



Division of Research



Employee Handbook

November 2024

THE DIVISION OF RESEARCH

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SERVICES AND RESOURCES FOR TEXAS A&M EMPLOYEES

WHO IS MY HR PROFESSIONAL?

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HOWDY!

Welcome to the Division of Research.

We are proud to support the research enterprise at Texas A&M University. The Division provides a variety of outstanding research services to our researchers across campus.

This employee handbook is designed to give you an overview of the services our units provide, offer an introduction to our leadership, and provide useful information to our employees. The Division's website, vpr.tamu.edu, also provides information and up-to-date resources.

If you have any questions or concerns, please let us know. We hope you will find your time with the Division of Research rewarding and enjoyable.

Cheers!

Jack Baldauf



Dr. Jack G. Baldauf
Vice President for Research
jbaldauf@tamu.edu

Office of the VPR
Interdisciplinary Life Sciences
Building
vpr@tamu.edu
979-845-8585
979-845-1855 (fax)
MS 1112

Office of the Vice President for Research Administrative Support



Mona Somers
Director of Operations
979-458-4932
msomers@tamu.edu

Isamar Navarro
*Senior Administrative
Coordinator I*
979-847-9360
isamar.navarro@tamu.edu



Visit the Division of Research website vpr.tamu.edu for additional information or for a quick overview, visit vpr.tamu.edu/about-the-division/fact-sheets/.

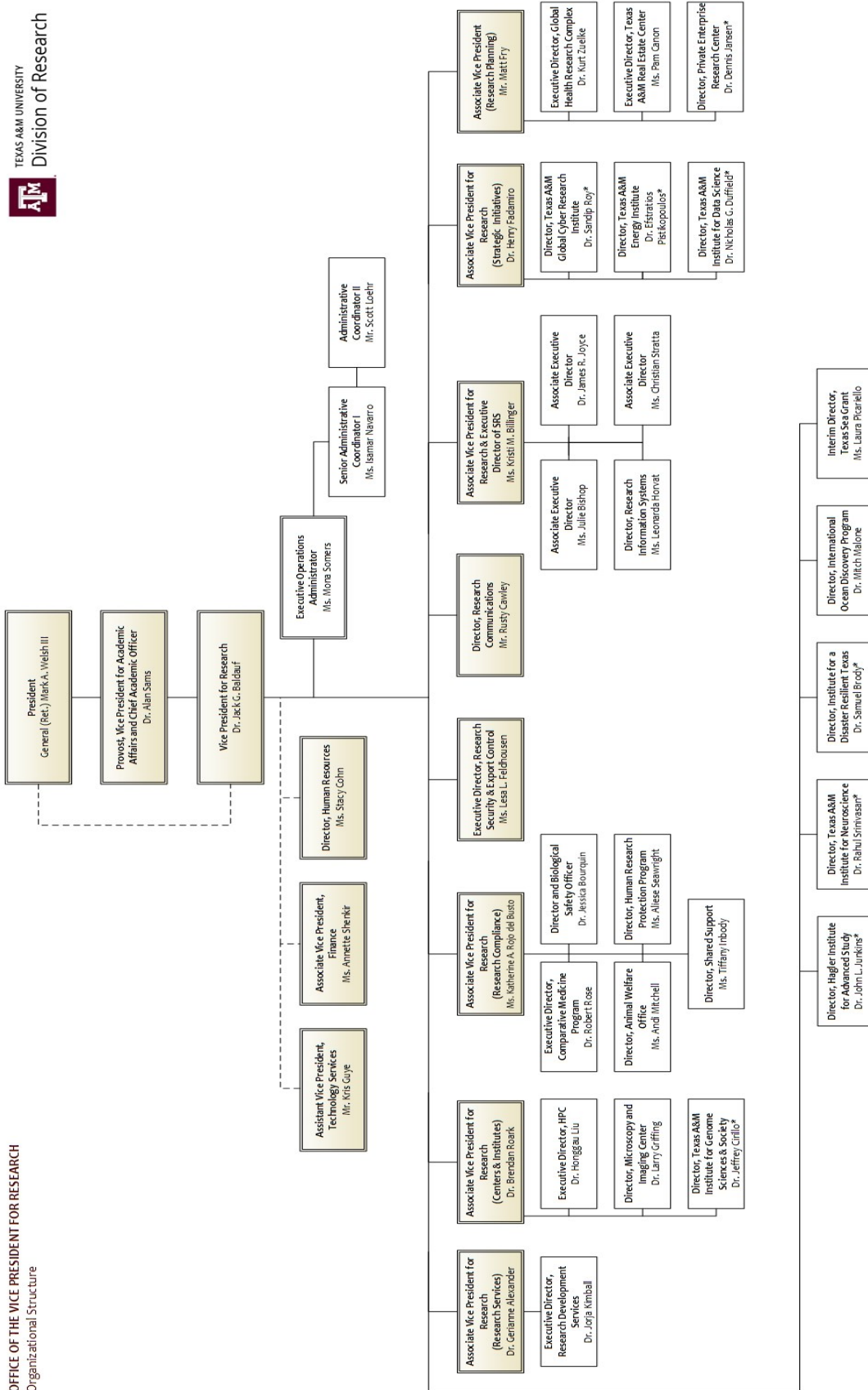
The Division of Research



TEXAS A&M
UNIVERSITY



OFFICE OF THE VICE PRESIDENT FOR RESEARCH Organizational Structure



Revised 9/11/2024

*These employees are not allocated to the Division of Research.

The Division of Research

Senior Administrative Leadership Team (SALT) & Support Staff



TEXAS A&M
UNIVERSITY



Gerianne Alexander
*Associate Vice President for
Research and Research Integrity
Officer*
979-845-8585
galexander@tamu.edu

Jillian Franke
Executive Assistant
979845-8064
jillianfr7@tamu.edu

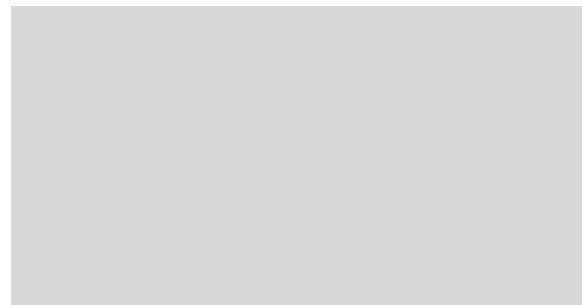


Kristi Billinger
*Associate Vice President for
Research and Executive Director
of SRS*
979-862-6777
kristib@tamu.edu

Lisa Hallford
Executive Assistant
979-845-8626
lhallford@tamu.edu



Rusty Cawley
*Director, Research
Communications*
979-458-1475
rcawley@tamu.edu

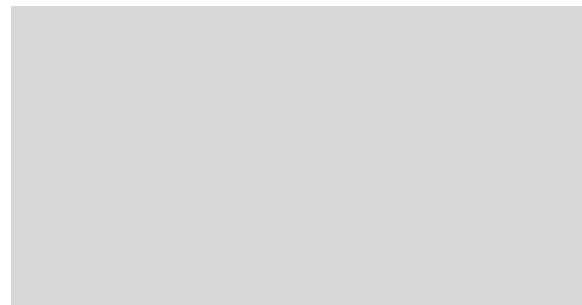


Henry Fadamiro
*Associate Vice President for
Research, Strategic Initiatives*
979-845-8585
henry.fadamiro@tamu.edu

Aericka Dixon
Executive Assistant
979-845-2835
amdixon@tamu.edu



Lesa Feldhousen
Executive Director
979-845-8585
mattfry@tamu.edu



The Division of Research

Senior Administrative Leadership Team (SALT) & Support Staff



TEXAS A&M
UNIVERSITY



R. Matt Fry
Associate Vice President, Research Planning
979-845-8585
mattfry@tamu.edu



E. Brendon Roark
Associate Vice President for Research, Centers and Institutes
979-845-8585
broark@tamu.edu

Aericka Dixon
Executive Assistant
979-845-2835
amdixon@tamu.edu



Katherine A. Rojo del Busto
Associate Vice President for Research and Research Compliance Officer
979-845-8585
krdb@tamu.edu

Jillian Franke
Executive Assistant
979-845-8064
jillianfr7@tamu.edu



Annette L. Shenkir
Associate Vice President, Research Enterprise Business Services
979-862-5635
ashenkir@tamu.edu

Laura Arenas
Executive Assistant
979-458-9832
lrueda@tamu.edu



Non-Division of Research SALT Members



Kris Guye
Assistant Vice President, Research Security & Compliance
979-847-9490
kguye@tamu.edu



Stacy Cohn
Director, HR Services - HUB 1 Leadership
979-458-8459
scohn@tamu.edu



About the Division

The division is committed to a truly comprehensive university where students, researchers, and inventors bring scholarship and innovation to bear for the benefit of the community, the state, and the nation.

Division of Research Mission Statement

Texas A&M is one of the world's leading research universities. The Division of Research will advance and strengthen all aspects of the research enterprise by implementing an enhanced, integrated, and strategic approach to:

- **Capitalize on our research strengths and knowledge to deliver solutions to serve the public good**
 - Grow our resources, infrastructure, data, and technology
 - Align opportunities with potential collaborators and research teams
 - Support interdisciplinary/multidisciplinary collaborations to advance research
 - Increase federal, state, and private funding
 - Provide effective research support
- **Build capacity through collaborations and strategic investments**
- **Promote creativity and innovation, while ensuring the highest standards of research integrity in proposing, conducting, and reporting research, and promote and facilitate safe, ethical, and scholarly activity that reflects the university's mission and core values**
- **Increase communication and enhance visibility with stakeholders to promote the value of research and the research enterprise**

The Division of Research

General Information



TEXAS A&M
UNIVERSITY

Texas A&M's rare triple designation as a land-, sea-, and space-grant institution reflects the broad scope of its research, which includes ongoing projects funded by prominent and diverse agencies such as NASA, the National Institutes of Health, the National Science Foundation and the Office of Naval Research. As a member of the prestigious Association of American Universities—one of only 69 institutions with this distinction—Texas A&M has branch campuses in Galveston, Texas and Doha Qatar. The university currently has 5,285 sponsored projects with 987 unique external sponsors.

Cited nationally for “tangible contributions to the public interest,” Texas A&M remains true to its land-grant mission. Texas A&M turns discovery into deeds, develops tools and expertise

designed for real-world applications, and delivers products and services that improve the lives of Texans. The Texas A&M Transportation Institute (TTI) has a breadth and depth of programs, facilities and capabilities unsurpassed by any other higher education-affiliated transportation research organization in the United States. Texas A&M AgriLife Research is the state's premier research agency in agriculture, natural resources and the life sciences. The Texas A&M Engineering Experiment Station (TEES) serves the state through engineering and technology-oriented research and educational collaborations. Combined, their research significantly impacts the health, safety and quality of life of Texas citizens and contributes to the state's economic growth and development.

