Basic Science Administration (BSA) Functional Areas

**Basic Science Administration**
Matt Temkin
Executive Department Administrator

- Annual budget process and implementation
- BSA and department operations, staffing, and strategic planning
- Central offices partnership and coordination
- Faculty recruitment strategic planning
- Policy guidance and implementation

**Research Administration**
Brent Bell
Associate Director

**Financial Administration**
Tiffany Parach
Senior Finance Lead

**Facilities**
Bob Valadka
Associate Director

**LAB SERVICES**
- Autoclave
- Common equipment
- Glasswash

**Managing Equipment**
- Capital equipment inventory
- Procuring capital/non-capital equipment
- Procuring specialized equipment

**Facilities Management**
- Lab and office relocations
- Lab repairs/renovations
- Lab set-up/onboarding
- FAMIS facilities management requests
- Space reporting

**Research Administration**

**NUFinancials Approvals and Account Summaries**

**Purchasing**
- Access to NUFinancials
- Fisher Stockroom
- iBuyNU and PO Tool
- Ordering startup supplies
- Ongoing supply orders

**Getting Started**

- Assignment of research administrator
- Start-up funds administration
- Transferring grants from previous institution

**Procurement**

**Expense Report Processing**

**Managing Equipment**

**FSE**

**Research Administration**

**Financial Administration**

**Facilities**

**Basic Science Administration (BSA) Functional Areas**