

**MINUTES**  
**Departmental Meeting – Faculty Only**  
Monday, December 12, 2011, 2:30 p.m.  
129 AGLS

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1. 2:30 - 3:30 Faculty Meeting Elliot
- Summer Teaching
  - Reallocation
  - APR

Debbie will attach handouts on Maestro OSRS and AgriLife Contracts contact lists **(Attachment A, B, C and D)**.

Dr. Elliot mentioned that Dr. Boyd was the first one to go through the new Maestro system. Changes will be of value to us because documentation will be split as far as PI and Co-PI's.

Dr. Roger Hanagriff has been hired as a Continuing Education Assistant Professor and will start January 1. He will be housed in 246 AGLS. His hiring was vetted through the VC's office, through legal counsel, and also through human resources. This is a soft budgeted position. The IMS Operations Committee was heavily involved in this search. Dr. John Rayfield was the Chair. The Committee worked on seeking approval for the position for over three months before it was posted. Dr. Hanagriff is a highly sought after for his professional development expertise. He will devote time to STEM grant writing, implementing professional development workshops as part of the service component of IMS, and other IMS/AGSC operations.

Starting today a special mailing form will be required for all like pieces of mail that number greater than 10. A project account number will be required. **(Attachment E and F)**. This form will be posted on our intranet site. An email message from Dr. Elliot will follow.

Conversation moved to summer teaching **(Attachment G)**. Dr. Elliot stated that the committee had spent a lot of time on the ALEC Summer Teaching Incentive Pay Policy. No simple solutions are available.

Givens are that we want to provide what is best for students as far as classes being offered. That is as long as it is fundable. At this time, basically all of our classes are covered by graduate students and faculty and staff who have summer teaching appointments.

Discussion followed.

Dr. Elliot told the group that the policy was still marked as a draft and that he was open to positive suggestions.

Dr. Elliot said that he would meet with the Associate Heads on Thursday. He plans to discuss two items that emerged from the discussion, the sliding scale (\$'s and seats) and modifying bullets 1 and 2.

The next topic was reallocation. Dr. Elliot will present a full report at the January meeting. As it stands now, we were given the largest amount, \$75,000. It is not to the college yet. Most will stay upstairs and be used toward student scholarship, etc.

APRs. The key date is February 10, 2012. AIMS system is open now. Data has been input by Tanya, Clarice, and Elke. Adjustments can be made until February 24<sup>th</sup>. You will need to sign up for your actual APR with Debbie beginning next week.

Dr. Strong said that if you have an AIAEE paper submitted you should know if it was accepted or not within the week. He asked that you not listen to rumors. That information has not been released yet. He also asked that if anyone was planning on attending SAAAE – that the Department will cover two vans – and to let him know.

Dr. Williams mentioned that award nominations were open for SAAA and Association of Former Students (AFS). The AFS awards require five years of teaching. Contact Dr. Williams if you are interested.

Dr. Rutherford asked faculty to let the advisors know if you needed help with filling classes.

Dr. Elliot wound the meeting up with a discussion of “senior leadership.” Senior leadership can be faculty of any length of tenure, those who are concerned with things like stopping the rumor mill and moving the Department forward.

#### **Travel Request Form Deadlines**

Domestic (30 days prior to trip):	e.g., travel February 1, 2012 due by January 1, 2012
International (60 days prior to trip):	e.g., travel March 1, 2012 due by January 1, 2012

#### **Upcoming Events**

Holiday Lunch and Movie, IMS, December 15, 2011 at 11:00  
WRAAAE, Bellingham, WA, April 17-20, 2012, Paper deadline December 19  
NCAC-24 meeting January 4-6, 2012 host: Texas A&M University  
(January 5 – dinner with ALEC faculty at Elliotts @ 5:30)  
SRAAAE Birmingham, AL, February 4-7, 2012, Paper deadline was October 28th  
AAAE, May 15-18, 2012, Asheville, NC  
AIAEE Bangkok, Thailand Conference May 21-27, 2012  
NACTA, University of Wisconsin, River Falls, WI, June 26-29, 2012  
ALE, Key West, FL, July 8-11, 2012

#### **Future Departmental Meetings**

January 9  
February 13  
March 12  
April 9  
May 14

# Administrative Services

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## Texas A&M AgriLife Contract Office: Contacts

**about:** The Texas A&M AgriLife Contract Office promotes both transparent and efficient customer-oriented support services ensuring seamless processing of non-sponsored gifts, contracts, and other agreements. We are committed to the delivery of high quality programs, services, and initiatives that strive to support our agency's mission. [Learn more about us...](#)

## Contacts ↷

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**Bouse, Sonya;** *Financial Specialist I | Cost Share, Time and Effort Reporting*

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**Engledow, Carolyn;** *Financial Accountant I | Gift Processing & Reporting, THECB & NSF Reports, Texas AgriLife Research 1-A, and Contract Review*

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**Klimek, Marilyn;** *Administrative Assistant | AG-106 Independent Contractor Forms, Non-Disclosure Agreements, and Hotel/Facility Agreements*

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**Light, Doris;** *Administrative Assistant | AG-106 Independent Contractor Forms, Non-Disclosure Agreements, and Hotel/Facility Agreements*

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**Sandner, Tribbie;** *Senior Proposal Coordinator | MAESTRO Support and Development, and Contract Review*

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*Texas A&M AgriLife Administrative Services*

*Contract Office*

Suite 606 Wells Fargo Building | 2147 TAMU

Phone: 979-458-1858  | Fax: 979-862-3285 

## Texas A&M AgriLife Administrative Services

Physical Address: 3000 Briarcrest Drive; Bryan, TX 77802 | Mailing Address: 2147 TAMU; College Station, TX 77843

Phone: (979) 845-7879  | Fax: (979) 845-0365 

Web Site Maintenance: [AgriLife Administrative Services](#)

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[Equal Opportunity for Educational Programs Statement](#) | [Veterans Benefits](#) | [Military Families](#)  
[Risk, Fraud & Misconduct Hotline](#) | [Texas Homeland Security](#) | [Open Records/Public Information](#)

# Administrative Services

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## OSRS: Contacts

**update:** AgriLife Contracts & Grants functions involving sponsored research projects have moved to the Office of Sponsored Research Services (OSRS).