Research at A&M

Texas A&M University's standing today—as one of the largest research universities in the United States—is testament to more than 125 years of visionary planning and strategic investment.

As one of the world's leading research institutions, Texas A&M is at the forefront in making significant contributions to scholarship and discovery, including science and technology. Research conducted at Texas A&M generated annual expenditures of more than \$1.153 billion in fiscal year 2022. Texas A&M ranked 16th in the most recent National Science Foundation Higher Education Research and Development survey based on expenditures of more than \$1.148 billion in fiscal year 2021. Texas A&M's research creates new knowledge that provides basic, fundamental and applied contributions resulting in economic

benefits to the state, nation and world.

Research centers and institutes play an important role in the research and academic landscape at Texas A&M, bringing together scholars and scientists—often from different disciplines—to tackle major research challenges. View a complete list at research.tamu.edu, a publication that showcases Texas A&M's far-ranging projects that our faculty and their research teams advance every day.







Comparative Medicine Program (CMP)

CMP is the centrally administered support service for animal research and teaching programs at Texas A&M University in College Station. The program's facilities and services are available for all Texas A&M campus affiliated faculty, staff, and students who have been approved to conduct animal research by the Institutional Animal Care and Use Committee (IACUC). The animal care program at Texas A&M is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC).

CMP facilities offer housing and care for most standard laboratory animals. Specialized housing can be provided for biohazard projects and hazardous chemical projects. Varying degrees of animal isolation are available. Housing for large animal species is limited; however, various other campus animal care facilities can provide housing for large animals. CMP also offers a variety of training and technical services to institutional personnel.

Attending Veterinarian

The Attending Veterinarian (AV) is responsible for the health and well-being of all animals used for research, teaching, and testing at Texas A&M University. The AV has the authority to treat, remove from the experiment, institute appropriate measures to relieve severe pain or distress, or euthanize an animal if necessary. The Attending Veterinarian has access to all animals and resources to manage the program of veterinary care and to oversee the adequacy of the animal care and use program.



Dr. Robert E. Rose

Executive Director & Attending Veterinarian

Comparative Medicine Program

979-845-7433
MS 4473



Visit the CMP website at vpr.tamu.edu/resources/research-infrastructure-support/cmp or vpr.tamu.edu/compliance/rcc/iacuc/AttendingVet_CMP for additional information.



Global Cyber Research Institute

The Texas A&M Global Cyber Research Institute (GCRI) was created in 2021 to elevate Texas A&M University as an international leader in cybersecurity research and education.

Described as a visionary effort to address opportunities and challenges presented by the digitally connected world, the institute was conceived and funded by Texas A&M former students Ray Rothrock '77 and Anthony Wood '90. In alignment with Texas A&M's land-grant mission, the institute will conduct high-impact research on threats to and protections for the nation's security and economy while uniquely preparing students to excel in the ever-growing cybersecurity field.

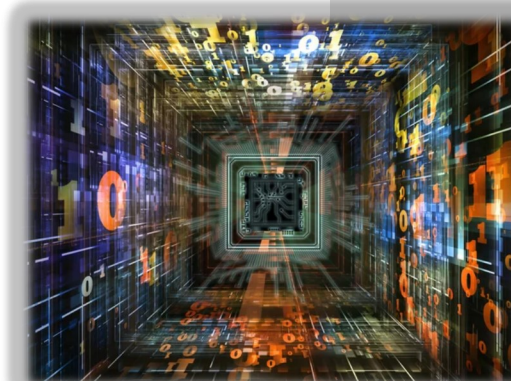
The institute is a joint collaboration between the university and a Texas A&M University System engineering research agency, the Texas A&M Engineering Experiment Station (TEES).

In addition to interdisciplinary instruction, the institute will carry out cutting-edge research on topics such as government and corporate cyber vulnerabilities, effective security policy, and methods of developing and maintaining the nation's infrastructure in the face of mounting cyber threats.



Dr. Sandip Roy
Director

**Texas A&M Global Cyber
Research Institute**
979-845-7408
MS 3128



Visit the GCRI website gcri.tamu.edu for additional information.



Global Health Research Complex

On November 2016, Texas A&M University officially broke ground on the Global Health Research Complex, a state-of-the-art, 102,000-square-foot research facility where researchers will develop products to improve animal and human health in Texas, across the United States and around the globe.

The Global Health Research Complex is designed to:

- Strengthen the state's leadership in animal health by generating significant advances in fundamental understandings of vaccine development and rapid detection technologies for use in the field.
- Provide greater protection for agriculture animal health, as well as public and human health, around the state and across the nation.
- Serve as a critical resource for specialized research components of the College of Agriculture and Life Sciences, the College of Medicine, the College of Veterinary Medicine & Biomedical Sciences, Texas A&M AgriLife Research, the Texas A&M Veterinary Medical Diagnostic Laboratory and the Office of the State Chemist.
- Augment the complimentary missions of the Texas A&M Institute for Preclinical Studies, the Texas A&M Institute for Genomic Medicine and the National Center for Therapeutic Manufacturing.
- Advance Texas A&M's reputation as a research and training facility of national and international recognition.



Dr. Kurt A. Zuelke
Executive Director

**Global Health Research
Complex**
979-458-5581
MS 1403



Visit the GHRC website ghrc.tamu.edu for additional information.



Hagler Institute for Advanced Study (HIAS)

The Hagler Institute for Advanced Study (HIAS) provides a catalyst to enrich the intellectual climate and educational experiences at Texas A&M. It is a mechanism for attracting world-class talent to the University and is driven by nominations of National Academy and Nobel-prize caliber researchers that align with existing strengths and ambitions of the University.

Each year HIAS invites a number of nationally and internationally prominent Faculty Fellows to pursue advanced study at HIAS in collaboration with faculty and student scholars at Texas A&M. The goal is to provide a stellar environment for research and scholarship with the Faculty Fellows having freedom to pursue their own research interests, as well as collaborate in disciplinary and multidisciplinary research. Each Faculty Fellow affiliates with one or more of the doctoral degree granting academic departments housed in 16 colleges and schools.

The Institute aims to enrich the educational experience and advance research productivity by combining the resources of a major tier-one research institution with distinguished faculty, which will deepen the intellectual climate throughout the state of Texas and beyond.



Dr. John L. Junkins

Founding Director of HIAS,
Distinguished Professor of
Aerospace Engineering

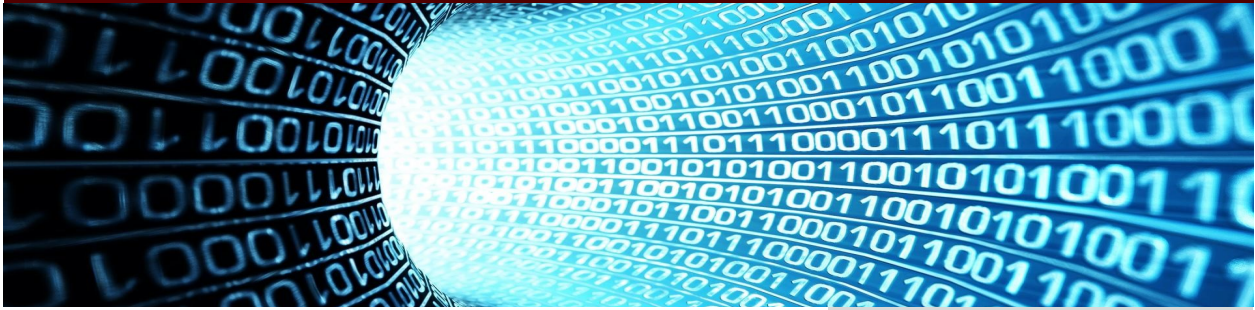
Hagler Institute for Advanced Study

Rudder Tower, 8th Floor
979-458-4989
MS 3572



Visit the HIAS website hias.tamu.edu for additional information.

High Performance Research Computing



High Performance Research Computing (HPRC)

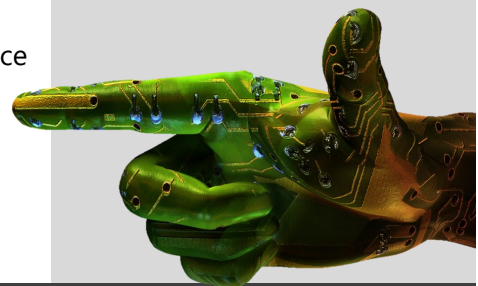
High Performance Research Computing (HPRC) is an interdisciplinary research center that supports computational and data-enabled research, and is a prominent resource for computational and data-intensive research, serving academic communities at the campus, regional, and national levels. HPRC, backed by over \$20 million in funding and a dozen active grants, is a pivotal player in computational sciences and impactful data-driven research. It operates four advanced computing systems, equipped with cutting-edge processors and accelerators like GPUs, supporting large-scale numerical simulations. HPRC's resources are integrated with a comprehensive scientific software ecosystem, facilitating rapid development, analysis, prediction, and publication of computational products.

More than 2,600 researchers at Texas A&M use HPRC's resources to actively pursue research in fields such as artificial intelligence, materials design, quantum optimization, neuromorphic computing, and climate prediction. In addition to enabling Texas A&M researchers in high performance computing and big data sciences, HPRC has simultaneously collaborated with academic and industry groups to prepare an exa-scale ready workforce that is proficient in the use of computational approaches and technologies. HPRC enables Texas A&M researchers to produce transformative science and engineering products using computing technologies.



Dr. Honggao Liu
Director

HPRC Facility
Henderson Hall, Room 114A
845-4139
847-8643 (fax)
account@sc.tamu.edu
MS 3361



Visit the HPRC website sc.tamu.edu for additional information.

International Ocean Discovery Program



International Ocean Discovery Program

The International Ocean Discovery Program (IODP) is an international research collaboration that coordinates seagoing expeditions to study the history of the Earth recorded in sediments and rocks beneath the ocean floor. The *JOIDES Resolution* Science Operator (JRSO) operates the scientific drillship *JOIDES Resolution* on behalf of the National Science Foundation. With an international workforce and scientists with many different backgrounds and perspectives, the JRSO promotes a diverse, equitable, and inclusive work environment, which is reflected in our JRSO Code of Conduct.

