

**SON/SPHHS Research Affairs Office**  
**CONGRATULATIONS ON RECEIVING YOUR GRANT!**

Now your work begins! Here is how our office can help you manage your grants:

TO:	Send all pertinent information to		
order supplies and equipment	Tracy Holhut	5-6885	tracye@nursing.umass.edu
pay a bill from your grant (create purchase order)	Tracy Holhut	5-6885	tracye@nursing.umass.edu
process RA, TA & personnel action for SPHHS (including graduate assistants)	Cherryl McLaughlin	5-6883	cherryl@schoolph.umass.edu
pay research subjects	Tracy Holhut	5-6885	tracye@nursing.umass.edu
reimburse travel expenses	Pat Lehouillier	5-0047	patricia@nursing.umass.edu
submit hours each week for hourly employees	Jim Kierstead	5-4271	jkierstead@schoolph.umass.edu
establish or manage a procard	Amy Jenks	5-5097	ajenks@nursing.umass.edu
report on grant spending	Linda Downs-Bembury	5-1669	downsbem@schoolph.umass.edu

If you are confused about anything – contact Amy Jenks. She will be happy to help you!