### quick resources:

[Executive Management](#) | [Texas AgriLife Research](#) | [Texas AgriLife Extension Service](#)  
[Business Support Services](#) | [Other Staff](#) | [Organizational Chart](#)

## Executive Management

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**Mark S. Smock:** *CPA, Executive Director*

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**Melissa Smith:** *Assistant to the Executive Director*

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**Leo J. Paterra:** *CPA, Associate Executive Director*

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## Texas AgriLife Research

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**Diane Gilliland:** *Director, Contracts and Grants*

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### ***Proposal Administrators***



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**Patt Junek** | p. 979-845-8668  |  [pjunek@tamus.edu](mailto:pjunek@tamus.edu)

**Barry Good** | p. 979-862-1382  |  [jbgood@tamus.edu](mailto:jbgood@tamus.edu)

**Shelly Berry** | p. 979-845-8758  |  [sberry@tamus.edu](mailto:sberry@tamus.edu)

**Loren Schroeder** | p. 979-845-8654  |  [lnschroeder@tamus.edu](mailto:lnschroeder@tamus.edu)


**Stephanie Towns** | p. 979-845-9309  |  [stowns@tamus.edu](mailto:stowns@tamus.edu)

### ***Contract Negotiators***

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**Bill Hawke** | p. 979-458-4682  |  [whawke@tamus.edu](mailto:whawke@tamus.edu)

**Lesli Kerth** | p. 979-845-4782  |  [lkerth@tamus.edu](mailto:lkerth@tamus.edu)


### ***Project Administrators***

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**Atin Agrawal** | p. 979-845-7864  |  [atinagrawal@tamu.edu](mailto:atinagrawal@tamu.edu)

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**Texas AgriLife Extension Service** 

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**Jane Zuber:** *Director, Contracts and Grants*

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### ***Proposal Administrator***

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**Mia Zwolinski** | p. 979-845-0434  |  [mzowlinski@tamus.edu](mailto:mzowlinski@tamus.edu)

### ***Contract Negotiator***

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**Lester Crenwelge** | p. 979-845-8658  |  [lcrenwelge@tamus.edu](mailto:lcrenwelge@tamus.edu)

### ***Sub-Contracts***

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### ***Project Administrator***

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## **Business Support Services**

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***Travel, Project Payroll, Payables, Deposits, and Reporting***


**Verna Smith:** *Director*

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## ***Payables***

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**Jason Engledow** | p. 979-847-8840  |  [jengledow@tamus.edu](mailto:jengledow@tamus.edu)

**Airlene Hayes-Muthee** | p. 979-845-4788  |  [ahhayes@ag.tamu.edu](mailto:ahhayes@ag.tamu.edu)

## ***Travel***

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**Akanksha Goyal** | p. 979-847-8839  |  [agoyal@tamus.edu](mailto:agoyal@tamus.edu)

## ***Purchasing, Receivables (Invoicing and Collections), and Fixed Assets***

**Diane Hassel: Director**

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## ***Purchasing***

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Continue to contact Texas A&M AgriLife Purchasing.

## ***Receivables***

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## Other Staff

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*TAMUS Office of Sponsored Research Services*

Phone: 979-845-8600  | 3578 TAMU

## Texas A&M AgriLife Administrative Services

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Phone: (979) 845-7879  | Fax: (979) 845-0365 

Web Site Maintenance: [AgriLife Administrative Services](#)

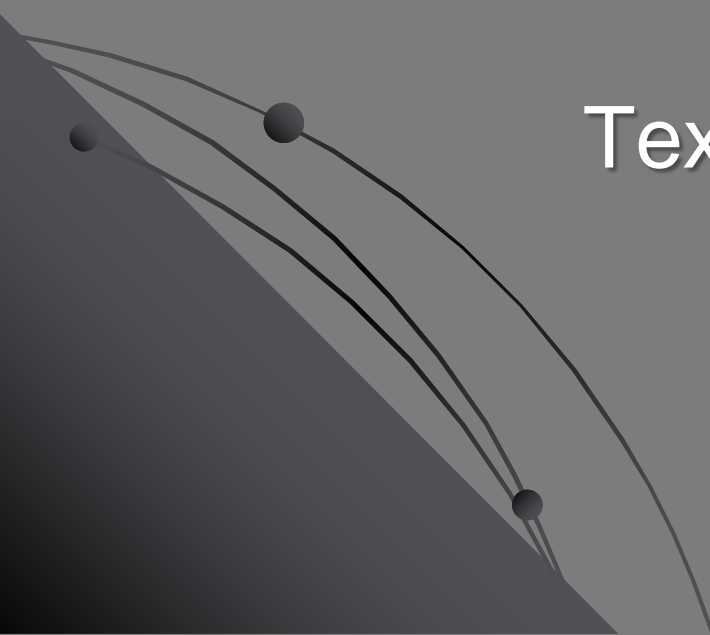
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# Proposal Training

Texas A&M AgriLife



# Phase II

## Pre-Award Module

- Pre-Award: Will allow for the creation, routing, verification, validation, and submission of proposals electronically. (electronic submission in development)
- IDC waivers are submitted and approved via Maestro.

### NOTES:

- This system is used for ALL system members (College Station based) proposals.
- AG-105 is no longer done hard copy.
- System routes all documents to all PIs/Specialist simultaneously.

# Who to Contact?

For Maestro Help:

Tribbie Sandner

979-458-4383

[tdsandner@ag.tamu.edu](mailto:tdsandner@ag.tamu.edu)

# Who to Contact?

## For Proposal Help:

### Research:

#### **Patt Junek**

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#### **Barry Good**

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#### **Shelly Berry- Hebb**

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#### **Lauren Schroeder**

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#### **Stephanie Towns**

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979-845-9309

### Extension:

#### **Mia Zwolinski**

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979-845-0434

# Getting Started

- Maestro Website:
  - <https://epikmaestro.tamus.edu>
- Account Request Form:
  - All Accounts are now set up Electronically
  - PIs automatically get an account once they are added to an account in Famis
  - Supervisors have log in access to approve an account

# Approving a Proposal

General Tab-  
Worklist

Quick Link to  
approving docs

The screenshot shows the EPiK Maestro Worklist interface. At the top, there is a navigation bar with tabs for General, Executive, Administrator, and Researcher. Below this is a secondary navigation bar with links for My Dashboard, Search, My Settings, Bio Data, WorkList, Contact Us, FAQ, and About EPiK-Maestro. The main content area is titled 'Worklist' and features a search bar, a 'Document Type' dropdown, and a 'Change Person' dropdown. Below these are search and reset buttons. A table lists the worklist items with columns for Document Type, Doc Number, Routing History, Emergency, Received Date, Description, Submitter, Division, Amount, and Submission Number. A callout points to the 'Doc Number' '1210042' in the first row of the table.

