

Welcome to AERI!

AERI.UNT.EDU



Office Hours: M – F - 8 am – 5 pm
Walk in hours: 1 - 3 pm daily
We accept appointments.

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IAS/AERI Staff

Sr. Office Coordinator - Danette Robertson room 215C. Email – Danette.Robertson@unt.edu, Payroll/Departmental Hiring, Departmental Budgets, Grant Post-Awards, Scholarships/Financial support, Office Manager, Marketing, Outreach, Website & Brand Strategist

Sr. Administrative Specialist – Rebecca “Becky” Petrusky 215D Email – Rebecca.Petrusky@unt.edu Fleet Administration, Purchasing, Inventory, Training, Timesheets (for hourly students), Room reservations, & Copiers

Office Support Associate – VACANT -shipping/receiving, Room & Vehicle Reservations, Work Orders, Space Survey, & Procurement

Website Maintenance and Social Media Coordinator – Vivian Lopez room 215 @ Vivian.Lopez@unt.edu – please send events, photos, & special things happening in your research to Vivian. She will add it to the AERI.unt.edu website & AERI social media. Find us on Twitter, Instagram and LinkedIn.

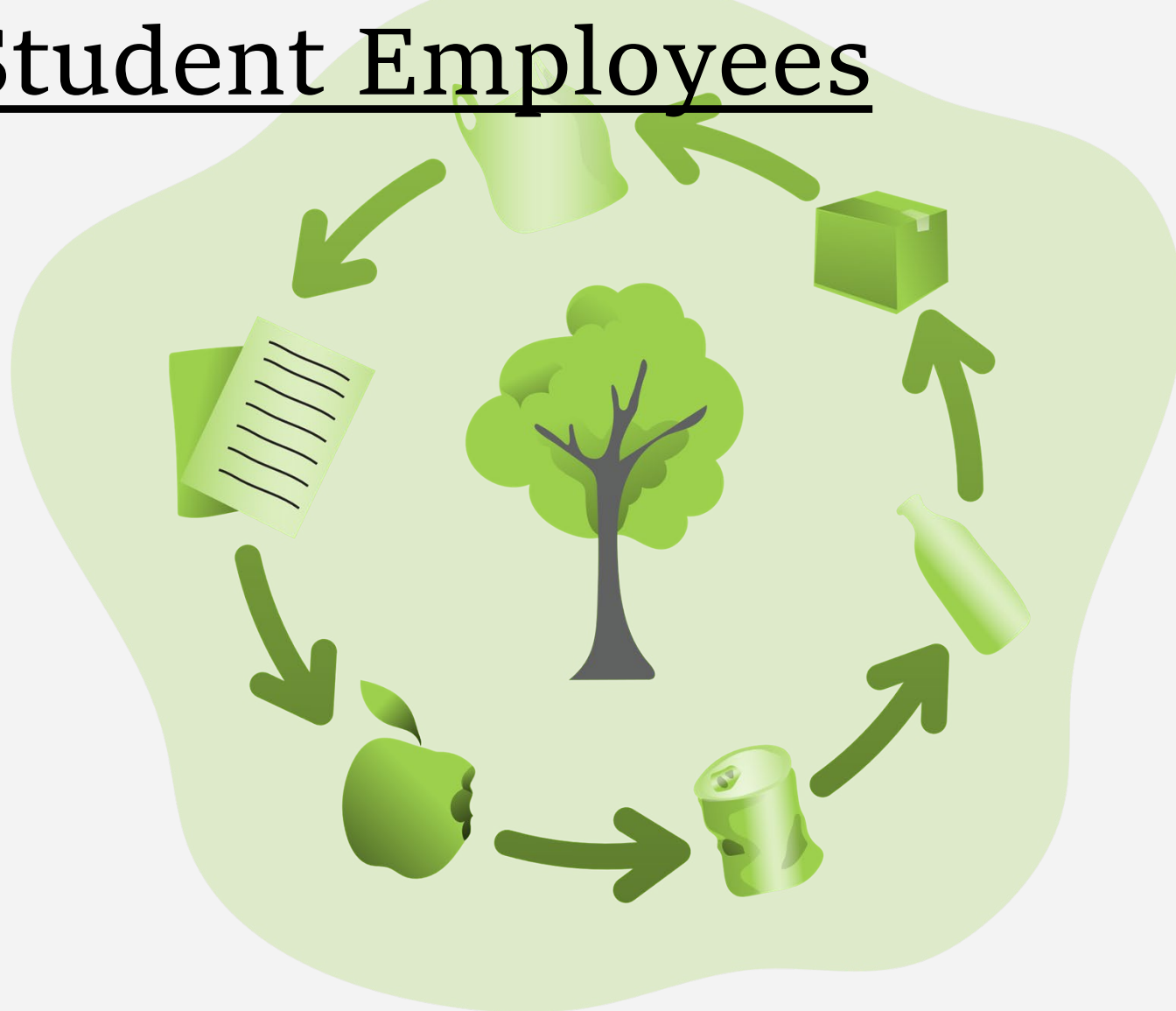
Sr. Proposal Manager – Kelly Basinger – Email kelly.basinger@unt.edu – full life-cycle of proposal development

