BIOCHEMISTRY AND MOLECULAR BIOPHYSICS
MEMBER HANDBOOK
1. Administrative Staff
   - Jayma Mikes, Business Manager
     2-0262 (jmikes@biochem.wustl.edu)
   - Melissa Torres, Assistant to the Chair
     2-0287 (torresm@biochem.wustl.edu)
   - Darrell Baldwin, Facilities Coordinator
     7-0425 (baldwin@biochem.wustl.edu)
pager 663-0627
   - Anna Blanchard, Administrative Coordinator
     2-4152 (blanchrd@biochem.wustl.edu)
   - Nick Caito, Systems Manager
     2-0265 (caiton@biochem.wustl.edu)
   - Patti Hunt, Supervisor, Lab Support Services
     2-3339 (huntp@biochem.wustl.edu)
   - Ginny Ribaudo, Research Administrator
     2-4216 (ribaudo@wustl.edu)
   - Andy Zaruba, Associate Systems Manager
     2-7383 (zarubaa@biochem.wustl.edu)
for computer support (support@biochem.wustl.edu)

2. Calendars
   The schedule for conference rooms, projectors and laptops is held in a Web-based application that is available through the departmental website under Resources or at http://biochem.wustl.edu/confrooms.html.

3. Computer Support
   Computer support is provided by the Research Computing Group. Please submit support requests to support@biochem.wustl.edu or http://biochesupport.wustl.edu/support.html.
   Contacts are Nick Caito (2-0265), Andy Zaruba (2-7383)

4. Copiers/Printers
   Departmental copiers/printers are located in 2809 North and 2901 South. They are accessible with a copy code. Please see Andy Zaruba (2-7383) to obtain a code.

5. eRA Commons/Proposal Development System (PDS) Access
   Ginny Ribaudo (2-4216) will request access for all new PIs and applicable staff.
eRA Commons https://commons.era.nih.gov/commons/
Proposal Development System (PDS) https://research.wustl.edu/Pages/ResearchGateway.aspx
6  Facilities
Darrell Baldwin (beeper 663-0627) handles all facility related issues for the department. If you have a plant issue or need a piece of equipment moved or a shelf hung please contact Darrell.

7  Faculty Financial Reporting
Faculty at WUSM have access to financial information related to their funding via the Faculty Financial Reporting website at https://raps.wustl.edu/approot/ffr/ffr_login.htm. Contact Ginny Ribaudo (2-4216) for questions regarding the FFR system. Ginny also generates a monthly report that provides fund balance and sourcing information for each PI. Ginny and Jayma meet with the individual PIs quarterly to keep PIs informed and discuss any issues.

8  Glassware Washing
The Department of Biochemistry and Molecular Biophysics offers a glassware washing service. The glassware washing area is located on the 1st floor of the South Building. Marin Markov performs the glasswashing. Patti Hunt is the manager of this service and can be reached at (2-3339).

9  Grant Proposals – Pre and Post Award
Ginny Ribaudo (2-4216) provides grant proposal and management assistance. Please make contact with her when planning to submit to any agency.

10 Helpdesk – Systems and Procedures - 935-5707
Helpdesk hours are 8:30 a.m. - 5:00 p.m. Monday – Friday. Technicians can assist with WUSTL key, Marketplace and AIS system questions. They can also be reached via email SAP@wustl.edu. The Systems and Procedures website contains a variety of useful university links http://fishelp.wustl.edu/Pages/default.aspx.

11 Instruction
Anna Blanchard (2-4152) provides administrative support for teaching. She also coordinates Biophysical Evenings, Biophysics Seminar Series, Chemical/Biology Interface Seminar Series and Science Fridays.

12 Laundry
The department utilizes Faultless Laundry Service for cleaning of lab coats. A bin is located in the glassware washing facility for soiled lab coats. Please contact Patti Hunt (2-3339) or Alan Mueller (2-3338) prior to placing lab coats in the bin for the first time.
13 Liquid Nitrogen
The Department of Biochemistry and Molecular Biophysics offers a liquid nitrogen delivery service. Darrell Baldwin (7-0425) is the contact to request this service.

14 Mail/Express Mail/Parcel Services
Mail is picked up and delivered to the departmental mailrooms twice per day by Mari Markov. Express mail and parcel services are also available through FedEx and UPS. Supplies are housed in the 2901 South mailroom and in the Stockroom.

15 New Hire Procedure
Paperwork for employment is handled at the department level. See Jayma Mikes (2-0262) to complete paperwork and obtain key(s).

16 Package Delivery
The Department of Biochemistry and Molecular Biophysics employs personnel to pick-up packages shipped to receiving and deliver them to your lab. Marin Markov is responsible for package delivery. If you have any questions please contact Patti Hunt (2-3339).

17 Phone/Data Lines
Requests for phone and data lines are handled by Anna Blanchard (2-4152) after consultation with the PI.

