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**To:** Faculty, Students, and Staff  
**From:** IBG Administration  
**Date:** December 6, 2023  
**Re:** IBG Administration Processes and Who to Call

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Navigating administrative procedures within the Institute for Behavioral Genetics (IBG) and at CU Boulder can sometimes be a daunting task. Whether you're a seasoned veteran or a newcomer to IBG, it's helpful to have a reliable reference to streamline your workflow and ensure you receive the support you need. To make this process smoother, we've put together this guide outlining key IBG administrative services, key CU Boulder administrative services and resources, and the administrative contacts who can assist you. We appreciate your cooperation in contacting the appropriate staff members when needed. Your contributions to our collective success are invaluable, and we are here to support you every step of the way.

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### **IBG ADMINISTRATIVE PERSONNEL AND CONTACT INFO**

DIRECTOR OF IBG	Matt Keller, Room 204, 303-492-0742 <a href="mailto:matthew.c.keller@gmail.com">matthew.c.keller@gmail.com</a>
CHIEF FINANCIAL MANAGER	Mark Ostrander, Room 105, 303-735-1498 <a href="mailto:Mark.ostrander@colorado.edu">Mark.ostrander@colorado.edu</a>
HR AND FINANCE ADMINISTRATOR	Janna Vannorsdel, Room 112, 303-492-1562 <a href="mailto:janna.vannorsdel@colorado.edu">janna.vannorsdel@colorado.edu</a>
GRANT PROPOSAL ANALYST	Jessi Burke, Room 113, TBD <a href="mailto:Jessi.burke@colorado.edu">Jessi.burke@colorado.edu</a>
BUSINESS SERVICES PROFESSIONAL	Karen McVay, Room 113, ext. 303-735-8490 <a href="mailto:Karen.mcvay@colorado.edu">Karen.mcvay@colorado.edu</a>

**IBG COMMITTEES AND COMMITTEE CHAIR CONTACTS**

Research program (Space and facilities)	Janna Vannorsdel (Chair) <a href="mailto:janna.vannorsdel@colorado.edu">janna.vannorsdel@colorado.edu</a>
Training program	Jerry Stitzel (Chair and NIDA T32 PI) <a href="mailto:Jerry.Stitzel@Colorado.EDU">Jerry.Stitzel@Colorado.EDU</a> Naomi Friedman (Chair of BPSG Area in P&N & NIMH T32 co-PI) <a href="mailto:Naomi.Friedman@Colorado.EDU">Naomi.Friedman@Colorado.EDU</a>
Postdoctoral Liaisons	Naomi Friedman (Chair & NIMH T32 co-PI) <a href="mailto:Naomi.Friedman@Colorado.EDU">Naomi.Friedman@Colorado.EDU</a> Jerry Stitzel (NIDA T32 PI) <a href="mailto:Jerry.Stitzel@Colorado.EDU">Jerry.Stitzel@Colorado.EDU</a>
Salary	Matt Keller (Chair) <a href="mailto:matthew.c.keller@gmail.com">matthew.c.keller@gmail.com</a>
Research faculty appointments and titles	Matt Keller (Chair, RA → SRA) <a href="mailto:matthew.c.keller@gmail.com">matthew.c.keller@gmail.com</a> Mark Ostrander (Chair, PRA I → PRA II → SPRA) <a href="mailto:Mark.ostrander@colorado.edu">Mark.ostrander@colorado.edu</a>
Public Relations (including Twitter)	Andrew Grotzinger (Chair) <a href="mailto:Andrew.Grotzinger@colorado.edu">Andrew.Grotzinger@colorado.edu</a>
Colloquia & Journal Club	Andrew Grotzinger <a href="mailto:Andrew.Grotzinger@colorado.edu">Andrew.Grotzinger@colorado.edu</a>
Diversity, equity, and inclusion	Marissa Ehringer (Chair) <a href="mailto:Marissa.Ehringer@Colorado.EDU">Marissa.Ehringer@Colorado.EDU</a>
IBG Website	Luke Evans (Chair) <a href="mailto:Luke.M.Evans@Colorado.EDU">Luke.M.Evans@Colorado.EDU</a>