AERI Program Project Specialist Tara Principato – Email - Tara.Principato@unt.edu – AERI Group Travel, Proposal Submission Support & Event Coordinator

We have two student employee who assists AERI & IAS with our daily operations. Benjamin Kaltenbach @ Benjamin.Kaltenbach@unt.edu & Ashlee Hixon @Ashlee.Hixon@unt.edu



IAS/AERI Staff & Student Employees



Becky Petrusky



Danette Robertson

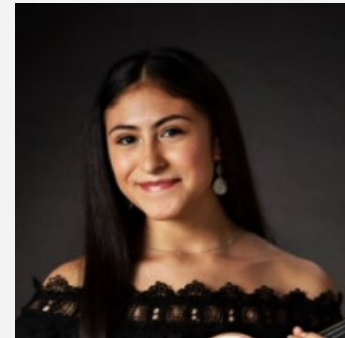
VACANT



Kelly Basinger



Tara Principato



Vivian Lopez



Ashlee Hixon



Benjamin Kaltenbach

An illustration on the left side of the slide depicts a person with a beard, wearing a green shirt and dark pants, kneeling on a green surface. They are holding a green watering can and watering a small plant with three large green leaves. The background consists of soft, overlapping green and light green shapes, suggesting a natural or garden setting.

Important Emails

- Travel Email – AERI-Travel@unt.edu – all travel requests and communication use this email
- Purchasing email– AERIPurchasing@unt.edu – all purchasing requests are sent to AERI Purchasing and the person assigned to your order will email you personally if they have any questions. Our team will notify you when it arrives.
- Payroll email – AERIPayroll@unt.edu – all payroll related inquiries or issues, please use this email.
- Please send poster printing requests to AERI-ScientificInstrumentRequests@unt.edu.
- Vivian.Lopez@unt.edu – please send events, photos, and special things happening in your research to Vivian. She will add it to the AERI.unt.edu website and AERI social media. Find us on Twitter, Instagram and LinkedIn.

Scholarships

Application and Awarding Timeline

September 1	Scholarship application cycle begins
September 1 - November 15	Scholarship applications become available
January 15 - March 1	Deadline for scholarship applications
March - April	Review applicants and confirm funding available
May 1	Deadline to make scholarship awards
June 1	Re-award declined scholarship awards
July 1	Final response deadline
July 1	Scholarship application cycle ends

Processing Timeline

Our goal is to post awards within 14-17 business days of receiving award information. However, when awards are submitted during peak processing times or when item type setup is required, we cannot guarantee awards will be processed within that timeframe.

We encourage departments to follow the timeline below when submitting awarding information to ensure awards can be processed in a timely manner:

Fall/Spring Awards	1st Week of May
Spring Only Awards	1st Week of October
Summer Awards	1st Week of February

Tuition/Fee Only and Grant-Funded Scholarships

Scholarships that pay only tuition/fee charges have additional processing requirements. All grant-funded scholarships are presumed to pay only tuition/fee charges. If there are exceptions, it should be communicated to SFAS by the Research Administrator.

Travel

UNT requires a travel request even if you will not submit for reimbursements.
All travel communication uses AERI-Travel@unt.edu.

Pre-trip approvals are required. Open dialogue with your Major Professor regarding funding. Students have options for travel grants. See previous slide.

There are no changes for Students in the new UNT Travel Policy. If you are a Faculty or Staff member at 1.0 FTE, UNT Travel suggests take the training and apply for a TAC card.

Set up delegate permissions in concur and provide trip information:

- ❖ At least 2 weeks prior to domestic travel
- ❖ At least 8 weeks before international travel
- ❖ If a Concur profile is needed, please add two weeks to set it up.

We must have:

- ❖ A copy of the conference itinerary (Detailed daily journal, or *At a Glance*, or schedule of events)
- ❖ Invitation to present your published abstract
- ❖ ONLY per diem will be used for meal reimbursement. No receipts necessary. Hotel room itemized receipts – if sharing a room, request split receipts
- ❖ If the conference is in-state, please be sure to take a tax exemption form with you to the hotel.
- ❖ Itemized receipts for reimbursement. A photo of your bank account is NOT an itemized receipt
- ❖ AERI Travel Guide – Please read. <https://acrobat.adobe.com/link/track?uri>urn:aaid:scds:US:1762ccof-cc36-7ef5-a1e1-2c9ddod16c74>. This can also be found on the AERI.UNT.EDU website under Resources and Forms.
- ❖ Certificate of Attendance upon completion of the Conference, Seminar, etc.