Document Type	Doc Number	Routing History	Emergency	Received Date	Description	Submitter	Division	Amount	Submission Number
Proposal	1210042		No	28-Nov-2011	Pt. Tribbie Sandner, Title: Research on the Development of Maestro	Tribbie Sandner			1

Click on Proposal #  
to see the proposal  
information

General Executive Administrator Researcher

My Dashboard Search My Settings Bio Data WorkList Contact Us FAQ About EPIK-Maestro

General » WorkList » General Info Feedback

Worklist

**General Info**

Personnel

Compliance

Routing Package

IDC Waiver Request

Reporting Code

Notes

Decision

### Proposal General Info

Last updated on 01-Dec-2011 by Tribbie Sandner

⏪ ⏩ ⏴ ⏵ ↻ Back

General Info

Proposal #	1210042	Cost Sharing Exists	<input type="checkbox"/>
Title	Research on the Development of Maestro	Budget Split Exists	<input type="checkbox"/>
Sponsor	Texas A&M Foundation	IDC Waiver Request Exists	<input checked="" type="checkbox"/>
Proposal Type	New Application	Compliance Issue Exists	<input checked="" type="checkbox"/>
Function	Research	Conflict Of Interest Exists	<input type="checkbox"/>
Activity Type	Research	Subrecipient Exists	<input type="checkbox"/>
PI	Tribbie Sandner		
Co-PI			
Lead Organization	AL-RSRCH Taes Administration Center		
Administrative Organization	Agrilife Research	<b>For Proposal Information, Please Contact</b>	
Project Begin Date	01-Dec-2011		Tribbie Sandner
Project End Date	31-Dec-2012		tdsandner@ag.tamu.edu
Total Amount	10,000.00		
IDC Base Amount			
IDC Base Type	Modified Total Direct Cost		
IDC Rate	10.00		
Cost Sharing Required	No		

⏪ ⏩ ⏴ ⏵ ↻ Back

Last updated on 01-Dec-2011 by Tribbie Sandner

Click on categories to see information contained in the in the section



You have documents in your WorkList awaiting approval    December 05, 2011 08:24 AM CST

General    Executive    Administrator    Researcher

My Dashboard   Search   My Settings   Bio Data   **WorkList**   Contact Us   FAQ   About EPIK-Maestro

General » WorkList » Decision Feedback

**Proposal Routing Decision** Approve   Reject   Back

**Current Proposal**

Proposal 1210042	PI Tribble Sandner	Title Research on the Development of Maestro
------------------	--------------------	--

**Routing Decision**

**ATTN. INVESTIGATORS:**  
 By clicking Approve button, you certify, to the best of your knowledge and belief, that ...

- a) You are not delinquent on any Federal debt, such as student loans, etc. (this does not include income taxes): (applies to fellowships, scholarships, IPAs, etc., per A-110.22 and A-129.)
- b) You are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by a Federal department or agency; (per Executive Order 12549).
- c) You agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this application.
- d) You understand that any false, fictitious, or fraudulent statements or claims may subject you to criminal, civil, or administrative penalties.
- e) You agree to comply with the TAMU Conflict of Interest Rule (per NSF 60 FR 35620, 7/11/95; NH 60 FR 35810, 7/11/95).
- f) You agree to comply with the TAMUS Policy on Ethics in Research and Scholarship, TAMUS #15.99.03.
- g) You agree to comply with the TAMUS regulations on Management of Intellectual Property, TAMUS #17.02.01
- h) You certify that the information submitted within the application is true, complete and accurate to the best of your knowledge.
- i) I agree to disclose any nepotism issues and agree to follow TAMUS policy 33.03 Nepotism.
- j) You have reviewed applicable subawardee documents, if any, including the subawardee's statement of work and budget and both appear reasonable and necessary for the successful completion of the work stated in the application.

**ATTN. DEPT. HEADS, DIRECTORS, DEANS:**  
 By clicking Approve button, you certify that you have received this proposal and all accompanying documents, you are aware of all requirements of this project and are committed to providing them, except as noted.

**Notes or Reason For Rejection**

Approve   Reject   Back

Add Comments or Reason  
if rejecting

Click on your choice

General Tab-  
My Settings

General Executive Administrator Researcher

My Dashboard Search My Settings Bio Data WorkList Contact Us FAQ About EPIK-Maestro

General > My Settings > Personal Setting Feedback

**Personal Setting**

- Profile Picture
- Bio Data Delegate
- Bio Data Section Access

**Executive Portal Settings**

Executive Organization: -TAMUS Agriculture Executive View Type: Org Activity with Associates

*These settings will take effect after next login.*

**Personal Info** To change this information go to <https://sso.tamtu.edu/>

First Name	Tribbie	Street Address	2147 TAMU
Last Name	Sandner	Mail Stop	2147
Middle Initial	D	City	College Station
Suffix		State	TX
Email	tsandner@ag.tamtu.edu	Zip Code	778432147
Url	<input type="text"/>	Work Phone	
Work Department	Directors Office		

**Routing Setting**

Action View Format Wrap

Document Type	Backup Path User	Notification	Approve Once
User Request	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Proposal Setting**

Action View Format Detach Wrap

Delegate	Member	Organization Abbreviation	Organization
No data to display.			