**OFFICE OF CONTRACTS AND GRANTS PERSONNEL AND CONTACT INFO**

Pre-award	Tessa Brandt <a href="mailto:Tessa.brandt@colorado.edu">Tessa.brandt@colorado.edu</a>
Post-award	Irina Rastello <a href="mailto:irina.rastello@colorado.edu">irina.rastello@colorado.edu</a>

**SUMMARY OF IBG PROCEDURES AND CORRESPONDING CONTACT PERSON**

<b>Procedure</b>	<b>Primary Contact</b>	<b>Backup Contact</b>
Accident Reports	Janna Vannorsdel	Mark Ostrander
Admissions: IBG Training Program	Janna Vannorsdel	Mark Ostrander
Bi-Weekly/Hourly Payroll	Janna Vannorsdel	Mark Ostrander
Building Proctor	Karen McVay	Mark Ostrander
Building Access Control (Card Reader)	Janna Vannorsdel	Karen McVay
Building and Facilities Related Issues	Karen McVay	Mark Ostrander
Colloquium Announcements	Karen McVay	Janna Vannorsdel
Computer Networking/Server	Jeff Lessem <a href="mailto:Jeff.lessem@colorado.edu">Jeff.lessem@colorado.edu</a>	
Copy Machine	Janna Vannorsdel	Karen McVay
CU procurement card and travel card requests	Mark Ostrander	Janna Vannorsdel
Disposal: Equipment and Inventory	Karen McVay	Janna Vannorsdel
Email Listserv, Google Calendar, and Slack - IBG	Jeff Lessem <a href="mailto:Jeff.lessem@colorado.edu">Jeff.lessem@colorado.edu</a>	Mark Ostrander
Federal Express	Karen McVay	Janna Vannorsdel
Furniture Purchases and Moving	Karen McVay	Mark Ostrander
Graduate Student Tuition	Janna Vannorsdel	Mark Ostrander
Graduate Student Training Grant Appointments	Janna Vannorsdel	Mark Ostrander
Graduate Student Book/Supply Purchases	Janna Vannorsdel	Karen McVay
Grant Proposal Submissions	Jessi Burke and Tessa Brandt <a href="mailto:Tessa.brandt@colorado.edu">Tessa.brandt@colorado.edu</a>	
Grant Proposal Budget Preparation	Jessi Burke	Tessa Brandt
Grant Financial Management	Mark Ostrander	Jessi Burke
ISG Workshop & ISCEP program	Karen McVay	Matt Keller
Keys	Janna Vannorsdel	Karen McVay

Office Supplies	Janna Vannorsdel	Karen McVay
Official Functions – Catering and food	Mark Ostrander	Karen McVay
Payroll, Personnel, New Hires, Transfers, and promotions	Janna Vannorsdel	Mark Ostrander
Public dataset liaison	Jessi Burke	Mark Ostrander
Purchasing Questions *marketplace approvals	Mark Ostrander Janna Vannorsdel	Janna Vannorsdel Mark Ostrander
Reimbursements and Expense Reports	Mark Ostrander	Janna Vannorsdel
Room Scheduling – IBG (typically done directly by the user in IBG’s google calendar)	Karen McVay	Janna Vannorsdel
Travel and Travel Reimbursements	Karen McVay	Jessi Burke
Phone List IBG	Janna Vannorsdel	Karen McVay
Workers Comp Claims	Janna Vannorsdel	Mark Ostrander

### **DETAILED DESCRIPTION OF SPECIFIC IBG PROCEDURES**

**ACCIDENTS:** For life-threatening emergencies, go to the nearest emergency room or call 911. Contact Janna Vannorsdel or Mark Ostrander as soon as possible. For non-life-threatening accidents on the job, contact Janna Vannorsdel before leaving for medical treatment.

**ADMISSIONS: IBG Training Program:** Prospective students can get more information at <https://www.colorado.edu/ibg/join-ibg/prospective-students>

**BI-WEEKLY/HOURLY PAYROLL (For Graduate Student Supervisors of Student Hourly):** To be hired as a student hourly, you must be enrolled in a Colorado institution of higher learning. Hourly student employees are paid bi-weekly and must be reappointment each academic year and summer, regardless of their employment duration. New employees must complete required forms and provide a Social Security card and one of the following: a driver's license, birth certificate, or passport. Inform Janna of your students' graduation plans; if they'll continue employment, their classification must change.