Travel Reimbursements

PLEASE NOTE: When submitting receipts for reimbursements, please ensure they are legible and contain all of the following information:

1. Vendor
2. Date of Purchase
3. Time of purchase
4. Itemization of purchase(s)
5. Sub-Total amount paid (less gratuity/tip)
6. Gratuity/Tip paid (If any)
7. Employee Name
8. Justification of Purchase
9. All Attendees (if any)
10. Alcohol statement (if any)

Payroll

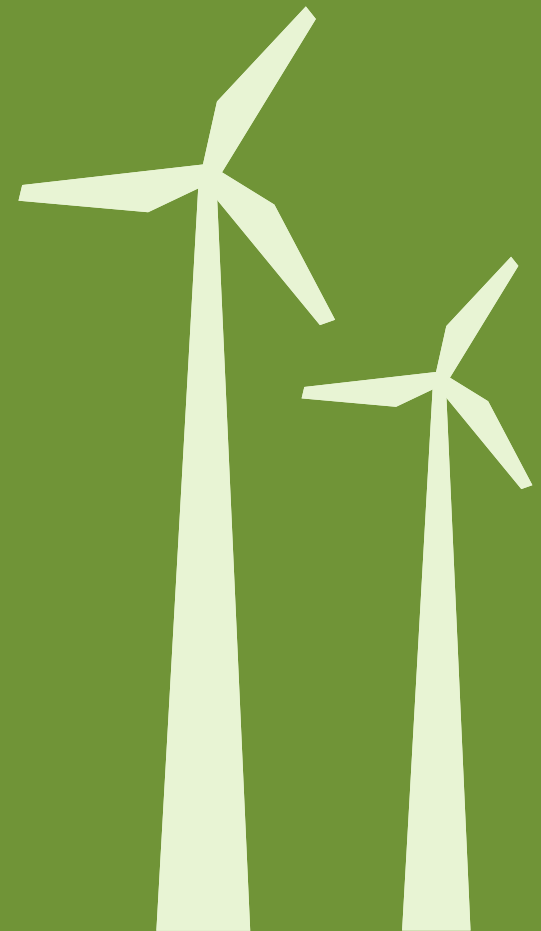
- Students must onboard and complete the I - 9 process ***BEFORE*** starting work. If the process hasn't been followed, we can't guarantee payment.
- Grants must be funded ***before*** work commences or other arrangements must be in place before a student is hired.



Payroll Continued

We must stay in compliance with UNT Policy, as well as State and Federal laws.

- The UG hourly student hiring process to set up a job: faculty sends information on Handshake job form, the student applies, an offer letter is sent & signed, onboarding & I-9 takes approximately one business week. There is a Handshake form on the AERI website for PIs to fill out & submit to Danette. If there are delays, she will send an email from AERIpayscale.
- *The Grad RA hiring process* to set up: an offer letter is sent & signed, onboarding, & I-9 takes approximately one week, *if* everyone completes the process in a timely manner. There is an ePAR form on the AERI website for PIs to fill out & submit to Danette. If there are delays, she will send an email from AERIpayscale.
- *The PageUp process for Non-UNT Students, Staff, and Faculty* (goes through HR) to set up & receive approvals takes approximately two weeks. Once the applicant submits their resume & other required information it can take up to two more weeks to hire & onboard. There is an ePAR form on the AERI website for PIs to fill out & submit. There is also another form Danette has for some jobs. She will send it if it's required. If there are delays, she will send an email from AERIpayscale.





Faculty - please verify
these items for ePARs:

1. Verify the student is correct
2. Verify start/end dates
3. Verify hours
4. Verify pay rate
5. Verify Supervisor
6. Verify chart string

Conference Rooms

- ❖ There are two conference spaces available in Environmental Science Building (ENV) – Contact Becky Petrusky @ Rebecca.petrusky@unt.edu.
- ❖ The reservation must be emailed for a consistent communication trail.
- ❖ A confirmation of the reservation will be sent after it has been approved and processed.

Keys

- ❖ You may request a key for a lab, office or classroom from your major professor. The key request form (KRF) is on the AERI.UNT.EDU website under Resources & Forms.
- ❖ Your major professor must sign and submit the form to Dr. Amie Lund. Upon her approval Danette will fill out and submit a KRF to Access Control.
- ❖ Your key is usually ready within 48 hours for pick up at the Key Shop located at the back of Sycamore Hall. You must provide your UNT ID when picking up your key.
- ❖ When you leave UNT, or change departments, you must turn in your key. Take it directly to the Key Shop where you picked it up.