**User Access**

View Format Freeze Detach Wrap

Set up alternate approver for documents

Set up alternate support person for proposals



Current Proposal List

**General Info**

- Personnel
- Compliance
- Document
- IDC Waiver Request
- IP Waiver Request
- Budget Split
- Cost Sharing
- Subrecipient
- Action
- Notification
- Access Control
- Tasks
- Notes

Proposal number: [ ]

PI: Tribbie Sandner

\* Lead Organization: AL-RSRCH Taes Administration

Center: [ ]

\* Administrative Organization: Agrilife Research

\* Title: Researching my trip to temple

Nickname: [ ]

Project Begin Date: [ ]

Project End Date: [ ]

\* Proposal Type: Pre-Proposal

Activity Type: [ ]

Function: [ ]

Competitive: [ ]

Peer Review: [ ]

Restricted/Classified: No

Legacy Number: [ ]

Proposal Status: Temporary History

Status Date: 29-Nov-2011

Routing Status: Not Started

Routing Status Date: 29-Nov-2011

Total Amount: 150,000.00

IDC Base Amount: 100,000.00

IDC Base Type: Modified Total Direct Cost

IDC Rate: 46.50

Cost Sharing Required: No

- Cost Sharing Exists
- Budget Split Exists
- IDC Waiver Request Exists
- Compliance Issue Exists
- Conflict Of Interest Exists
- Subrecipient Exists

▼ Sponsor And Program Information

\* Sponsor: TAMU - Center for Environmental and Rural Hea

Prime Sponsor: [ ]

Sponsor Address: [ ]

Technical Contact: [ ]

Phone: [ ]

Email: [ ]

Fax: [ ]

RFP #: [ ]

Opportunity Title: [ ]

Opportunity URL: [ ]

Deadline Type: [ ]

\* Deadline Date: 15-Dec-2011

Submission Requirements: [ ]

maestro You have documents in your WorkList awaiting approval

General Executive Administrator Researcher

My Dashboard Accounts Projects Proposal

Researcher > Proposal > Personnel

Current Proposal List

General Info

**Personnel**

Compliance

Document

DC Waiver Request

IP Waiver Request

Budget Split

Cost Sharing

Subrecipient

Action

Notification

Access Control

Tasks

Notes

### Proposal Personnel Last updated

Current Proposal

Proposal PI Tribbie Sandner Title Researching my trip to temple

Personnel

Action View Detach

Name	Member	Organization	Role	Credit(%)	Conflict of Interest	Uploads	Notes
Tribbie Sandner	AL-RSRCH	Taes Administration	PI	100.00	100.00	0	

Columns Hidden 4

Proposal Contact (If Not PI)

Action View Detach

Name	E-Mail	Phone	Fax	Notes
No data to display.				

Columns Hidden 4

Add someone as the primary point of contact

General Executive Administrator **Researcher**

My Dashboard | Accounts | Projects | **Proposal**

Researcher >> Proposal >> IDC Waiver Request

**IDC Waiver Request**

Current Proposal List  
 General Info  
 Personnel  
 Compliance  
 Document  
**IDC Waiver Request**  
 IP Waiver Request  
 Budget Split  
 Cost Sharing  
 Subrecipient  
 Action  
 Notification  
 Access Control  
 Tasks  
 Notes

**Current Proposal**

Proposal PI Tribbie Sandner Title Researching my trip to temple

**IDC Waiver Request**

Action View Detach

Sponsor	IDC Rate Allowed (%)	IDC Rate Requested (%)	Budget	IDC Amount Waived	Status	Status Date	Creator
No data to display.							

Columns Hidden 6

**Routing Log**

Action View Detach

Submission #	Routing Status	Start Time	Routing End Time	Submitted By	Revoked By	Rejected By
No data to display.						

PI creates IDC waiver and starts route.  
 Predefined routing paths

# Building Your CV

General Tab-  
Bio Data

The screenshot shows the EPIK Maestro web application interface. The top navigation bar includes tabs for General, Executive, Administrator, and Researcher. Below this is a secondary navigation bar with links for My Dashboard, Search, My Settings, Bio Data, WorkList, Contact Us, FAQ, and About EPIK-Maestro. The main content area is titled 'Select Person (Sandner, Tribbie)'. On the left, there is a sidebar menu with categories like Institution, Templates, Resume/Bio Sketch, General, Education, Experience, Research, Publication, Service and Activity, and Intellectual Property. The main content area contains a table titled 'Currently Selected Person Is (Sandner, Tribbie)' with columns for First Name, Last Name, Title, and a Select button. The table lists 'Tribbie' as the first name and 'Sandner' as the last name, with the title 'Senior Proposal Coordinator'. A callout box points to the 'Select' button in the table.

First Name	Last Name	Title	Select
Tribbie	Sandner	Senior Proposal Coordinator	Select

Select person who you  
are entering for if  
bio-data delegate



Create a new record

General Executive Administrator Researcher

My Dashboard Search My Settings Bio Data V Contact Us FAQ About EPIK-Maestro

General » Bio Data » Education » Education

Select Person  
Institution  
Templates  
Resume/Bio Sketch

- General
  - Personal Info
  - Professional Registration
  - Languages Fluent In
  - Personal Statement
  - References
  - External Identity
- Education
  - Education**
  - Supplementary Education
  - Certification
  - Experience
  - Special Recognition
  - Research
  - Publication
  - Service and Activity
  - Intellectual Property

**Education (Sandner, Tribbia)**

▼ Education

Action View Format Institution Detach Wrap

Degree Type	Degree	Year	Institution	Primary Discipline	Secondary Discipline	Advisors Exists?
Academic						<input type="checkbox"/>

Columns Hidden 4

▼ Degree Advisor For () -

Action View Format Institution Detach Wrap

Prefix	First Name	Middle Name	Last Name	Institution
No data to display.				