The JRSO is responsible for overseeing the science operations of the riserless drilling vessel *JOIDES Resolution*, archiving the scientific data and samples and logs that are collected, and producing and disseminating program publications. The drillship travels throughout the oceans sampling the sediments and rocks beneath the seafloor. The scientific samples and data are used to study Earth's past history, including plate tectonics, ocean currents, climate changes, evolutionary characteristics and extinctions of marine life, and mineral deposits. Drilling operations are conducted purely for scientific purposes and do not include oil exploration.

IODP is committed to exceeding the expectations of the scientific ocean drilling community by maximizing the science the *JOIDES Resolution* delivers.



Dr. Mitchell Malone

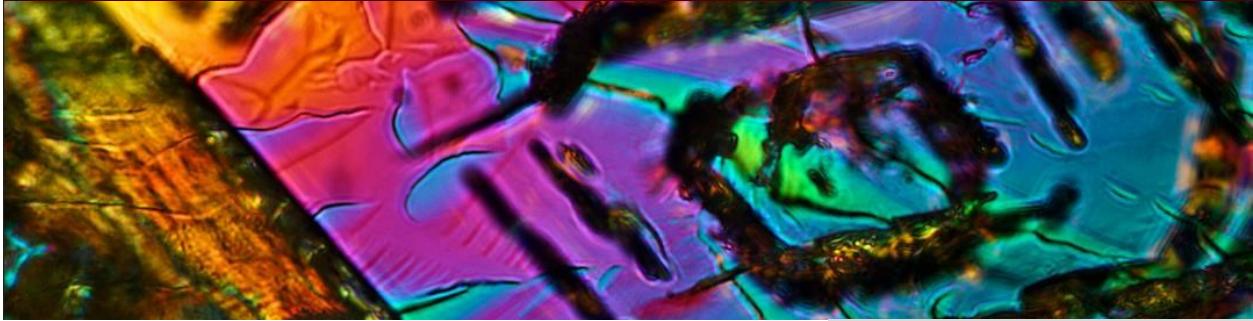
Director
979-845-4800
malone@iodp.tamu.edu

IODP

Integrated Ocean Drilling
Building
979-845-2673
979-845-4857 (fax)
information@iodp.tamu.edu



Visit the IODP website iodp.tamu.edu for additional information.



Microscopy and Imaging Center (MIC)

The Microscopy and Imaging Center (MIC) supports research and education by providing current and cutting-edge technologies in microscopy and related imaging for the life and physical sciences on the Texas A&M University campus and beyond.

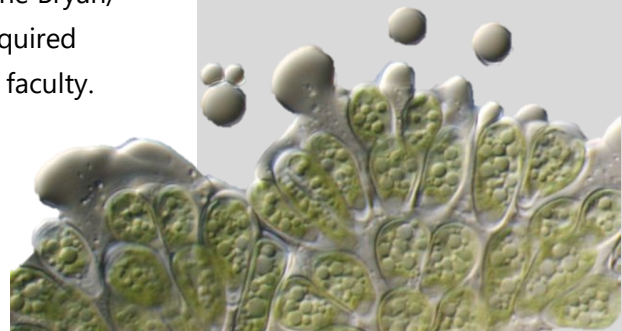
The MIC develops emerging technologies, like super-resolution light microscopy and offers “cool” imaging by ultrafast-freezing samples with thousands of degrees per second to prevent ice crystal formation. The MIC offers expertise in sample preparation, in situ elemental/molecular analyses, high-resolution imaging using light- and electron enabled methods of crystalline and amorphous specimens, surface and cross-sectional analyses, 3-D structure determination by single particle-based algorithms and tomographic methods, as well as digital image analysis and processing. The Center promotes cutting-edge research in basic and applied sciences through research and development activities, as well as quality training and education through individual training, short courses and formal courses that offer credit.

The Center’s outreach activities extend deep into the Bryan/College Station community, and the Center has acquired aficionados from K-12 to postdoctoral fellows and faculty.



Dr. Larry Griffing
Interim Director

MIC Office
Interdisciplinary Life Sciences
Building, Office 1137
979-845-1129
979-847-8933 (fax)
MS 2257



Visit the MIC website microscopy.tamu.edu for additional information.



Private Enterprise Research Center (PERC)

The Private Enterprise Research Center (PERC) provides Texas A&M University, the state of Texas and the Nation with analysis of important policy issues. PERC also actively supports academic research, works to emphasize free markets and the private sector, and explores solutions to pressing public policy matters.

PERC supports a number of scholars doing cutting-edge research on issues ranging from racial profiling to criminal justice reform to macroeconomic policy to charitable giving. These scholars are engaged in the 'academic conversation' in leading journals, in highly regarded conferences, and as members of organizations such as the prestigious National Bureau of Economic Research. PERC also provides funding to graduate students studying the role of markets in the economy.

PERC staff provides policy studies and academic work on issues of public policy. PERC produces work of local interest, including a monthly Economic Indicators of the College Station-Bryan MSA, and singular studies such as the recent Business Impact of Covid-19: Bryan-College Station Survey Results. At the state level, PERC has ongoing work investigating the status of public sector pensions in Texas along with suggestions for improvements to make these pensions more sustainable over time. PERC engages with local business groups including the Brazos Valley Economic Development Corporation, the Bryan-College Station Chamber of Commerce, and PERC is a frequent contributor to the local print and television media, especially The Eagle and KBTX, on issues of local and national importance.



Dr. Dennis W. Jansen
Director

**Private Enterprise Research
Center**
979-845-7559
MS 4231



Visit the PERC website at perc.tamu.edu for additional information.

Research Communications and Public Relations

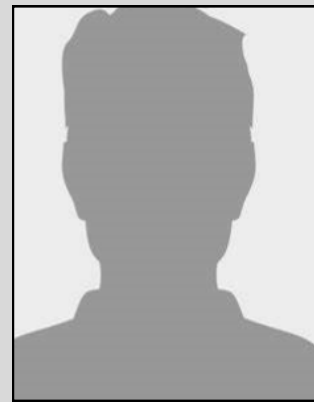


Research Communications and Public Relations

Research Communications and Public Relations supports the Division of Research and its units by promoting and enhancing the public image, identity, and reputation of the Texas A&M research enterprise, which includes Texas A&M University and its branch campuses, as well as agencies and initiatives of The Texas A&M University System.

They develop and maintain marketing and promotional materials about Texas A&M research, including publications, presentations, videos, and websites. They also provide the following services to the Vice President for Research as well as to individual Division units: website design, development, production, and maintenance; graphic design, illustration, and photography; magazine/annual report production; copywriting; event planning and production; social media management; risk and crisis communication; video production; speechwriting; stakeholder relations; and public relations counsel.

In collaboration with Texas A&M's Division of Marketing and Communications and The Texas A&M University System Office of Marketing and Communications, Research Communications assists reporters, editors, producers, and other representatives of the news media with stories that involve the A&M research enterprise.



Mr. Rusty Cawley
Director

Research Communications
Jack K. Williams Building
979-458-4066
MS 1112



Visit vpr.tamu.edu/research-communications-and-public-relations for visual resources and written guidelines.



Research Compliance

The Division of Research is committed to promoting and ensuring the highest standards of integrity in proposing, conducting and reporting research. Through its various programs, the Division of Research provides information and guidance in areas such as biosafety, animal care and use, human subjects research, biosafety, occupational health, good laboratory practices, and scientific misconduct. Texas A&M is responsible for promoting academic practices that encourage honesty and scientific integrity and developing rules and procedures for dealing with allegations or other indications of fraud or serious misconduct. All members of Texas A&M share responsibility for maintaining ethical standards of research and scholarship and reporting suspected abuse of these standards.

The Division of Research, through the Research Compliance and Biosafety programs, is responsible for providing training and support to faculty, students, and staff in regulatory requirements for scientific research at Texas A&M. Research Compliance ensures the protection of human and animal subjects involved in research, to the safety of our faculty, staff, and students involved in conducting research, and to the welfare of the public. Research Compliance programs strive to proactively, collaboratively, and transparently support and strengthen a culture of research compliance while at the same time facilitating an environment that is fundamentally supportive of competitive research.



Ms. Katherine Rojo del Busto

Associate Vice President for
Research and Research Compliance
Officer

Compliance Shared Support

Interdisciplinary Life Sciences
Building
979-458-1467
MS 1186



Visit the Compliance websites vpr.tamu.edu/research-compliance-and-biosafety
for additional information.



Animal Welfare Office

Texas A&M has established an Institutional Animal Care and Use Committee (IACUC) that meets all federal requirements, as defined in the Animal Welfare Act (AWA), the Public Health Service Policy (PHS) and the Humane Care and Use of Laboratory Animals. The IACUC is responsible for the oversight, evaluation, and assurance of compliance for the Institution's animal care and use program and System members as outlined in the PHS Assurance (Texas A&M), AWA, and the Guide for the Care and Use of Laboratory Animals. The IACUC serves Texas A&M researchers and educators, as well as researchers and educators from A&M System members. Clinical research conducted in the College of Veterinary Medicine & Biomedical Sciences using client-owned animals must be approved by the Clinical Research Review Committee (CRRC) and the IACUC. Individuals who work with animals or are at risk from animal exposure must be enrolled in a Biosafety Occupational Health Program and informed of the risks associated with the animal exposure.

The Animal Welfare Office (AWO) supports the IACUC, through which all faculty, staff, and students using animals, regardless of location or funding, must obtain approval before activities begin.



Ms. Andi Mitchell
AWO Director

AWO
Blocker Building
979-845-1828
979-862-3176 fax
MS 1186
animalcompliance@tamu.edu



Visit the AWO website vpr.tamu.edu/animals-in-research-and-teaching for additional information.



Biosafety Program

All research, teaching, and training activities conducted by a member of the faculty or staff of Texas A&M involving any biohazardous agents/materials must be approved by the Texas A&M Institutional Biosafety Committee (IBC) prior to initiation. The Biosafety Program is responsible for providing training and support to faculty and staff in regulatory requirements associated with research reviewed by IBC.

Biosafety Occupational Health Program

The Biosafety Occupational Health Program (BOHP) is an integral part of the University's commitment to provide a safe and healthy work environment. Its mission is to ensure that all people potentially exposed to hazardous biological agents in the course of activities at Texas A&M institutions are offered the best possible information regarding those hazards and access to competent occupational medical services and providers.



Dr. Jessica R. Bourquin
Director of Biosafety and
Biological Safety Officer

Biosafety Program

Blocker Building
biosafety@tamu.edu
bohp@tamu.edu
979-862-4549
979-458-2669 fax
MS 1186



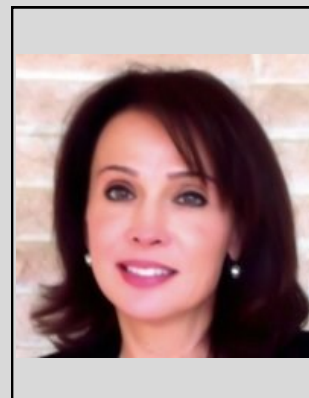
Visit the Biosafety website vpr.tamu.edu/biohazards-in-research-teaching-or-testing for additional information.