**BUILDING ACCESS:** To get access to the IBG building using your BuffOne Card, please email a request with a picture of the front of your BuffOne card.

**BUILDING PROCTOR:** Karen is the IBG/RL4 building proctor. Report routine maintenance to her with location, service type, and urgency details. For heating/air conditioning issues, include

current and desired temperatures when you can. Be sure to share service completion and satisfaction feedback after the issue has been resolved.

**COPY MACHINE:** Record all copy machine usage under the appropriate account. Two-sided copies count as one. For personal copies, note the quantity and mark "personal" in the Other column. Personal copies are charged at \$.10 each; pay to a staff member.

**EMAIL LISTSERV, GOOGLE CALENDAR, AND SLACK:** IBG maintains several email listservs, a google calendar for signing up for rooms/events, and a Slack channel for internal communications. Please ask Jeff to be added to these or to be granted permission to post on them.

**KEYS:** For keys to IBG, RL1, RL3 (ARCE), or RL4 (Litman Building), contact Janna and she will submit a key request. Pick up keys at Access Services at Gate 8 on the east side of the Folsom Field.

**KITCHEN:** Feel free to use the kitchen and maintain cleanliness. Clean up spills, refill the coffee pot, wash your dishes right away, and clean the stove after use. If you use the refrigerator, take your turn in monthly cleaning.

**MAIL:** Mail is generally delivered, and outgoing mail picked up, by Mailing Services around 3:15 p.m. The office staff distributes the mail around 3:30 p.m.

*\*University rules prohibit sending personal mail through Mailing Services.*

**OFFICE SUPPLIES:** See Janna for office supplies. We have supplier contracts with substantial discounts. Inform Janna if items are running low. For special or large quantity project supplies, provide advance notice and a grant number for billing.

**OFFICE CLEANING:** The custodial staff does not empty trash and recycle bins or clean individual workspaces. Users are responsible for emptying their own trash and recycle bins using the large bins located in common spaces. Vacuuming or sweeping and mopping workspaces is provided by custodial staff every two weeks. If additional cleaning is needed, cleaning supplies can be found in the cabinet in room 101.

**PURCHASING:** There are several ways that goods and services may be purchased at IBG including P-cards, CU Marketplace, Amazon, and/or other methods. Please direct purchasing questions to Mark.

**ROOM SCHEDULING:** Scheduling for rooms and events should be done directly in IBG's google calendar by the individual making the reservation. Users can also use the google calendar to sign up for journal club presentations and First Friday colloquia.

**REIMBURSEMENT AND EXPENSE REPORTS:** You can get reimbursed for out-of-pocket business-related expenses within 45 days of purchase. Please provide your receipt, business purpose, and speedtype to the staff person assigned to assist with your expense reports and reimbursements. Questions can be directed to Mark.

**SEMINAR/COLLOQUIUM ROOM SUPPLIES:** White board markers, erasers, manual pointer, and projector bulbs are in the projection cabinet in the colloquium room. A laser pointer and extra microphone are available for self-check-out from the IBG front office.

**TRAVEL: DO NOT purchase airline tickets yourself.** To book a trip, start by completing the [IBG travel request form](#). Include the funding source speedtype(s). The funding request must be approved by the principal investigator if traveling on sponsored project funds. Once submitted, Karen will reach out to you to assist with flight options and booking. Ensure your Concur travel profile includes FF numbers, TSA Pre number, and travel preferences.

**Note: As of September 1, 2023, all car reservations for official university business must be made in Concur.** This includes rentals for non-employee guest travelers. For more information visit <https://www.cu.edu/psc/travel/rent-a-car>