Columns Hidden 4



General Executive Administrator Researcher

My Dashboard Search My Settings Bio Data WorkList Contact Us FAQ About EPIK-Maestro

General >> Bio Data >> Research >> Area Of Interest

Select Person  
Institution  
Templates  
Resume/Bio Sketch

General

- Personal Info
- Professional Registration
- Languages Fluent In
- Personal Statement
- References
- External Identity

Education

- Education
- Supplementary Education
- Certification

Experience

- Special Recognition

Research

- Area Of Interest**
- TAMUS Projects
- Non TAMUS Projects

Publication

- Publication
- Upload Publication

Service and Activity

- Service/Activity
- Presentation
- Professional Membership

Collaborator

Intellectual Property

- Patent
- Copyright
- Disclosure

### Area Of Interest (Sandner, Tribbie)

E.g. for Keyword search are: 'Bio%' or '%med%' or '%Engineering'

#### List Of Keywords

Keyword Description
2D Active Contours
3D Active Contours
3D Graphics
3D Microreplications
3D Modeling
3D Nanostructures
ABA
A12
AIDS
AIDS Counseling
AIDS Mental Health
AIDS Mouse Model
AIDS Perinatal/Pediatric
AIDS Sexually Transmitted
AIDS Substance Abuse

➔  
⬅

#### Selected Keyword

Is Primary Interest ?	Keyword Description
No data to display.	

Selecting Keywords will allow you to receive funding opportunities

General Executive Administrator Researcher

My Dashboard Search My Settings Bio Data WorkList Contact Us FAQ About EPIK-Maestro

General > Bio Data > Templates

Select Person  
Institution  
**Templates**  
Resume/Bio Sketch  
General  
Personal Info  
Professional Registration  
Languages Fluent In  
Personal Statement  
References  
External Identity  
Education  
Supplementary Education  
Certification  
Experience  
Special Recognition  
Research  
Publication  
Service and Activity  
Intellectual Property

### Templates (Sandner, Tribbie)

Search

Match  All  Any

Name Contains

Type Equals

Department Equals

Visible to Equals

Action View Format

Name	Type	Department	For Period?	Preview
<a href="#">Current &amp; Pending support</a>	Generic		No	<a href="#">Preview with Parameters</a>
<a href="#">GENERAL</a>	Generic		No	<a href="#">Preview with Parameters</a>
<a href="#">NIH Biographical Sketch</a>	Generic		No	<a href="#">Preview with Parameters</a>
<a href="#">NSF Biographical Sketch</a>	Generic		No	<a href="#">Preview with Parameters</a>

Columns Hidden 4

Several CV templates  
already designed or you can  
design your own

General Tab-  
My Settings

The screenshot shows the EPIK Maestro web application interface. At the top, there is a navigation bar with tabs for 'General', 'Executive', 'Administrator', and 'Researcher'. Below this is a secondary navigation bar with links for 'My Dashboard', 'Search', 'My Settings', 'Bio Data', 'WorkList', 'Contact Us', 'FAQ', and 'About EPIK-Maestro'. The breadcrumb trail indicates the current location: 'General > My Settings > Bio Data Delegate'.

On the left side, there is a sidebar menu with the following items: 'Personal Setting', 'Profile Picture', 'Bio Data Delegate' (which is highlighted), and 'Bio Data Section Access'.

The main content area is titled 'Bio Data Delega' and contains a section for 'List Of Delegates'. This section includes a toolbar with options for 'Action', 'View', 'Format', 'Detach', and 'Wrap'. Below the toolbar is a table with the following structure:

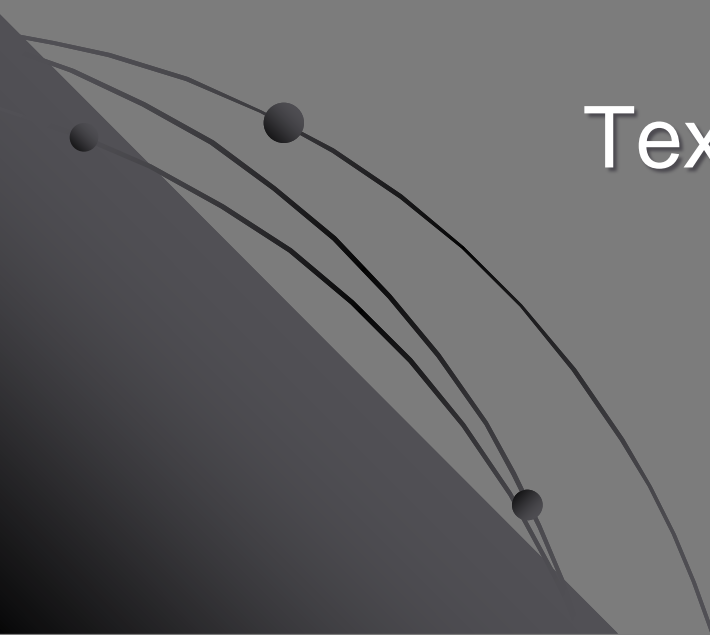
Name	Organization	Member
No data to display.		
Columns Hidden	4	

A red callout box points to the 'Columns Hidden' field in the table, containing the text: 'Set up alternate support person for CV'.



# Maestro Training

Texas A&M AgriLife



# What is Maestro?

A newly developed system to support researchers & specialist and research administration across the Texas A&M University System

# Program Objectives

- Provide researchers & specialist with timely and accurate information needed to manage their research & extension activities and to establish collaborations
- Publish up to date research key performance indicators for all TAMUS institutions and Board of Regents.
- Streamline research administration processes to minimize inefficiencies and improve turnaround time

# Phase I

## Research Portals

- Creates a Research Data Warehouse By combining FAMIS, B/P/P, Canopy, Epik
- Gives researchers & specialist easy access to all their projects & accounts and associated documents
- Administration and executives will be able to monitor and analyze proposal, award and research expenditure activity

# Phase II

## Pre-Award and Post-Award

- Pre-Award: Will allow for the creation, routing, verification, validation, and submission of proposals electronically.

Currently in Use

- Post-Award: Will expedite award acceptance, minimize budget and cost sharing data entry, improve project compliance and simplify the project close-out process.