Human Research Protection Program

The Texas A&M Human Research Protection Program (HRPP) was developed from the University's commitment to address and comply with federal and local requirements regarding the protection of human subjects in research. The HRPP is a resource for anyone involved with human subjects research at Texas A&M: potential research participants, current research participants, investigators, administrators, or interested community members. The program is designed to achieve and maintain regulatory compliance, as well as provide a way for researchers and the public to be informed and protected in research with human subjects. Any human subjects research conducted by Texas A&M faculty, staff, or students must be reviewed and approved prior to being initiated. And, any party wishing to conduct research using Texas A&M employees or students as subjects must secure authorization prior to recruiting participants.

The HRPP works in conjunction with the federally mandated Institutional Review Board (IRB) to assure the protection of human research participants and to ensure Texas A&M's compliance with laws and regulations governing human subjects research. Additionally, the HRPP helps ensure safety and compliance by monitoring activities, performing training, and assisting researchers and IRB members in the review and approval process.



Ms. J. Aliese Seawright
HRPP Director

HRPP

Blocker Building
irb@tamu.edu
979-458-4067
979-862-3176 (fax)
MS 1186



Visit the HRPP website vpr.tamu.edu/human-research-protection-program for additional information.



Research Development Services (RDS)

RDS assists the Texas A&M research community through professional development workshops and seminars, research proposal development, and other research development support services. Other services include:

- Professional development in research proposal planning and writing.
- Assisting individual investigators with new and resubmission grant proposals.
- Assisting investigator teams with large, complex interdisciplinary grant proposal development, including research development strategy at the pre-proposal stage.
- Managing the Division of Research internal International Research Grant Programs, The Arts & Humanities Fellows Program, and PESCA grant program.
- Research Interest Groups

RDS provides strategic oversight, guidance, and coordination of larger complex proposals, which often involve multidisciplinary and multi-institution efforts.

RDS also produces programs that focus on enhancing the proposal writing skills of faculty researchers through seminars and workshops, and for multiple areas interest.



Dr. Jorja Kimball
Executive Director

Research Development Services

Crystal Park Plaza
979-845-1811
rds.dor@tamu.edu
MS 1112



Visit the RDS website vpr.tamu.edu/researchdevelopment for additional information.



Interdisciplinary Life Sciences Building (ILSB)

The ILSB integrates multiple academic disciplines in the search for solutions to complex problems under the general umbrella of complex biological systems.

The ILSB houses researchers in several key focus areas in the life sciences, and also includes several core facilities that are critically important to progress in those areas.

Core facilities in the ILSB include the Microscopy and Imaging Center, the X-Ray Diffraction Laboratory, and the Laboratory for Biological Mass Spectrometry.

Texas A&M University Bioscience Business Accelerator (BBA)

A commercialization space designed to encourage the growth of startup companies developing technologies in the bioscience sector. The BBA provides space and business support solutions enabling biotech companies to optimize their capital and obtain maximal value for research dollars, by serving as a key resource for industry partners seeking innovation and collaborative research opportunities within Texas A&M.

Texas A&M University Research Park

Established in 1982 to create, develop, and promote a community of scientific excellence and innovative technology. Research Park integrates the resources of Texas A&M, a growing community, and a number of private companies.



Mr. R. Matt Fry
Associate Vice President
Interdisciplinary Life Sciences
Building



Visit vpr.tamu.edu/research-resources/core-facilities for additional information.

Research Security & Export Controls Office



Research Security & Export Controls Office

The Research Security & Export Controls Office (RESEC) ensures that research at Texas A&M is conducted responsibly and ethically. Conflicts of interest arise where one could financially benefit from research, causing or appearing to cause potential bias in its design, conduct or reporting. In order to promote objectivity in research, researchers are required to disclose any involvement that might constitute a financial conflict of interest as applied to all externally sponsored research activities. Responsible conduct of research involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. The RESEC office monitors and advises the Vice President for Research of potential situations in which policies and procedures may be compromised.

Additionally, the RESEC office oversees export control laws and regulations that establish the conditions under which controlled information and items can be transmitted to anyone outside the United States and to foreign persons and entities in the United States. These regulations also restrict or prohibit the transaction of business with certain countries, persons and entities that have been sanctioned by federal agencies as a threat to important US interests. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding, loss of export privileges, and/or criminal and civil penalties.



Ms. Lesa Feldhousen
Executive Director

Export Controls Program

Crystal Park Plaza
exportcontrols@tamu.edu
979-862-6419
979-862-3176 fax
MS 2407



To learn more, visit vpr.tamu.edu/manage-research for additional information.



Sponsored Research Services

Sponsored Research Services (SRS) was established September 1, 2011, to enhance research services. SRS provides research services to The Texas A&M University System members with sponsored research activity based in Brazos County, as well as Texas A&M University at Galveston and Texas A&M University at Qatar. In addition SRS supports pre-award services for some of the System's regional campuses.

SRS provides service in the following areas:

- Proposal Preparation and Submission - assisting researchers with the preparation and submission of proposals to sponsors for external funding.
- Contract Negotiation - reviewing the terms and conditions of agreements for non-standard conditions and negotiate any changes.
- Project Administration - establishing and monitoring sponsored project accounts and providing administrative support for the project.
- Accounts Receivable - invoicing and financial reporting of sponsored projects.



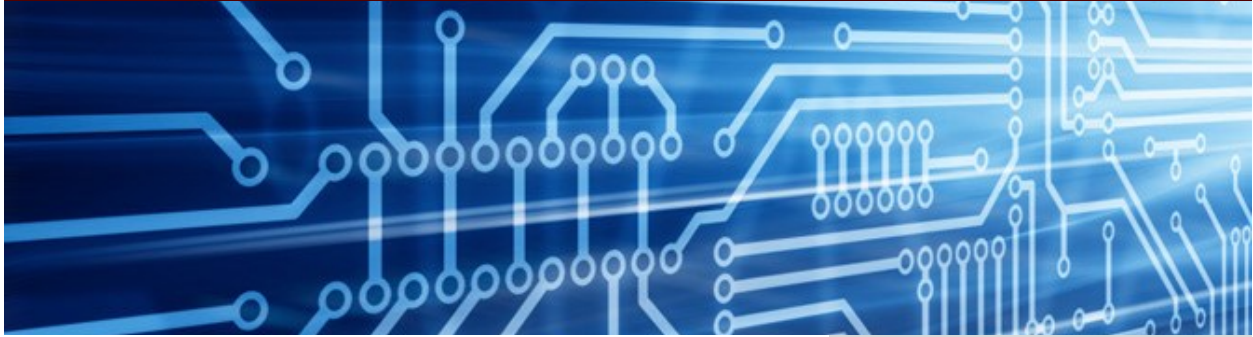
Ms. Kristi Billinger
Executive Director

Sponsored Research Services

400 Harvey Mitchell Parkway
South, Suite 300
979-962-6777
979-862-1458 (fax)
MS 3578



Visit the Sponsored Research Services website srs.tamu.edu for additional information.



MAESTRO

The Research Information Systems department, also known as MAESTRO, reports to and supports the mission of Sponsored Research Services. It is tasked with developing, implementing, and maintaining the enterprise information system named Maestro. Maestro supports researchers and research administrators across the A&M System. Through various modules Maestro provides transparency to users so that they may review and approve their proposals prior to submission to the sponsor, check the status of contracts in negotiation, and view post-award information. The executive portal allows leadership transparency into statistics related to proposals, awards, and expenditures across fiscal years or calendar years, on organizational units, researcher, or funding sponsor level.



Ms. Leonarda Horvat
Director of MAESTRO

MAESTRO
400 Harvey Mitchell Parkway
South
MS 3410





Texas A&M Energy Institute

The Texas A&M Energy Institute (EI) supports Texas A&M University's goal of becoming a world leader in all areas of energy research, scholarship, and creative work and contributing to cutting-edge solutions for grand scientific, engineering and societal challenges. EI collaborates with researchers across Texas A&M to generate new funding for important energy-related projects and to solve problems that will benefit mankind, improve our standard of living, and increase safety, while being respectful of the environment.

The Energy Institute works with industry and government to establish meaningful and productive collaborations with Texas A&M researchers and to serve as a guide to the robust energy-research capabilities across Texas A&M. EI promotes energy education and training, provides an opportunity for public and private partners to engage university researchers, and facilitates connections between Texas A&M students and the energy industry.



Stratos Pistikopoulos
Director

Energy Institute
Frederick E. Giesecke
Engineering Research Building
979-458-1644
979-845-0593 (fax)
MS 3372



Visit the Energy Institute website energy.tamu.edu for additional information.



Texas A&M Institute of Data Science

The Texas A&M Institute of Data Science (TAMIDS) serves and fosters collaborations across the university and its affiliated agencies. TAMIDS is a joint undertaking of Texas A&M University with the Texas Engineering Experiment Station (TEES) and Texas A&M AgriLife Research. TAMIDS is an inclusive umbrella organization for data science and will facilitate synergistic interactions among researchers in diverse application areas and those with expertise in core methodologies, including computing, statistics, modeling and simulation, optimization, programming, applied mathematics, data communication, visualization, curation and archiving, and information extraction and management.

Research

TAMIDS facilitates the creation and dissemination of fundamental research in the field of data science, enables applied data science research in relevant disciplines, and spurs interdisciplinary research by unifying the diverse expertise across the university.

Education and Outreach

TAMIDS is poised to propose educational programs in the application of data science methodologies. Because TAMIDS is the umbrella organization spanning different disciplines, it also promotes data science applications across disciplines and industries to external constituencies.

Applications and Service

TAMIDS serves as a university-wide data science infrastructure to benefit the larger university community and its agencies with service-oriented activities through hardware, software, and human expertise. Additionally, the Institute's data scientists offer specialized assistance to researchers involved in analysis of big data.



Dr. Nicholas Duffield

Director
979-845-7328
duffieldng@tamu.edu

TAMIDS
Blocker Building
MS 3156



Visit the TAMIDS website tamids.tamu.edu for additional information.