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Copier in ENV. 215K

- ❖ Available for grants use (RAs), course instruction (TAs, lecturers), and faculty projects only.
- ❖ See Becky Petrusky by emailing her the class name and class code to obtain an IAS copier codes. Codes are changed every semester. Biology and IAS are NOT the same copier code.
- ❖ If your office computer is “hard -wired,” you can request CAS-IT to map it to the copier and print from your desk. Our copier is named “eesat215lp.”
 - ❖ If you need copies for personal use or your homework, please go to the library or GAB – your course fees cover most copies made from those computers!

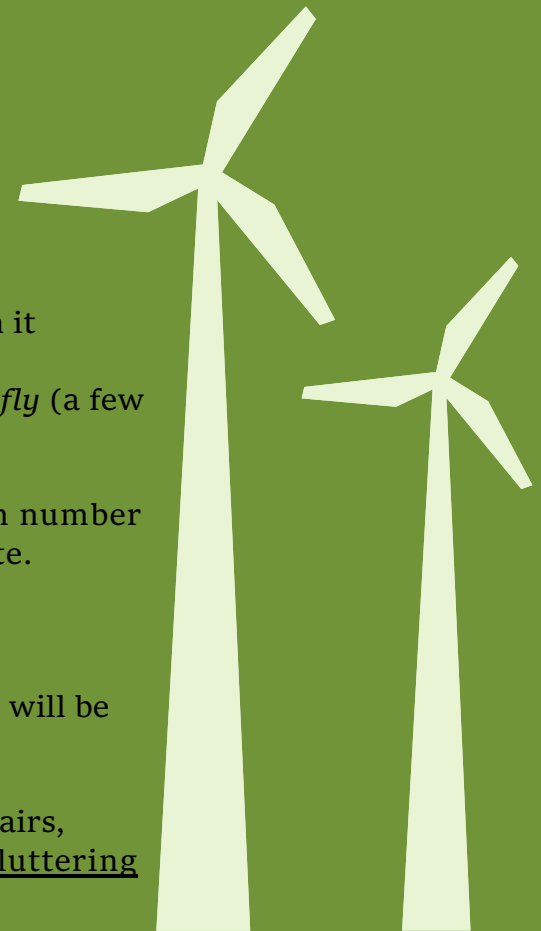



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ENV office spaces for graduate students

- For TAs and RAs only, who will be in the Environmental Science EESAT building.
- To obtain permission to use an office, discuss this request with your major professor.
- Please see the previous information on how to obtain keys via the key request form.

- ❖ Computers are not guaranteed but should you have a UNT computer, your name and only your name will be associated with it
- ❖ If you get locked out of a lab, classroom, or your office – see Amber, at the front desk, in ENV 215, to sign out a key and *briefly* (a few minutes) borrow a key and bring it back to the office
- ❖ You and your office mates (if in a shared office) are required to have your name and PI always posted below the room number outside your door. You are accountable for your office space and must ensure the list of occupants is always up to date.
- ❖ Office switching without administrative authorization is prohibited.
- ❖ Office assigning is on a first come first served basis. Please contact Rebecca Petrusky to assist in getting an office. Approval will be authorized by your advisor and Dr. Amie Lund.
- ❖ Please do not put unwanted items in the halls without permission from Becky. Upon receiving approval to remove desks, chairs, shelves, etc., please dispose of them properly. If you don't know the proper way to dispose of the items, please ask Becky. Cluttering the halls with these items is unsightly and a fire hazard.



 Purchasing for grants and research labs is handled
by the IAS/AERI purchasing team @ AERIPurchasing@unt.edu



Complete an IAS pre-purchase form – available at <https://aeri.unt.edu/resources/forms>



Mandatory – include account chart string and PI signature in advance – forms without these 2 items will be returned.



Attach quotes from vendor within the same email that contains the pre-purchase form.



Submit form to AERIpurchasing@unt.edu



For teaching, lab supplies, including Scantron forms, please see your instructional supervisor.



Deliveries and shipping – handled out of ENV 215 – there is a clipboard in the front office to sign when you pick up an order or sign out a vehicle. Please sign or initial where appropriate.

Two stylized wind turbines are positioned on the left side of the slide. They are rendered in a light green color against a solid dark green background. The turbines have three blades each and are mounted on tall, slender towers. The one on the right is slightly taller and further back than the one on the left.

Thank you!

Credits

Presentation Template: SlidesMania

Images: Unsplash

Illustrations: ManyPixels

