

Department of Pediatrics’ Finance Office Staff Quick Reference List<sup>1</sup>

Contact Information	Jimmy Alston Director, Financial Rsrch <a href="mailto:jimmyalston@uabmc.edu">jimmyalston@uabmc.edu</a> 205-638-5669	Chris Chicarello Clinical Financial Officer <a href="mailto:mchicarello@uabmc.edu">mchicarello@uabmc.edu</a> 205-638-9502	Christian Foster Financial Officer II <a href="mailto:christianfoster@uabmc.edu">christianfoster@uabmc.edu</a> 205-638-5624	Holly Henderson Financial Officer II <a href="mailto:hehenderson@uabmc.edu">hehenderson@uabmc.edu</a> 205-638-2433	Steven Marchmen Financial Officer II <a href="mailto:smarchman@uabmc.edu">smarchman@uabmc.edu</a> 205-638-5624	Vicky Moore Financial Officer I <a href="mailto:mvarthurmoore@uabmc.edu">mvarthurmoore@uabmc.edu</a> 205-638-9623
Divisions	Child Abuse Dev & Behavioral Peds/Sparks Clinics Hospital Medicine Infectious Disease <sup>2</sup> Neonatology <sup>3</sup>	Adolescent Medicine Academic Gen Pediatrics Hematology/Oncology <sup>4</sup> Infectious Disease (only Dr. Poole’s Ryan White grant)	Hematology/Oncology <sup>4</sup> Neurology	Cardiac Critical Care Cardiology Endocrinology & Diabetes Infectious Disease (only Dr. Acosta) Pulmonary & Sleep Med	Critical Care Infectious Disease (only Dr. Obaro) Neonatology <sup>3</sup> Nephrology	Allergy & Immunology Emergency Medicine Gastroenterology, Hepatology & Nutrition Rehab Medicine Rheumatology
The above financial office staff aid faculty with <ul style="list-style-type: none"><li>• Post-award (reconciling/balance info, effort, invoicing, etc.),</li><li>• Pre-award budget assistance,</li><li>• Pre-award submission assistance (in some cases), and</li><li>• General questions regarding administrative/financial issues</li></ul> In addition, Mr. Alston manages space issues/concerns and equipment inventory for the department.						
Contact Information	Geeta Chhabra Budget Officer II <a href="mailto:gchhabra@uabmc.edu">gchhabra@uabmc.edu</a>	Sheila Gilbert Grants Administrator II <a href="mailto:sheliacoleman@uabmc.edu">sheliacoleman@uabmc.edu</a> Office: 205-638-2577		Carlos Hinds Financial Associate <a href="mailto:cahinds@uabmc.edu">cahinds@uabmc.edu</a> Office: 205-638-6761		
Divisions	Department-wide resources			Neurology (only Ness)		
The primary role of Ms. Chhabra and Ms. Coleman is to help faculty, regardless of DOP division, with pre-award submission of all federal grants and, in some cases, non-federal grants. While many faculty, or their respective financial officers, handle post-award NIH Research Performance Progress Reports (RPPR), Ms. Coleman can also assist with this process.				Mr. Hinds offers post-award support for the other team members in the Finance Office. This includes expense posting in BA software, personnel salary info maintenance in BA, etc. Additionally, he offers direct post-award support to the listed division and faculty member.		

<sup>1</sup>General responsibilities listed for each team member above are not intended to serve as full job descriptions for anyone but rather to provide faculty with a quick reference tool to assist them in where to go for certain research/financial needs. In an emergency, faculty may reach out to Jimmy Alston.

<sup>2</sup>Infectious Disease is a unique division in that it has its own PI-funded personnel within that support certain faculty members. Jimmy Alston supports the following faculty/investigators: Britt, Boppana, Fowler, Hutto, Pinninti, & Ross

<sup>3</sup>For Neonatology, Jimmy Alston supports all except Luaces, Manasayan, Peralta, Ramani, Salas, Shukla, Sims, Travers, & Willis (all of whom are supported by Steven Marchman).

<sup>4</sup>Some larger divisions are shared between two team members. When this is the case, the affected divisions are listed under both team member's names. For Hem/Onc, Christian Foster supports all except Hashizume, Kasztan, Lebensburger, & Luo (who are supported by Chris Chicarello).