Texas A&M Institute of Disaster Resilient Texas



Texas A&M Institute of Disaster Resilient Texas

The Institute for a Disaster Resilient Texas (IDRT) was formally established on May 14, 2020 by the Texas A&M University System Board of Regents following the passage of House Bill 2345 by the 86th Texas Legislature in 2019. Located at the Texas A&M University Galveston campus, the Institute's mission is to facilitate the integration of analytical tools and state-level decisions related to disaster resiliency. Through collaborative efforts, the Institute aims to deliver critical research on disaster risk reduction, support state agencies with data analytics and decision-making tools, and generate evidence-based solutions that help Texas communities become more resilient over the long term.

Countless organizations and individuals work tirelessly to strengthen and build more resilient Texas communities. The IDRT aims to provide the foundational data and tools necessary to support those efforts. Through a collaborative process and multi-disciplinary approach, the Institute's mission is to deliver critical research on disaster risk reduction, support state agencies with data analytics and decision-making tools, and generate evidence-based solutions that help Texas communities become more resilient.



Dr. Samuel Brody

Executive Director
409-740-4939
brodys@tamug.edu

IDRT

Ocean and Coastal Studies
Building, Galveston, TX
409-741-4331



IDRT

Visit the IDRT website idrt.tamug.edu for additional information.

Texas A&M Institute for Genome Sciences and Society



Texas A&M Institute for Genome Sciences and Society

The Texas A&M Institute for Genome Sciences and Society (TIGSS) serves as the nexus for genomic research, training, and support. TIGSS functions as a virtual institute to unite genome scientists with researchers who study the social, economic, and ethical consequences and impacts of genomics technology, as well as bioinformatics scientists who conduct research on how to analyze and manage large datasets such as those generated by high-throughput genomics experiments.

Their mission is to enhance education research opportunities, and training in the genetic and genomic sciences through the support of core infrastructure and to stimulate cross-fertilization of the natural and social sciences to enhance the impact of genome science advances.

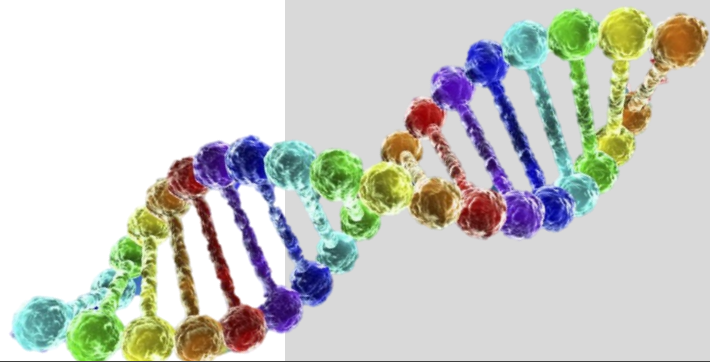


Dr. Jeffrey Cirillo

Director
979-574-4978
jdcirillo@tamu.edu

TIGSS

Reynolds Medical Sciences
Building
tigss@tamu.edu
MS 1114



Visit the TIGSS website genomics@tamu.edu for additional information.

Texas A&M Institute for Neuroscience



Texas A&M Institute for Neuroscience

The Texas A&M Institute for Neuroscience (TAMIN) is a multidisciplinary program created in 2009 between Texas A&M University (TAMU) and the Texas A&M University Health Science Center (TAMHSC). TAMIN consists of a highly collegial and interactive faculty with research interests in neuroscience. TAMIN provides an organizational structure that strengthens interdisciplinary and collaborative research, enhances scholarship and research funding, promotes national visibility, promotes postdoctoral and graduate training, and offers undergraduates unique training opportunities within the area of neuroscience.

Within TAMIN there is a strong teaching commitment with the PhD degree program in Neuroscience (NRSC) and undergraduate minor in Neuroscience. TAMIN has a weekly seminar series and annual symposium.

Texas A&M University provides a unique environment for collaboration among scientists studying different areas of neuroscience in eight colleges (Agriculture, Architecture, Education, Engineering, Liberal Arts, Medicine, Science and Veterinary Medicine). Research by the faculty of neuroscience at TAMU/TAMHSC range from basic neuroscience to translational research aimed at developing therapies for neurological conditions including Alzheimer's disease, ataxia telangiectasia, autism, cerebral palsy, depression, drug addiction, fetal alcohol syndrome, epilepsy, hereditary rat neuronal system degeneration, meningoencephalomyelitis, multiple sclerosis, neurofibromatosis, neuromuscular diseases, Parkinson's disease, spinal cord injury, stress disorders and tumors of the nervous system.



Dr. Rajul Srinivasan
Director

TAMIN
Interdisciplinary Life Sciences
Building Room 3148
979-458-0214
MS 3474



Visit the TAMIN website tamin.tamu.edu for additional information.



Texas Real Estate Research Center

Everyone has real estate questions: Can a homeowner trim a neighbor's tree when the limbs cross the property line? How do you get a Texas real estate license? What's the median price of an existing Midland home? Why are water rights being bought and sold? My landlord won't install a smoke detector, what can I do? The Real Estate Research Center can help you find the answers.

Established in 1971, the Center is the nation's largest publicly funded organization devoted to real estate research. A ten-member advisory committee (nine appointed by the governor and one by the Texas Real Estate Commission) provides research guidance and approves the budget.

The Center conducts research on financial, socioeconomic, public policy, trade, legal, land use and local market analysis issues related to real estate. The results of their research are communicated in a variety of formats. Their flagship periodical—TG, a quarterly magazine—has a circulation of almost 220,000. Each week, an electronic real estate newsletter, RECON, is sent to nearly 19,000 subscribers. Their most requested publications (Texas Housing Insight, Outlook for the Texas Economy, Monthly Review of the Texas Economy, Texas Border Economy) reflect the wide variety of issues their constituents want to know about.

Texas Real Estate Research Center staff members also travel around Texas disseminating research findings through speaking engagements to industry and citizen groups and conferences such as the Annual Outlook for Texas Land Markets.

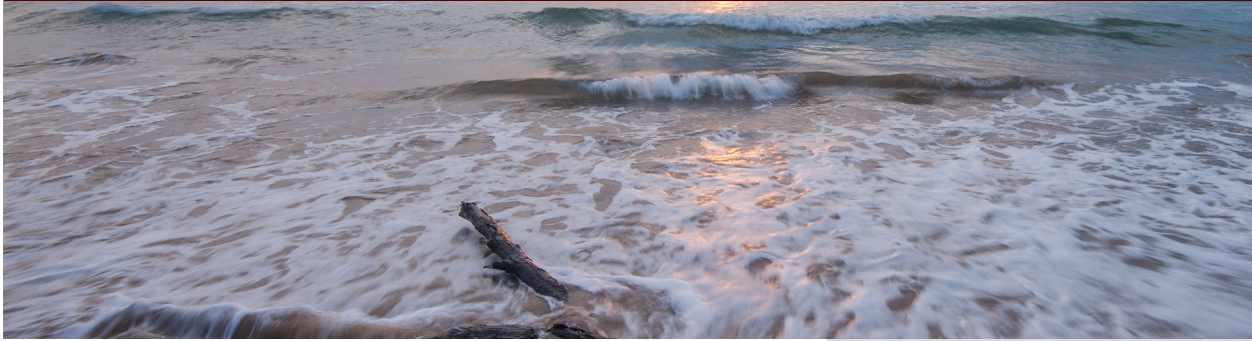


Ms. Pam Canon
Executive Director

**Texas Real Estate Research
Center**
MS 2115



To learn more, visit trerc.tamu.edu for additional information.



Texas Sea Grant Program

The Texas Sea Grant College Program is a federally funded program, congressionally mandated by the National Sea Grant College Program Act of 1966, sponsored by the National Oceanic and Atmospheric Administration (NOAA), and works in collaboration with the state of Texas and universities across the state. The Texas Sea Grant College Program is a component part of NOAA's National Sea Grant College Program, a network of 34 university-based programs in coastal and Great Lakes states, Puerto Rico and Guam. The Sea Grant College Program at Texas A&M University, was designated by Congress and its prime sponsor, NOAA, as a Sea Grant College Program in 1971, and is one of the first four Sea Grant programs.

Texas Sea Grant's competitive research grant program draws on the expertise of the state's top scientists. At the same time, its coastal extension agents and specialists working in the field translate and communicate research results to stakeholders in ways that meet the real-world needs of Texans. Living in coastal communities themselves, Texas Sea Grant personnel are a conduit to the industries, local governments and citizens there to help identify additional issues that would benefit from scientific study. This two-way flow ensures that its funded research projects result in innovative tools and services with practical applications and a public purpose.