18 Photos
Photos for departmental bulletin board are taken by Anna Blanchard (2-4152).

19 Purchasing
The majority of purchasing is accomplished using the SciQuest MarketPlace system. This system is available to everyone in the department. Please contact Jayma Mikes (2-0292) for training. Each purchase requisition entered into MarketPlace requires a requisitioner approval before it is routed to the financial system. Equipment purchases over $5,000 must be entered into the financial system by admin personnel. If you have any questions regarding purchasing, please contact Jayma Mikes (2-0262)

20 Staff Recruitment Process
Contact Jayma Mikes (2-0262) when ready to recruit.
21 Staff Time and Attendance Records
All monthly and biweekly staff members are required to complete time and attendance records and submit them on designated dates through the HRMS system. Your WUSTL key is used to access this website. https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login&languageCd=ENG&. Click on “Employee Self Service” to access “Time Reporting.” Please contact Jayma Mikes if you have any questions (2-0262).

22 Stockroom
The Biochemistry Stockroom is located on the 5th floor of the South Building. Patti Hunt (2-3339) is the Stockroom manager. Please visit http://www.biochem.wustl.edu/stockroom/index.html for information on the Stockroom.

23 Travel
Travel guidelines and forms are provided on the BMB website at http://bmbweb.wustl.edu/resources/operations/forms-info. Please contact Jayma Mikes (2-0262) with any questions regarding travel policies or procedures prior to traveling. The University Travel Advances and Travel Expenses Policy can be found at http://aisweb.wustl.edu/spweb.nsf/pages/pdflib_acctspayable/$file/Policy%20Statement%20for%20Travel%20Advances%20%20Travel%20Expenses%20(Effective%2006-01-10).pdf

24 Visa Requests
Requests for J-1 and H-1B visas are processed by the Office of International Students and Scholars at Washington University. Please contact Jayma Mikes (2-0262) if you are interested in an applicant who requires visa certification.

25 Webpage Development
Faculty Webpages are generally developed by Anna Blanchard (2-4152) after consultation with the PI.

26 Helpful University Links

Benefit Information - http://medschoolhr.wustl.edu/


BMB Website - http://biochem.wustl.edu/
Campus Tours, Culture & Entertainment at WU, Food Services, Shops, University Services, Offices & Departments, The Campuses & St. Louis Region Information ~
http://visitor.wustl.edu/

Compliance Information - https://research.wustl.edu/Pages/ResearchGateway.aspx, login with your WUSTL Key, go to Compliance Tools to view a consolidated source of Compliance Information, as well as complete your Compliance Requirements.

Core Research Facilities and Resources -
http://research.wustl.edu/Cores/AddUpdateCore/CoreRecords/Pages/default.aspx

Employment Policies, Rights & Responsibilities -
http://medschoolhr.wustl.edu/Policies/Pages/Home.aspx

Grants and Contracts Office/ Office of Sponsored Research Services (OSRS - Medical School) -
http://grantsandcontracts.wustl.edu/  Reviews all external funding proposals submitted through PDS and any JIT or other correspondence submitted to external funding agencies, as well as providing institutional signature on all approved proposals.

HRMS (Human Resource Management System) Webpage:
https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login
For access to personal information via Human Resources, including employee self-service menu, time reporting, vacation accruals, personal information, benefits, forms, etc.

Office of Sponsored Research Services (OSRS - Danforth) - http://wuro.wustl.edu/
Supports the Washington University research community in obtaining and administering external funds in support of faculty interests. Manages the negotiation and administration of contracts and subcontracts.

Primary task is to convert University inventions into commercial assets. This office handles Materials Transfer Agreements.

Sponsored Projects Accounting - http://spa.wustl.edu/
Provides financial stewardship, policy interpretation and compliance assurance to the University's research community and the sponsoring agencies. Determines what purchases are allowable as per A-21 guidelines.

Transportation Services -http://wusmparking.wustl.edu/
U-Pass for Metro Transit, Parking permits, and parking maps - 362-6824

WeCar -www.wecar.com/wustl

9/5/2012
If you need the short-term use of a car, WeCar rental cars are available on campus and rental starts at $5/hour with gas included. Just preregister via the WeCar website.

### 27 Other Helpful Links

- **Area Banking Information** - [www.bankofamerica.com](http://www.bankofamerica.com); [www.usbank.com](http://www.usbank.com); [www.pulaskibankstl.com](http://www.pulaskibankstl.com)

- **Area Housing Information** - [http://dbbs.wustl.edu/resources/Pages/RelocatingToStLouis.aspx](http://dbbs.wustl.edu/resources/Pages/RelocatingToStLouis.aspx)

- **Missouri Driver’s License** - [http://dor.mo.gov/mvdl/drivers/](http://dor.mo.gov/mvdl/drivers/)