In Development



# Phase III

## Research Finance

- Will consists of systems such as research sponsor billing, receivable reconciliation, indirect cost calculation and distribution, payroll certification and internal/external reporting

Expected start of development- 2012

# Who to Contact?

For Maestro Help:

Tribbie Sandner

979-458-4383

[tdsandner@ag.tamu.edu](mailto:tdsandner@ag.tamu.edu)

# Getting Started

- Maestro Website:
  - <https://epikmaestro.tamus.edu>
- Account Request Form:
  - All Accounts are now set up Electronically
  - PIs automatically get an account once they are added to an account in Famis
  - Supervisor have log in access to approve an account

# How does it work?

**EPIK maestro**  
Texas A&M University System  
Integrated Research Information System

HOME | FOR RESEARCHERS

UIN   
PASSWORD   
[Manage This Account](#) [Change Password](#) [Login](#)

About Project  
Research Areas  
Research News

A&M System Awards

Fiscal Year	Awards
2010	3
2009	2
2008	1
2007	1

**AGENCY SPOTLIGHT:**  
Texas Transportation Institute

**NEWS**

- Poston to attend White House reception honoring HHS advisory board service
- Mark Ellison named director for corporate relations for TEEs
- Energy Engineering Institute signs wind energy agreement

**OPPORTUNITY**

- Teaching Development Fellowships  
Humanities (see "Cultural Affairs" in CFDA)
- Meetings of the Institutional Corrections Research Network and Two Subject Matter Experts Meetings on Correctional Research  
Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
- Shenandoah National Park: assessing climate change factors that impact natural resources in the park  
Environment
- Pre-application for a Biomedical Technology Research Center (X02)  
Health
- Biomedical Technology Research Center (P41)  
Health
- Regulation of Surface Coal Mining and Surface Effects of Underground Coal Mining  
Natural Resources

**Use your SSO Log-In info**

**Gives funding opportunities**

THE TEXAS A&M UNIVERSITY SYSTEM

Information Systems  
Texas Engineering Experiment Station  
The Texas A&M University System  
Privacy Statement

State of Texas Texas Homeland Security Statewide Search TAMUS policies

**Current Account List (Sandner, Tribbie)**

Shaded projects END within three months.

Search Options: PI Name: Sandner, Tribbie; Account Number; Project Title; Member; Department; Sponsor Abbreviation; Sponsor; Primary PI: Yes; Status: Active; SL Summary: No.

PI	Department	Account	Total Balance (Real Time)	Primary PI	End Date	Project Title	Sponsor
No data to display.							
			0.00				

Columns Hidden: 2

Change between Accounts & Projects

If you are having an issue with a screen, use Feedback to help us improve

### Personal Research Accounts

When you sign-on, your homepage will display the list of your active accounts. By clicking on the account link you will see general account information including your account administrator contact information. This person will be able to help if there are questions related to the accounts. Alternate contact names are:

Agency	Name	Phone	Email
TAMU	Killion, Janet	979-362-2841	<a href="mailto:jkillion@tamu.edu">jkillion@tamu.edu</a>
TEES	Ellison, Gwynn	979-458-7624	<a href="mailto:gellison@tamu.edu">gellison@tamu.edu</a>
TTI	Konecny, Janice	979-545-5141	<a href="mailto:j-konecny@tamu.edu">j-konecny@tamu.edu</a>
AgriLife	Gilliland, Diane	979-545-4761	<a href="mailto:d-gilliland@tamu.edu">d-gilliland@tamu.edu</a>
AgriLife	Sandner, Tribble	979-458-4383	<a href="mailto:tsandner@ag.tamu.edu">tsandner@ag.tamu.edu</a>
TAMHSC	Bishop, Julie	979-458-7256	<a href="mailto:jbishop@tamhsc.edu">jbishop@tamhsc.edu</a>
TAMHSC	Thomas, Dana	979-458-7260	<a href="mailto:dathomas@tamhsc.edu">dathomas@tamhsc.edu</a>
TAMRF	Lacey, Michele	979-362-4444	<a href="mailto:mrlacey@tamu.edu">mrlacey@tamu.edu</a>
TAMRF	Nancy, Ginn	979-362-8516	<a href="mailto:nkginn@rt-mail.tamu.edu">nkginn@rt-mail.tamu.edu</a>

Contact

### General User Support

Epik-Maestro Administration  
[maestro@in.fosys.tamus.edu](mailto:maestro@in.fosys.tamus.edu)  
 979-458-7728

### Epik-Maestro Project Director

Leonarda Horvat  
[lhorvat@tamu.edu](mailto:lhorvat@tamu.edu)  
 979-458-7728

### Mailing Address

3579 TAMU  
 College Station, Texas 77843-3579

### Physical Address

1470 William D Fitch Pkwy  
 College Station, Texas 77845-4645  
 Fax: 979-458-7727

Gives updated contact for each agency



General Tab

Approve Documents

FAQ

Welcome Tribbie Sandner | My Settings | FAQ | Contact | Search | Logout  
June 21, 2011 09:37 AM CDT

General Executive Administrator Researcher

Search | My Settings | Bio Data | Worklist | Contact Us | FAQ

General > Search > Special Recognition Feedback

Area Of Interest Search  
Awards Search  
Inventory Search  
Keywords Search  
Opportunity Search  
Sponsor Search  
Organization Search  
Expense Category Search  
Feedback Search  
Institution Search  
**Special Recognition**

### Search Special Recognition

Search Basic | Saved Search | Special Recognition Search

Match  All  Any

Special Recognition Name  Contains

Special Recognition Type  Equal to

Institution Issuing Recognition  Equal to

Organization  Equal to

Keyword Description  Equal to

Criteria Name  Equal to

Deadline Day  Equal to

Deadline Month  Equal to  All

Action View Format

Special Recognition Name	Special Recognition Type	Institution Issuing Recognition	URL	Deadline Day	Deadline Month	Preparation Time (in days)	Organizations To Be Notified
by.							
n. 5							

Lots of search options.





Work List

EPIC **maestro** Welcome, [User Name] | My Settings | Help | Contact Us | Feedback  
 June 21, 2011 09:36 AM CDT

General | Executive | Administrator | Researcher

Search | My Settings | Bio Data | **Worklist** | Contact Us | FAQ

General > Worklist > Worklist Feedback

**Worklist**

Search Saved Search: WorklistSearch

Document Type:  Change Person:

Search Reset

Action View Format Detach Wrap

Doc Number	Routing History	Emergency	Received Date	Description	Submitter	Division	Document Type	Amount	Submission Number
No data to display.									