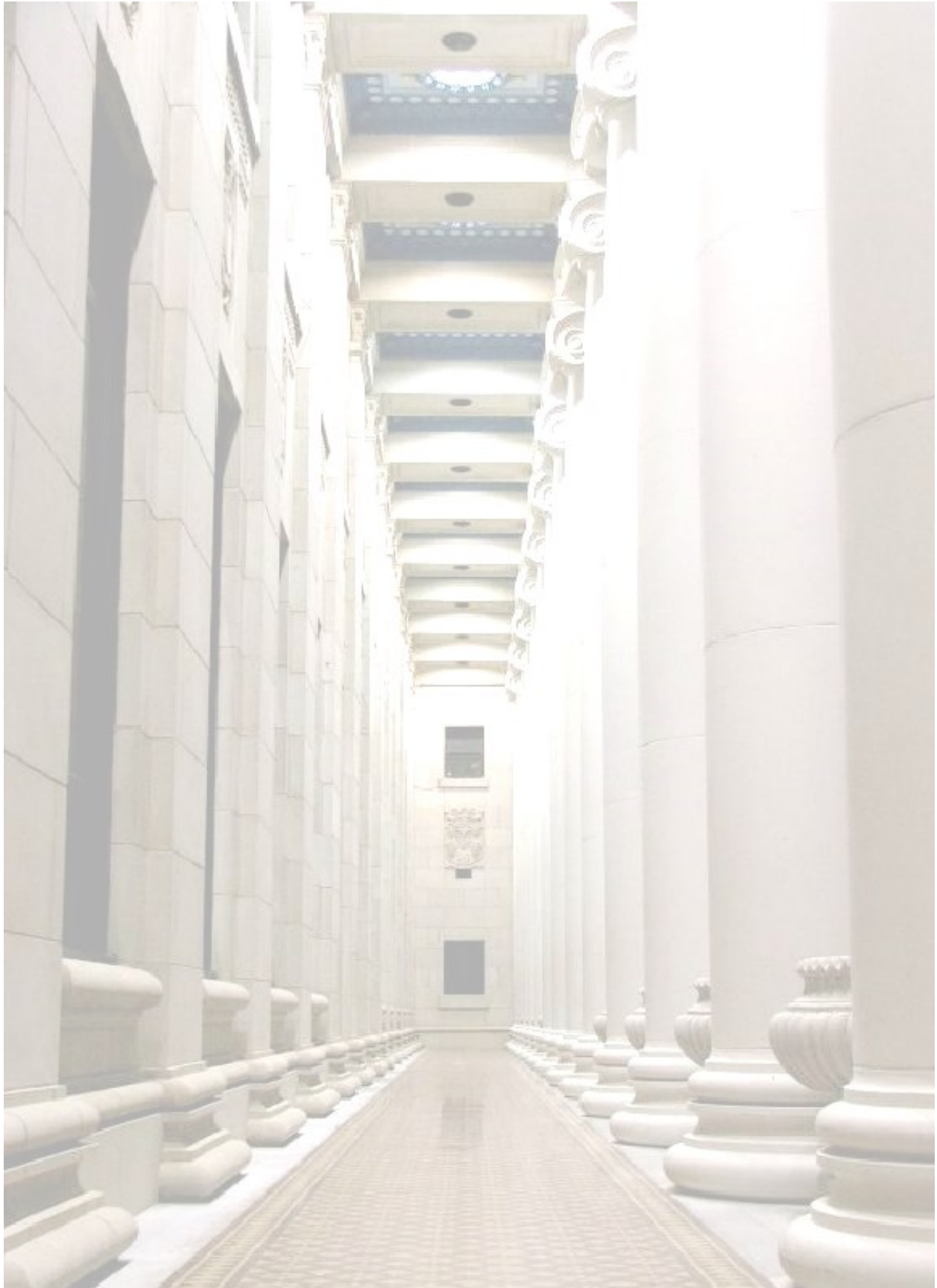


Ms. Laura Picariello
Interim Director

Eller O&M Bldg.
(979) 845-3854
MS 4115



Visit the Texas Sea Grant College Program website texasseagrant.org for additional information.



New Employee Information

Holidays & Leave



University Holidays

Texas A&M Employees generally receive 12 to 15 holidays each fiscal year. This is determined annually by the state legislature, The Texas A&M University System Board of Regents, and the University president. Below are the University holidays for fiscal year 2025:

FY 2025 Holiday Schedule	Dates	# of days
Labor Day	September 2, 2024	1 day
Thanksgiving	November 28 - 29, 2024	2 days
Winter Break	December 24, 2024 - January 1, 2025	7 days
Martin Luther King, Jr. Day	January 20, 2025	1 day
Spring Break	March 14, 2025	1 day
Memorial Day	May 26, 2025	1 day
Emancipation Day	June 19, 2025	1 day
Independence Day	July 4, 2025	1 day

To be eligible for holiday pay, an employee must work (or be in a paid leave status) for any portion of the last scheduled working day before a holiday and be in a paid leave status (or work) for any portion of the next scheduled day after a holiday. A "portion" of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes.

Other Leave

There are many other types of leave available, depending on the employee's circumstances. Eligible employees may use various types of paid and unpaid leave. Leave eligibility and approval will vary, depending on the employee's circumstances and needs.

Paid Leaves

Vacation/annual leave

Sick leave

Sick leave pool

Emergency leave

- Death of family member
- Other circumstances

University holidays

Educational release time

Administrative leave with pay

Jury duty

Other paid leaves

- Volunteer firefighter
- Organ, bone marrow, or blood donors
- Personal crisis or catastrophic situations
- Voting leave
- Court Appointed Special Advocates (CASA)

Other Leaves

Parental leave

Family and Medical Leave Act (FMLA)

Military leave

Leave without pay



Required Trainings for Texas A&M University Employees

The University requires all employees to complete training on certain topics to comply with the Federal Government, State of Texas, The Texas A&M University System, and Texas A&M University laws, policies, regulations, rules, and procedures. Employees may also be required by their department heads and supervisors to complete training based on their job duties. Unless otherwise noted, required courses can be taken online using TrainTraq, which is accessed through the Single Sign On System (SSO) .

New employees are required to complete the following courses within 30 days of being hired and then repeated as indicated :

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO (Repeated every two years)
- Ethics & Fraud (Repeated every two years)
- Information Security Awareness (Repeated every year)

For student employees, the following courses must be taken within 30 days of being hired and repeated as indicated.

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO (Repeated every two years)
- Ethics & Fraud (Repeated every two years)
- Information Security Awareness (Repeated every year)
- New Student Employee Orientation (required by the Student Employment Office)

Employees in the Division of Research will also be required to complete **Export Control Training**, which will also be taken online.

NEVER STOP LEARNING



Training and Development

The Human Resources Office of Organizational Development offers a variety of workshops, programs, and consulting services designed to enhance personal and professional growth and effectiveness of Texas A&M employees. Organizational Development is in the process of revamping their programs and offerings, but have recently introduced a new progressive leadership development framework. Each level was specifically designed based on Texas A&M's unique needs to help one learn what they need to know and do in their leadership role. The leadership development program is currently offering or developing:

- Leading Self
- Leading Others
- Leading the Function
- Leading the Organization

To learn more about this program and others being developed, visit <https://employees.tamu.edu/orgdev/development-resources>

LinkedIn Learning is a great resource with over 13,000 courses available to Texas A&M employees. Log in with your NetID and Password here: <https://www.linkedin.com/learning>

The Division of Research has also put together a list of online learning opportunities on topics specific to employees in the Division, to learn more, visit: <https://rebs.dor.tamu.edu/online-learning-opportunities>.

The Division of Research encourages and supports all employees to take advantage of these training opportunities to enhance their skills, job knowledge, and professional growth.

New Employee Information

Division Tools and Resources



The Division's Research Enterprise Business Services Office (REBS) provides support to all units reporting to the Vice President for Research. We strive to provide excellent service and resources to meet your business needs. Visit rebs.dor.tamu.edu to view all of the information and tools available to you. Here you can find out about updates from Human Resources, Financial Management Services, and REBS. You will also have quick and easy access to business forms and guidelines, and the Employee Reference Manual. We have also made sure to include many useful resources to help you find answers about travel, making purchases, professional development opportunities, employee discounts and services, and much, much more!

If you have any questions about these resources, are having problems, or cannot find what you are looking for, email REBS at vpr-business@tamu.edu.

An arsenal of tools and resources...

At  your fingertips

<https://rebs.dor.tamu.edu>

Research Enterprise Business Services

Division of Research



Home Contact Us Calendars Accounting and Travel Resources Employee Manuals Log in

- FMLA Procedures
- Forms
- HR and Payroll
- Professional Development
- TAMU Rules and SAPs
- Texas A&M Student Resources
- TAMU System Regulations
- Account Requests

**Research Enterprise
Business Services**



*Not sure what size to order?
Sample shirts are available to try on at M&M Apparel.*

The Division of Research will purchase each employee one DOR shirt. Choose between a polo or long-sleeve button-down. Order your shirt from the REBS website, go to Resources and click on Forms.*

Additional shirts, (or other clothing items) may be purchased (at the employee's expense) with the DOR logo from M&M Apparel in College Station.

**SRS employees should contact Lisa Hallford.*



LIVING WELL AT TEXAS A&M

Living Well is designed to ensure Texas A&M employees are living their best lives by aligning their time at work with their overall wellbeing by offering opportunities to explore employee interests, build community, and be in services to others.

To learn more, visit livingwell.tamu.edu.

Physical Resources

2nd MD

- Free, confidential second opinions by world renown doctors

Two-Step Wellness Program

- Individuals completing an annual wellness exam qualify for lower monthly premiums

On-site Fitness Sessions

- Free classes offered in various locations around campus

Wellness Release Time

- Employees can use 30 minutes, three days a week for physical fitness

Wondr Health

- A program helping employees learn how to lose weight and improve their health

Financial Resources

PerksConnect

- Discounts on local services

Flexible Spending Account

- Allows pre-tax dollars to be used on medical, dental, hearing or vision expenses for you and your eligible dependents

Voluntary Retirement Plans

- Tax Deferred Account (TDA)
- Deferred Compensation Plan (DCP)

Staff Tuition Assistance Program

- Attend Texas A&M University in a degree-seeking program

Financial Advisors

- ORP/TDA vendors available for financial advising

Interpersonal Resources

Parenting Resources

- Parent-related information and resources to assist in meeting the needs of your family.

Employee Assistance Program

- Free confidential counseling services for employees and their eligible dependents

Employee Organizational Development

- Free personal and professional development courses (online & in classroom)



New Employee Information

Parking and Transportation



TEXAS A&M
UNIVERSITY

Parking



Parking permits are required to park on campus and must be renewed annually. Employees having questions about parking should contact Reneé Weidemann, the Division's primary Departmental Parking Representative, or their unit's designated HR Professional.

New employees needing to obtain a parking permit can go to transport.tamu.edu, click on "My Account" and request a parking permit in a desired campus parking lot. Transportation Services will do their best to put you in the lot of your choice. In fall of 2021, Transportation Services transitioned to virtual permit parking and eliminated hang tag permits. **Your license plate is now your permit; it is very important to always keep your license plate up-to-date.** If your parking assignment is in a garage or behind a gate, you will be issued an access device. You may also submit a request on your Transportation Services account to add an alternative method of access to the garage or gated lot, such as a registered toll tag or hands-free device. Employees may link up to three license plates to their permit, however only one of these vehicles can be parked on campus at any given time. For more questions on virtual permit parking, visit transport.tamu.edu/Parking/faqpermit/change.aspx.

Employees should also be aware of any parking restrictions during sporting events or other special events on campus. Depending on where you park on campus, you may be required to adhere to certain parking restrictions during home football games and other events. You can visit the Transportation website to see if there are any special restrictions in your assigned lot.

Shuttle Services

Campus buses provide shuttle services to students, faculty, and staff by shuttling them around campus and various off-campus locations. There is no charge to ride a campus bus, and Transportation Services provides real-time maps and schedules on their website at transport.tamu.edu/busroutes. Visit the website to determine which bus route you would need for your pick-up and destination, and leave times.

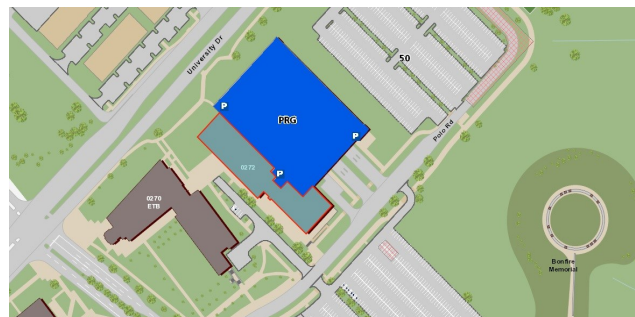


Business Parking

Your position may require that you travel across campus for meetings, inspections, or other reasons. Your individual parking permit will allow you only to park in your specified lot; therefore, you may need to check out a departmental business permit that will allow you to park at other campus locations. These can be checked out from your Departmental Parking Representative (DPR). To locate your DPR, go to transport.tamu.edu/Parking/findrep.aspx. Please advise your DPR where you will be parking and ask if there are any restrictions for using a business permit in that area. When a business permit is linked to your name, it will use the license plate provided on your Transportation Services account. Continue to keep your plate up-to-date to avoid parking tickets. If you frequently and regularly travel across campus for business purposes, you can ask your supervisor to request an individual business permit for you.

