mailto:pnajjuma@mit.edu">pnajjuma@mit.edu</a>	<a href="mailto:rarega@mit.edu">rarega@mit.edu</a>	<a href="mailto:svo@mit.edu">svo@mit.edu</a>	<a href="mailto:moreira@mit.edu">moreira@mit.edu</a>
<ul style="list-style-type: none"> <li>- Prather</li> <li>- Doyle</li> <li>- Brandon DeKosky</li> <li>- Qi</li> </ul>	<ul style="list-style-type: none"> <li>- Blankschtein</li> <li>- Stephanopoulos, Greg</li> <li>- Sikes</li> <li>- Hatton</li> <li>- Anderson</li> <li>- Langer</li> </ul>	<ul style="list-style-type: none"> <li>- Barton</li> <li>- Kartish</li> <li>- Cooney</li> <li>- Trout</li> <li>- Love</li> <li>- Chung (IMES)</li> </ul>	<ul style="list-style-type: none"> <li>Procard verifier</li> <li>FRC</li> <li>Swept reconciliation</li> <li>Support for Projects</li> </ul>	<b>FDA -</b> <b>Bio-Made</b> <b>CENT2.</b> <ul style="list-style-type: none"> <li>- Brushett</li> <li>- Braaz</li> <li>- Myerson</li> </ul>
<b>Projects</b>	<b>Projects</b>	<b>Projects</b>	<b>Veronica - Fall</b>	<b>Emeritus Faculty - Managed by Catherine</b>
<b>RAGON - MASS GENERAL</b>	<b>Practice school</b>	<b>Summer Salary System</b> <b>FRC</b>	<b>FRC</b> <b>Swept Charges</b> <b>Ordering Supplies</b> <b>Suite Management</b> <b>Help Run Catherine's report</b> <b>Travel and RFP approval</b>	<ul style="list-style-type: none"> <li>- Brown</li> <li>- Cohen</li> <li>- Deen</li> <li>- Evans</li> <li>- Sawin</li> <li>- Smith</li> <li>- Tester</li> <li>- Virk</li> </ul>
<b>Color code</b>				
<b>***Less Activity for finance management</b>				