Bio Data

- Select Person
- Institution
- Templates
- Resume/Biosketches
- General
- Education
- Experience
- Special Recognition
- Area Of Interest
- Publication
- Service and Activities
- Intellectual Property

**Select Person (Sandner, Tribbie)**

Currently Selected Person Is (Sandner, Tribbie)

First Name	Last Name	Title	Select
Tribbie	Sandner	Senior Proposal Coordinator	Select

Export to Excel

Sort Account Type

See all accounts for Researchers/Specialist

Sort by Agency

Account balances with all SAs rolled up

View can be customized to needs

Sort by End Date

Sort by Sponsor

Member	Department	Account	Total Balance (Real Time)	Primary PI	End Date	Project Title	Sponsor	Status	Direct Balance	Indirect Balance
AL-RSR...	SCSC	11122244070	0.00	Yes	11-Aug-2012	Fy11 Cs- 504095-Stelly	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11122244790	0.00	Yes	11-Aug-2012	Fy 11 Cost Sharing For Stelly - 504245	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11122270360	0.70	Yes	11-Aug-2012	Fy11 R&G - Stelly	Parent Project Sponsor	Active	0.70	0.00
AL-RSR...	SCSC	11122287420	0.00	Yes	11-Aug-2012	Fy11 R&G - Stelly, D.	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11447570360	3.47	Yes	11-Aug-2012	Fy11 Cotton Improvement Fy08 -Stelly	Parent Project Sponsor	Active	3.47	0.00
AL-RSR...	SCSC	11447570361	0.00	Yes	11-Aug-2012	Fy11 Cotton Improvement/stelly/luc Davis	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11447570362	0.00	Yes	11-Aug-2012	Fy11 Cotton Improvement/stelly/jc Vente	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11447587420	0.00	Yes	11-Aug-2011	Fy11 Cotton Improvement - Fy08 Stelly	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	12122244070	0.00	Yes	11-Aug-2012	Cs- 504095-Stelly	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	12122244790	0.00	Yes	11-Aug-2012	Fy12 Cost Share Account - Stelly 504245	Parent Project Sponsor	Active	0.00	0.00
AL-RSR...	SCSC	11122270360	0.00	Yes	11-Aug-2012	Fy11 R&G - Stelly	Parent Project Sponsor	Active	0.00	0.00
									822,145.39	
									781,415.14	

Current Account List

**Account Info**

Account Balance

Account Balance Detail

Account Transactions

Payroll Transactions

Payroll Commitments

Account Number  System Member

**405924-70360 Germplasm Introgression for Tx Cotton Improvement - Interspecific and Intraspeci**  
 Sponsor: Cotton Incorporated

**Account Information**

<b>Principal Investigator</b> David Stelly	<b>Status</b> Active
David Baltensperger	<b>Project</b> 0000405924 - Germplasm Introgression for Tx Cotton Improvement - Interspecific and Intraspecific Crosses
<b>Funding Period</b> 01-Jan-2010 to 31-Dec-2010	<b>Current Funds</b> Yes
<b>Setup Date</b>	<b>Gift Fee Exempt</b> No
<b>Administrator</b> Engledow, Carolyn	<b>BottomLine Budget</b> Yes
9794581858	<b>Control</b>
ckengledow@ag.tamu.edu	<b>FAMIS ABR Rule</b> 009
<b>Sponsor</b> Cotton Incorporated	<b>Budget Sort</b> 693015
<b>Funding Type</b> Private	<b>NACUBO Function</b> 15 - Research
<b>F&amp;A Cost Method</b> - 0% NONE	
<b>Effort</b> DRES - Direct - Organized Research	



Once you select a specific account, you can access general and specific information.

Allows you to change dates of information .

EPIK **maestro**  
Texas A&M University System

General | Executive | Administrator | **Researcher**

Accounts | Projects

Researcher > Accounts > Account Balance Feedback

- Current Account List
- Account Info
- Account Balance**
- Account Balance Detail
- Account Transactions
- Payroll Transactions
- Payroll Commitments

Account Number: 40592470360 | System Member: AL-RSRCH | Start: 2010-07-July | End: 2010-07-July | Category: Maestro Change Options

**40592470360 Germplasm Introgression for Tx Cotton Improvement - Interspecific and Intraspeci**  
Sponsor: Cotton Incorporated

**Account Balance - (Real Time Balances)**

View	Format	Export To Excel	Freeze	Detach	Wrap					
Maestro Category	Budget as of (Jul/2010)	Expenditures as of (Jul/2010)	Period Expenditure (Jul/2010 to Jul/2010)	Encumbrance as of (Jul/2010)	Balance as of (Jul/2010)					
Salaries	7,949.10	0.00	0.00	0.00	7,949.10					
Wages	4,820.57	4,820.57	2,018.75	0.00	0.00					
Benefits	230.33	230.33	160.49	0.00	0.00					
Travel	2,000.00	0.00	0.00	0.00	2,000.00					
Supplies	3,000.00	326.19	33.00	147.92	2,525.89					
Other Expenses	2,000.00	1,053.61	22.50	290.00	656.39					
Scholarships and Fellow...	0.00	0.00	0.00	0.00	0.00					
Participant Costs	0.00	0.00	0.00	0.00	0.00					
Subcontracts	0.00	0.00	0.00	0.00	0.00					
Capital Outlay	0.00	0.00	0.00	0.00	0.00					
Budget Reserves	0.00	0.00	0.00	0.00	0.00					
Indirect Cost	0.00	0.00	0.00	0.00	0.00					
<b>Direct Only Total</b>	<b>20,000.00</b>	<b>6,430.70</b>	<b>2,234.74</b>	<b>437.92</b>	<b>13,131.38</b>					
<b>Account Total</b>	<b>20,000.00</b>	<b>6,430.70</b>	<b>2,234.74</b>	<b>437.92</b>	<b>13,131.38</b>					

Allows you to drill down to specific expense categories and see related charges.