Transportation Services

Located in the Polo Rd. Building,
adjacent to Polo Rd. Garage
at 322 Polo Rd, Suite 350
1250 TAMU
862-7275 (PARK)



The Division of Research is comprised of high-quality and talented staff, and our leadership encourages the recognition of exceptional staff members. If you would like to recognize a fellow colleague, here are some ways to honor their achievements:

- Take advantage of HR's tools and templates to recognize and reward employees and teams. Download a certificate or card template to say "Thanks" or "Great Job." View their other Recognition tools and tips at <https://employees.tamu.edu/talent-management/managers/employee-recognition/resources.html>
- Additionally, HR has compiled a list of no-cost or low-cost ideas for management and supervisors to find meaningful ways to recognize employees: [Employee Recognition and Reward Ideas | Division of Human Resources and Organizational Effectiveness \(tamu.edu\)](#)
- The Association of Former Students Distinguished Achievement Awards honor Texas A&M University faculty and staff members. This award recognizes staff members who have contributed to the welfare of Texas A&M University through outstanding staff support beyond the expectations of their positions. Nominations are submitted annually in the fall. For more information visit <http://dof.tamu.edu/Awards-and-Honors>
- The President's Meritorious Service Awards (PMSA) are presented to Texas A&M staff for their meritorious service to the University. Nominations are submitted annually in the fall. For more information visit <https://employees.tamu.edu/talent-management/managers/employee-recognition/pmsa/index.html>
- The Division of Research Annual Staff Excellence Awards program is designed to honor and recognize DOR staff members who demonstrate a commitment to excellence and who show initiative in contributing to the Texas A&M University community. Call for nominations will be sent annually in the Fall via email.
- The Texas A&M University Years of Service program recognizes employees who reach 20, 25, 30, 35, 40, 45 and 50 years of service with a gold lapel pin.



New Employee Information

Monthly Pay Schedule



TEXAS A&M
UNIVERSITY



Division of Human Resources
& Organizational Effectiveness

MONTHLY PAY SCHEDULE FISCAL YEAR 2025: (Sept 2024 - Aug 2025)

MONTH	TAMU DAYS	TAMU HOURS	TAMUQ DAYS	TAMUQ HOURS	Report Available	BP's Due	PAYDATE
September	21	168	22	176	09/17/24	09/20/24	10/01/24
October	23	184	23	184	10/17/24	10/22/24	11/01/24
November	21	168	20	160	11/14/24	11/19/24	12/02/24
December	22	176	23	184	12/12/24	12/17/24	01/02/25
January	23	184	22	176	01/17/25	01/23/25	02/03/25
February	20	160	20	160	02/17/25	02/20/25	03/03/25
March	21	168	22	176	03/17/25	03/21/25	04/01/25
April	22	176	22	176	04/17/25	04/22/25	05/01/25
May	22	176	21	168	05/15/25	05/20/25	06/02/25
June	21	168	22	176	06/16/25	06/20/25	07/01/25
July	23	184	23	184	07/17/25	07/22/25	08/01/25
August	21	168	21	168	08/18/25	08/21/25	09/02/25

Updated 7.15.2024

Note: The above schedule is subject to updates based on processing requirement changes. Please refer to our website and monthly processing calendar for routinely updates.

New Employee Information

Biweekly Pay Schedule



TEXAS A&M
UNIVERSITY



Division of Human Resources
& Organizational Effectiveness

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2025 (Sept 2024 - Aug 2025)

PAY PERIOD NO.	FROM	THRU	Retro Time Sheets Due	Current Time Sheets Due	Final Refresh At Midnight	PAY DATE	WORKING HOURS IN LONGEVITY PAY DATE
E 1	Aug 18	Aug 31	Aug 28	Aug 30	Sep 03	Sep 06	
* 2	Sep 01	Sep 14	Sep 12	Sep 16	Sep 17	Sep 20	L
3	Sep 15	Sep 28	Sep 26	Sept 30	Oct 01	Oct 04	
4	Sep 29	Oct 12	Oct 10	Oct 14	Oct 15	Oct 18	L
5	Oct 13	Oct 26	Oct 24	Oct 28	Oct 29	Nov 01	
6	Oct 27	Nov 09	Nov 07	Nov 11	Nov 12	Nov 15	L
E 7	Nov 10	Nov 23	Nov 20	Nov 22	Nov 25	Nov 29	(No Ins)
* 8	Nov 24	Dec 07	Dec 05	Dec 09	Dec 10	Dec 13	L
E 9	Dec 08	Dec 21	Dec 12	Dec 16	Dec 17	Dec 27	
* 10	Dec 22	Jan 04	Jan 02	Jan 06	Jan 07	Jan 10	L
E 11	Jan 05	Jan 18	Jan 15	Jan 17	Jan 21	Jan 24	
* 12	Jan 19	Feb 01	Jan 30	Feb 03	Feb 04	Feb 07	L
13	Feb 02	Feb 15	Feb 13	Feb 17	Feb 18	Feb 21	
14	Feb 16	Mar 01	Feb 27	Mar 03	Mar 04	Mar 07	L
* 15	Mar 02	Mar 15	Mar 11	Mar 17	Mar 18	Mar 21	
16	Mar 16	Mar 29	Mar 27	Mar 31	Apr 01	Apr 04	
17	Mar 30	Apr 12	Apr 10	Apr 14	Apr 15	Apr 18	L
18	Apr 13	Apr 26	Apr 24	Apr 28	Apr 29	May 02	
19	Apr 27	May 10	May 08	May 12	May 13	May 16	L
E 20	May 11	May 24	May 20	May 23	May 27	May 30	(No Ins)
* 21	May 25	Jun 07	Jun 05	Jun 09	Jun 10	Jun 13	L
* 22	Jun 08	Jun 21	Jun 18	Jun 23	Jun 24	Jun 27	
* 23	Jun 22	Jul 05	Jul 01	Jul 07	Jul 08	Jul 11	L
24	Jul 06	Jul 19	Jul 17	Jul 21	Jul 22	Jul 25	
25	Jul 20	Aug 02	Jul 31	Aug 04	Aug 05	Aug 08	L
26	Aug 03	Aug 16	Aug 14	Aug 18	Aug 19	Aug 22	

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Labor Day	Sep 02	Spring Break	March 14
Thanksgiving	Nov 28 - 29	Memorial Day	May 26
Winter Break	Dec 24 - Jan 1	Juneteenth	June 19
Martin Luther King, Jr. Day	Jan 20	Independence Day	July 4

Working hours in FY25

2088

FISCAL YEAR 2026 (Sept 2025- Aug 2026)

					Working hours in FY26	2088	
1	Aug 17	Aug 30	Aug 28	Sep 01	Sep 02	Sep 05	0

Updated 7.16.2024

Note: The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.

New Employee Information

Division and University Contact Information



TEXAS A&M
UNIVERSITY

Useful Contact Information

Division Contact Information	
HR fax number (for sending confidential documents to your HR Professional)	845-1026
IT Support Group:	847-9490
Or to submit a ticket for IT Support:	support@vpr.tamu.edu
Office of the Vice President for Research (OVPR Front Desk)	845-8585
OVPR fax number	845-1855
Division of Research Listserve (All Staff & Students)	dor-system@tamu.edu
Division or Research staff (Staff only)	dor-staff@exchange.tamu.edu
Division of Research web support	webapp@vpr.tamu.edu
University Contact Information	
Campus Police (non-emergency)	845-2345
Dial-A-Nurse	458-8379
Employee Assistance—Work/Life Solutions Program by GuidanceResources®	866-301-9623
HR Benefits	862-1718
Help Desk Central (CIS)	845-8300
Or to contact by email	helpdesk@tamu.edu
Motorist Assistance Services	845-0057
Police, Fire, Medical Emergency	9-911
Transportation Services	862-PARK
University Operator	845-3211
Visitor Center	845-5851

New Employee Information

Acronyms and Terminology



A	ADLOC - Administrative Location
	AWO - Animal Welfare Office
	AAALAC - Association for the Assessment and Accreditation of Laboratory Animal Care
	AWL - Alternate Work Location
B	BOR - Board of Regents
C	CMP - Comparative Medicine Program
	COI/RCR - Conflict of Interest & Responsible Conduct of Research
	COMM - Research Communications
	CPI - Council of Principal Investigators
D	DOR - Division of Research
E	EAP - Employee Assistance Program
	EI - Texas A&M Energy Institute
F	F&A - Facilities and Administrative costs (often called indirect cost return)
	FAMIS - Financial Accounting Management Information System
	FMO - Financial Management Operations
	FTE - Full Time Equivalent
G	GSC - General Services Complex
	GCRI - Global Cyber Research Institute
	GHRC - Global Health Research Complex
	GANT - Graduate Assistant Non-Teaching
	GAR - Graduate Assistant Research
	GPS - Graduate and Professional School
H	HIAS - Hagler Institute for Advanced Study
	HSC - Health Science Center
	HPRC - High Performance Research Computing
	HRPP - Human Research Protection Program
	HROE - Human Resources & Organizational Effectiveness
I	IACUC - Institutional Animal Care and Use Committee
	IBC - Institutional Biosafety Committee
	IDP - Interdisciplinary Programs
	IRB - Institutional Review Board
	IDRT - Institute for a Disaster Resilient Texas
	ILSB - Interdisciplinary Life Science Building
	IODP - International Ocean Discovery Program
	ISSS - International Student & Scholar Services

New Employee Information

Acronyms and Terminology



M	MSC - Memorial Student Center
	MIC - Microscopy and Imaging Center
N	NCURA - National Council of University Research Administrators
	NIH - National Institutes of Health
	NSF - National Science Foundation
O	OGC - Office of General Council
	OVPR - Office of the Vice President for Research
	ORP - Optional Retirement Program
P	PD - Position Description
	PERC - Private Enterprise Research Center
	PI or co-PI - Principal Investigator
	PIN - Position Identification Number
R	RDS - Research Development Services
	RIS - Research Information Systems
	RTS - Research Technology Services
S	SEAG - Sea Grant Program
	SALT - Senior Administrative Leadership Team
	SSO - Single Sign On
	SECC - State Employee Charitable Campaign
	SRS - Sponsored Research Services
T	TAMIDS - Texas A&M Institute for Data Science
	TRS - Teacher Retirement System
	TEES - Texas A&M Engineering Experiment Station
	TEEX - Texas A&M Engineering Extension Service
	TIGSS - Texas A&M Institute for Genome Sciences & Society
	TAMU - Texas A&M University
	TAMUG - Texas A&M University at Galveston
	TAMUS - The Texas A&M University System
TRERC - Texas Real Estate Research Center	
U	UIN - Universal Identification Number
	URC - University Research Council
	USC - University Staff Council
V	VPR - Vice President for Research

Services and Resources for Texas A&M Employees





Employee Tuition Assistance

To help staff pursue lifelong learning opportunities, the **Employee Tuition Assistance Program** will assist with the cost of undergraduate or graduate courses in a degree-seeking program taken at Texas A&M University (which includes Galveston, the School of Law, and the Health Science Center). The program is designed to enhance staff careers or pursue higher education opportunities and professional development.

