

# Physiology, Pharmacology, and Genetics, Genomics, & Informatics Administrative Core Contact List

PPGADMIN@UTHSC.EDU

## Sponsored Program Accounting Support

1. Effort Certifications
2. Effort Reallocation
3. Invoicing
4. Faculty Travel Reimbursements
5. Submission Review
6. Account and PCard Reconciliation
7. Faculty Support
8. Non-Market Place purchase orders

### Contact Names

Physiology Cynthia Hale

448-7089

[chale13@uthsc.edu](mailto:chale13@uthsc.edu)

Pharmacology - Beverly Winston

448-4738

[winstonb@uthsc.edu](mailto:winstonb@uthsc.edu)

GGI

Katie Epps

448-4742

[kepps@uthsc.edu](mailto:kepps@uthsc.edu)

## HR/Payroll/Non-Sponsored Accounting Support

1. Non-Market Place purchase orders
2. Faculty travel reimbursements
3. IRIS and PCard invoices
4. Account and PCard reconciliation
5. Faculty and Staff Hiring Actions
6. Visa Documentation/Submissions/Processing – Contact [tmarkmajor@uthsc.edu](mailto:tmarkmajor@uthsc.edu)
7. Post Doc Hiring - Contact [tmarkmajor@uthsc.edu](mailto:tmarkmajor@uthsc.edu)

### Contact Names

Physiology Angela Brooks

448-5823

[abrook20@uthsc.edu](mailto:abrook20@uthsc.edu)

GGI – Alicia Brookins

448-1009

[apalmer4@uthsc.edu](mailto:apalmer4@uthsc.edu)

Pharmacology

Frances Grigsby

448-5034

[fgrigsby@uthsc.edu](mailto:fgrigsby@uthsc.edu)

# PPG CONTACT LIST

PPGADMIN@UTHSC.EDU

## Departmental Administrative Support

1. Faculty and Chair support
2. Event coordination
3. Travel arrangements
4. Promotion and Tenure preparation
5. Assists faculty with assembly of proposal submissions, progress reports, and JIT
6. Faculty and Post Doc recruitment
7. Facilitate domestic and international shipments
8. Greeting and serving visitors
9. Mail delivery and distribution
10. Assist with facilities/maintenance requests

## Contact Names

### Physiology

Michelle Lester

448-2634

[mlester@uthsc.edu](mailto:mlester@uthsc.edu)

### Pharmacology – Easter Jenkins

448-6004

[ejenkin2@uthsc.edu](mailto:ejenkin2@uthsc.edu)

### GGI

Tamara Brock

448-6194

[Tbrock5@uthsc.edu](mailto:Tbrock5@uthsc.edu)

Please forward all invoices and packing slips to your departmental person identified above for processing.

You can also email [ppgadmin@uthsc.edu](mailto:ppgadmin@uthsc.edu) for grant and non-grant related matters. Grady Russell, Terry Mark-Major ,and Dean Franklin will monitor this mailbox and respond quickly to your requests.

Dean Franklin, Director  
PPG Administrative Core  
448-8449  
[Kfrank17@uthsc.edu](mailto:Kfrank17@uthsc.edu)

Terry Mark-Major, Business Manager  
HR/Payroll/Non-Sponsored Accounting  
448-2656  
[tmarkmajor@uthsc.edu](mailto:tmarkmajor@uthsc.edu)

Grady Russell, Business Manager  
Sponsored Program Accounting  
448-4737  
[grussell@uthsc.edu](mailto:grussell@uthsc.edu)