### **SUMMARY OF ADDITIONAL UNIVERSITY RESOURCES AND PROCEDURES**

Benefit Questions	Employee Services 303-860-4200
Conflict Resolution/Ombuds Office	<a href="https://www.colorado.edu/ombuds/our-services">https://www.colorado.edu/ombuds/our-services</a> To schedule an appointment call: Ombuds Office: 303-492-5077 Faculty Ombuds: 303-492-1574
CU Advantage (university benefits, perks, and discounts)	<a href="https://advantage.cu.edu/campus/cu-boulder">https://advantage.cu.edu/campus/cu-boulder</a>
Desktop Support	303-735-HELP oithelp@colorado.edu <a href="https://oit.colorado.edu/support">https://oit.colorado.edu/support</a>
Emergency Assistance – The Colorado State Employee Assistance Program	<a href="https://cseap.colorado.gov/">https://cseap.colorado.gov/</a> 303-866-4314
Employee Injury Report Claim	University Risk Management <a href="https://www.cu.edu/risk/file-claim">https://www.cu.edu/risk/file-claim</a>
Ethics and Whistleblower Policy	File a report: <a href="https://secure.ethicspoint.com/domain/media/en/gui/14973/index.html">https://secure.ethicspoint.com/domain/media/en/gui/14973/index.html</a> 1-800-677-5590
Family and Medical Leave FMLA, FAMILI, PPL	Employee Services <a href="https://www.cu.edu/employee-services">https://www.cu.edu/employee-services</a> <a href="mailto:EmployeeServices@cu.edu">EmployeeServices@cu.edu</a> 303-860-4200
Health and Wellness Services	Schedule an Appointment <a href="https://www.colorado.edu/health/">https://www.colorado.edu/health/</a>
Non-discrimination, Sexual Misconduct, Intimate Partner Violence and Stalking,	Office of Institutional Equity and Compliance <a href="https://www.colorado.edu/oiec/">https://www.colorado.edu/oiec/</a>

Conflict of Interest in Amorous Relationships	Main number: 303-492-2127 ADA Compliance: 303-492-9725 Title IX Coordinator: 303-492-0277
Parking Permits	<a href="https://www.colorado.edu/pts/">https://www.colorado.edu/pts/</a> 303-492-7152

### **DETAILED DESCRIPTION**

**BENEFITS:** Contact Employee Services if you are looking for information about the University of Colorado's employee benefits and wellness programs.

**CONFLICT RESOLUTION:** CU Boulder's Ombuds help people identify options to resolve disputes, to determine a course of action and to aid in the informal resolution of conflicts and concerns.

**CU ADVANTAGE:** This site presents you with a one-stop spot to find and take advantage of the many benefits, resources, perks and advantages CU has assembled as part of its commitment to its workforce.

**DESKTOP SUPPORT:** The Office of Information Technology (OIT) provide the CU Boulder campus with innovative, customer-focused IT support and core IT services.

**EMERGENCY ASSISTANCE:** The Colorado State Employee Assistance Program (CSEAP) is a free resource to all state employees, providing mental health counseling, emergency financial assistance, financial coaching, professional coaching, leader consultation, critical incident response, mediation, and more.

**EMPLOYEE INJURY REPORT CLAIM:** Submit a claim with University Risk Management's online report forms for workers' compensation, exposures, property loss and general liability.

**ETHICS AND WHISTLEBLOWER:** Members of the university community are expected to report known and suspected violations of university policies, as well as violations of applicable laws and regulations to appropriate offices. The university provides several options for reporting violations.

**FAMILY AND MEDICAL LEAVE:** Contact Employee Services to learn more about your options including FMLA, Parental Leave, and Short-term disability.

**HEALTH AND WELLNESS SERVICES:** CU Boulder's Health and Wellness Services offers a range of services on campus to support CU Boulder faculty, staff and students' health and well-being.

**NON-DISCRIMINATION:** OIEC implements and enforces [four university policies](#) to ensure nondiscrimination for students, staff, faculty, volunteers, affiliates, and visitors: Discrimination

and Harassment; Sexual Misconduct, Intimate Partner Violence and Stalking; Conflict of Interest in Cases of Amorous Relationships and Lactation Space.

**PARKING:** Parking is managed [online](#) by individual users. If you need a one-day temporary permit, please see any of the IBG staff.

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While this guide isn't exhaustive, it serves as a valuable resource to point you in the right direction. Should you ever find yourself in need of assistance or have questions about administrative processes, the IBG administrative staff is here to assist you. Feel free to reach out to any of us, and we will ensure you are directed to the most appropriate person to address your needs. We hope this guide helps you access the resources you require to excel in your roles at IBG. Thank you for your dedication, contributions, and commitment to excellence in all that we do at IBG and CU Boulder.

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