Tuition assistance will be processed as a scholarship and will pay up to \$1,000 per three-credit hour class for a maximum of two classes for the fall and/or spring semesters. Eligible staff members enrolled in a degree-seeking program at Texas A&M will automatically receive this scholarship during the fall and spring semesters. Staff must first be admitted to Texas A&M through the Office of Admissions. No additional application process will be necessary.

Employees who receive tuition assistance will be required to adhere to all rules associated with being a student at Texas A&M, including, but not limited to, registering for classes, paying fees, and adhering to all academic rules and deadlines.

Educational Release Time is available to eligible employees who are registered as students to attend classes, with appropriate approval, during their regularly scheduled workday. This program provides employees with more flexibility to further their growth and advancement, enhance their involvement in the life of the University, and to further their education to become a more productive and knowledgeable workforce. Employees should check with their manager or supervisor prior to course registration for classes taken during the workday.

In addition to the employee tuition assistance benefits, Texas A&M University employees may also apply for a **fee exemption** through **Student Business Services (SBS)**.

Visit the link below to learn more:

Employee Tuition Assistance: <https://employees.tamu.edu/benefits/healthy-behaviors/employee-tuition.html>

Educational Release Time: <https://employees.tamu.edu/benefits/leave/paid/educational.html>

Fee Exemption through SBS: <https://sbs.tamu.edu/info-for/departments/staff-fee-exemption/>



The **Texas A&M Staff Emergency Fund** was created to help members of the Aggie Family in need, the Staff Emergency Fund (SEF) provides limited financial assistance (up to \$500) to staff members of Texas A&M University who are experiencing a temporary hardship due to a significant life event. The SEF is available for staff under the Office of the President. If you are unsure of your eligibility and wish to check prior to application, please check with HR Professional.

The SEF is possible thanks to the support of the Texas A&M University President, the Texas A&M Foundation, the efforts of the Texas A&M University Staff Council, and generous employee donations.

To learn more about the SEF or learn how to donate, visit <https://staff.tamu.edu/our-programs/staff-emergency-fund/>

Code Maroon Mobile App



Code Maroon is Texas A&M University's emergency notification system that gives the University the ability to communicate health and safety information in an emergency. The new Code Maroon Mobile app instantly alerts you of campus emergencies or warnings and features a number of new safety tools, including:

Friend Walk

Send your location to a friend or family member so they can follow your progress until you reach your destination. Friend Walk works wherever you are, as long as you have a data connection and your location services are turned on.

Mobile Blue Light

Works anywhere and contacts the nearest 911 dispatch in your area. If you are on campus, the call will be transferred to University Police.

Emergency Procedures

Quickly review University procedures for many emergency situations, including an active shooter, bomb threat, suspicious behavior, receipt of a suspicious letter or package, severe weather, fire, airborne and foodborne illnesses, and gas leaks.

Emergency Contacts

Direct links to 911, University, Bryan and College Station police departments, and Texas A&M EMS.

Safety Toolbox

Send an email with a map of your exact location, or send an "I'm OK" message to friends or family members. A flashlight is also included in the toolbox.

Campus Map Library

Provides immediate access to the official Texas A&M University campus, transit and parking maps.

To learn more about Code Maroon and the new mobile app, visit codemaroon.tamu.edu

Download the Code Maroon Mobile App



Services and Resources for Texas A&M Employees



Motorist Assistance Services

Provided by Transportation Services

A free, on-campus, service to assist faculty, staff, students, and guests with air for flat tires, a gallon of gas if your vehicle runs out, or a jump start for dead batteries, while on University property.

Services are available Mon.-Fri., 6am-10pm, and on weekends 7am-5pm. Services not available when the University is closed. For assistance, call 845-0057.

Employee Discounts



Discounted Software

Discounted Prices or No Charge



Texas A&M faculty, staff, and students can purchase discounted software for personal use. To view eligibility requirements, product list, prices, or to purchase available products online, go to sell.tamu.edu.

For questions call
Tel: 979-862-4104

More Employee Perks & Discounts

As a Texas A&M University employee, you will have access to various perks, discounts, activities and assistance, to learn more, visit <https://new.tamu.edu/enjoy-the-benefits/perks-assistance-and-discounts/>

Services and Resources for Texas A&M Employees



The **fastest** way to **connect** to local deals.SM

The **PerksConnect** employee discount program enable employees and retirees with access to find deals on items and services. Users receive discounts on everything from local restaurants, movie theater tickets, vacations, online retail purchases, and insurance and benefit products.

To learn more and register, visit :

<https://employees.tamu.edu/benefits/healthy-behaviors/perks.html>



Vendor Discounts for Personal Cell Phone Plans

Texas A&M Employees are Eligible for Discounts

Vendor	Discount	Instructions
AT&T	Ask your Telecom representative for the most current discount plans.	Visit www.att.com/wireless/texasamuniversity
T-Mobile	Ask your Telecom representative for the most current discount plans.	Call 1.800.464.8662. You must provide two pieces of ID for employment verification. The promo code for new service is 3032TMOFAV . Existing customers can go to www.t-mobile.com/corpdiscout .
Verizon	Ask your Telecom representative for the most current discount plans.	Visit www.verizonwireless.com/discounts .

Who Is My HR Professional?



TEXAS A&M UNIVERSITY
Division of Research

HR GENERALISTS

SERVING THE DIVISION OF RESEARCH

RENEÉ WEIDEMANN

HR Manager
renee@tamu.edu
979-845-2060
IOPD C144



Effective 11/18/2024

Office of the Vice President for Research



CARRIE HO

carrieho@tamu.edu
979-845-1813
IOPD C104

Comparative Medicine Program
Global Health Research Complex
Research Communications



AVA MYERS

avabmyers@tamu.edu
979-862-4845
IOPD C101

Hagler Institute for Advanced Study
International Ocean Discovery Program
Microscopy & Imaging Center
Research Compliance & Biosafety Programs
Research Development Services
Research Security & Export Controls Office
Texas Real Estate Research Center



WILLOW RUFFINO

wruffino@tamu.edu
979-458-5790
IOPD C112

Research Information Systems
Sponsored Research Services
Private Enterprise Research Center



SARAH SCOTT

sscott2727@tamu.edu
979-862-1096
IOPD C112

High Performance Research Computing
Sea Grant
Texas A&M Energy Institute
Texas A&M Institute of Data Science
Texas A&M Institute for a Disaster Resilient Texas
Texas A&M Institute for Genome Sciences & Society
Texas A&M Institute for Neuroscience

Team Email:
vpr-hr@tamu.edu

Resources:
rebs.dor.tamu.edu

Fax:
979-845-1026

12TH MAN CAMPUS EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS		REPORTING
POLICE/FIRE/MEDICAL EMERGENCY: 	UNIVERSITY POLICE NON-EMERGENCY: (979) 845-2345 POISON CONTROL: 1-800-222-1222	REPORT CONCERNING BEHAVIOR AT tellsomebody.tamu.edu



emergency.tamu.edu

CAMPUS EMERGENCY	
L ISTEN to TV, radio, website, emergency e-mail, and Code Maroon message. E DUCATE others when you know information. Pass it on. A CT according to information and directions you have received. D IAL 911 for fire, medical or police emergencies as needed. S EEK help and/or shelter.	WHEN DIALING 911: <ul style="list-style-type: none"> Stay calm. Tell dispatcher your location. Answer the questions. Don't hang up until told. Follow all directions given.

MEDICAL EMERGENCY			
		If trained, begin first aid or follow dispatcher's directions.	Have another person meet police and EMS at designated area.

FIRE ALARM OR ACTUAL FIRE				
Fire in building 	Pull fire alarm and evacuate area.	HAVE AN EXIT STRATEGY* Use nearest exit – or – alternate safe route. Do NOT use elevators.		Stay a safe distance away from the building. Do NOT return until building is cleared by the fire department.
Fire alarm – or – strobes	Evacuate area.			

NATURAL DISASTER/INCLEMENT WEATHER			
Natural disaster – or – inclement weather (examples: tornado, ice storm, hurricane) 	WARNING: Severe weather sighted in the area WATCH: Conditions favorable for development of severe weather	SEEK APPROPRIATE SHELTER: Areas such as small interior rooms, interior hallways or basements	<ul style="list-style-type: none"> Stay away from windows. Avoid large rooms. Do NOT use elevators. Monitor news and weather.

ACTIVE SHOOTER/ARMED SUBJECT		
RUN WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY. <ul style="list-style-type: none"> Attempt to evacuate. Leave your belongings behind. Help others escape, if possible. Call 911 when you are safe. 	HIDE IF EVACUATION IS NOT POSSIBLE FIND A PLACE TO HIDE. <ul style="list-style-type: none"> Lock and/or blockade the door. Silence your cell phone. Hide behind large objects. Remain very quiet. 	FIGHT AS A LAST RESORT AND ONLY IF YOUR LIFE IS IN DANGER. <ul style="list-style-type: none"> Attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons. Commit to your actions.

WHERE TO FIND INFORMATION DURING AN EMERGENCY	
LOCAL TELEVISION AND RADIO CODE MAROON: Check cell phones for Code Maroon text messages. Sign up at codemaroon.tamu.edu .	OFFICIAL TEXAS A&M UNIVERSITY E-MAIL EMERGENCY WEBSITE: Check emergency.tamu.edu for additional emergency information.

AUGUST 2019



Do you have questions about information in this Employee Reference Manual?
Do you have any suggestions for information to include?

If so, please send your questions, comments, or suggestions to renee@tamu.edu