

Department of Pediatrics’ Finance Office Staff Quick Reference List¹

Contact Information	Steven Marchman Director, Financial Rsrch smarchman@uabmc.edu 205-638-5192	Chris Chicarello Clinical Financial Officer mchicarello@uabmc.edu 205-638-9502	Christian Foster Financial Officer II christianfoster@uabmc.edu 205-638-5624	Holly Henderson Financial Officer II hehenderson@uabmc.edu 205-638-2433	Tonya Calloway Financial Officer II tcalloway@uabmc.edu 205-638-5624	Vicky Moore Financial Officer I mvarthurmoore@uabmc.edu 205-638-9623
Divisions	Critical Care Infectious Disease ² (only Dr. Obaro & Dr. Britt) Neonatology	Adolescent Medicine Academic Gen Pediatrics Hematology/Oncology ⁴ Dev & Behavioral Med /Sparks Clinic Infectious Disease (only Dr. Poole’s Family Clinic grants (Ryan White etc) & Dr. Acosta)	Hematology/Oncology ⁴ Neurology	Cardiac Critical Care Cardiology Endocrinology & Diabetes Pulmonary & Sleep Med	Nephrology Infectious Diseases ² Child Abuse Hospital Medicine	Allergy & Immunology Emergency Medicine Gastroenterology, Hepatology & Nutrition Rehab Medicine Rheumatology
The above financial office staff aid faculty with • Post-award (reconciling/balance info, effort, invoicing, etc.), • Pre-award budget assistance, • Pre-award submission assistance (in some cases), and • General questions regarding administrative/financial issues In addition, Mr. Alston manages space issues/concerns and equipment inventory for the department.						
Contact Information	Geeta Chhabra Budget Officer II gchhabra@uabmc.edu	Sheila Gilbert Grants Administrator II sheliacoleman@uabmc.edu Office: 205-638-2577	Carlos Hinds Financial Associate cahinds@uabmc.edu 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.		

¹General 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 Steven Marchman.

²Infectious Disease is a unique division in that it has its own PI-funded personnel within that support certain faculty members. Steven Marchman supports the following faculty/investigators: Britt and Obaro. Tonya Calloway supports Boppana, Fowler, Hutto, Pinninti, & Ross

⁴Some 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, , Lebensburger, Anum & Luo (who are supported by Chris Chicarello).