Current Account List

Account Info

Account Balance

**Account Balance Detail**

Account Transactions

Payroll Transactions

Payroll Commitments

Account Number:  System Member:  Start: \* 2009 \* 01-January \* 2010 \* 07-July \* Category:

Type:  Category Codes:

**40592470360 Germplasm Introgression for Tx Cotton Improvement - Interspecific and Intraspeci**  
Sponsor: Cotton Incorporated

**Account Balance Detail**

View	Format	Export To Excel	Freeze	Detach	Wrap	Subcode	Subcode Title	Category	Expenditure
						5000	Other Expense Pool	Other Expenses	0.00
						5215	Employee Training - Regis. Fees	Other Expenses	235.00
						5511	M&R - Motor Vehicles	Other Expenses	153.29
						5654	Contracted Services - Lab Testing	Other Expenses	0.00
						5670	Other Contracted Services	Other Expenses	22.50
						5813	Rental of Containers	Other Expenses	9.22
						5870	Rental of Space - Other	Other Expenses	633.60
									1,053.61

Allows you to drill down to sub codes

- Current Account List
- Account Info
- Account Balance
- Account Balance Detail
- Account Transactions**
- Payroll Transactions
- Payroll Commitments

Account Number:  System Member:  Start:   End:   Category:

Type:  Category Codes:  Subcode:

**40592470360 Germplasm Introgression for Tx Cotton Improvement - Interspecific and Intraspeci**  
Sponsor: Cotton Incorporated

**Account Transaction - (Real Time Balances)**

View Format Export To Excel Freeze Detach Wrap

Transaction Date	Transaction Description	Amount	PO Reference	Document Number	Document Description	Subcode Title
06/18/2010	TEXAS A&M UNIVE...	153.29	L039556	6061698	FUEL W403731 PA...	M&R - Motor Vehicles


Columns Hidden 1

Allows you to see each charge for the categories and sub codes.

- Current Account List
- Account Info
- Account Balance
- Account Balance Detail
- Account Transactions**
- Payroll Transactions
- Payroll Commitments

File Download

Do you want to open or save this file?

 Name: FAMIS\_PurchReport\_L039556.pdf  
Type: Adobe Acrobat Document  
From: epikmaestro.tamus.edu

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.  
[What's the risk?](#)

Account Transactions Table:

Account Number	Category	Subcode Title
40592	Maestro	M&R - Motor Vehicles

Allows you view specific documentation for a charge



- Current Account List
- Account Info
- Account Balance
- Account Balance Detail
- Account Transactions**
- Payroll Transactions
- Payroll Commitments

Account Number: 48253100001 | System Member: TAMRF | Start: 2010 07-July | End: 2010 07-July | Category: Maestro | [Change Options](#)

Type: Encumbrance | Category Codes: Salaries | Subcode:

48253100001 Genetic And Functional Genomic Anal  
 Sponsor: University of Texas-Austin

**Account Transaction - (Open Commitments)**

View	Format	Export To Excel	Freeze	Detach	Wrap		
Transacti Date	Transaction Desc	Encumbered Amount	Liquidated Amount	Current Amount	Document Num	Document Desc	Subcode Name
2009-...	WANG FEI	21,333.36	16,000.02	5,333.34	J063298		Salary Encumbrance
		21,333.36	16,000.02	5,333.34			

Allows you to see payroll charges

Current Account List

Account Info

Account Number: 12447570360 System Member: AL-RSRCH Start: 2010 07-July End: 2010 07-July PIN:  [Change Options](#)

Account Balance

**12447570360 Fy10 Cotton Improvement Fy08 -Stelly**

Account Balance Detail

Sponsor: Parent Project Sponsor

Account Transactions

Payroll Transactions

Payroll Commitments

Account Payroll Commitments - (Real Time Balances)

View	Format	Export To Excel	Freeze	Detach	Wrap						
Position	Name	Budget / Wage	Salary Amount	Longevity Amount							Benefit Amount
A01413	Dwaine Raska	B	1,137.30	0.00							0.00
A08063	Shivapriya Manc...	B	5,000.00	0.00							0.00
A08089	Casey Riggs	B	3,366.48	0.00							0.00
A08509	Meiping Zhang	B	4,159.97	0.00							0.00
A08511	Sandria Prom	B	0.00	0.00							0.00
A95996	Vacant	B	0.00	0.00							0.00
			13,663.75	0.00							0.00

Allows you to see payroll commitments

December 12, 2011

I encourage and am in complete support of all research being conducted by ALEC faculty and students. With that being said, we are moving forward strategically to cover research administrative costs (printing, envelopes, postage, etc). With recent budget cuts, restrictions, and reductions, we must utilize all funding sources to support this important and essential ALEC activity. A form is being developed to assist you in keeping up with these costs.

Therefore, beginning December 12<sup>th</sup> the attached Special Mailing Form, with appropriate project account number, will be required for all like pieces of mail that number greater than 10. Funding sources include the Office of Graduate Studies (OGS), grants, individual faculty accounts, etc. Share the form with your graduate students and encourage them to submit graduate research request forms in a timely fashion to the Office of Graduate Studies.

Jack Elliot



**SPECIAL MAILING FORM**  
**(Mail to be Metered)**

From: (Sender's Name)	
(Department)	Agricultural Leadership, Education, and Communications
Billing Account Number:	
Billing Account Name:	
Dept. Phone Number:	979.862.3003
Return Form To: (Name)	Debbie King
(Department)	Agricultural Leadership, Education, and Communications
(Mail Stop)	2116
Project Account Number:	

Please Send Attached mailing:

- ( ) 1st Class
- ( ) Book Rate-Media Mail
- ( ) Air Mail-International First Class
- ( ) International Priority
- ( ) Parcel Post
- ( ) Library Rate
- ( ) Nonprofit (Bulk Rate)
- ( ) Insured (\$5000 maximum - Domestic Mail Only)
- ( ) Registered Mail (Dollar Value)
- ( ) Certified

Description of Mailing: (brochures, applications, bills, letters, flyers, etc.)

Number of Items Mailed:	Date Submitted for Mailing:	Charge for Mailing: (For Mail Service Use Only)
-------------------------	-----------------------------	---

Signature:

## ALEC Summer Teaching Incentive Pay Policy (12/12/11)

Priority for summer teaching funds will be determined by course demand, core curriculum (no other course can be or has been substituted for that course), course evaluations, and previous course enrollment.

- Faculty members on 10 or 11 months of funding, who offer to teach in the summer, will be paid 50% of the amount on the payment schedule below for the first course. Additional courses offered in the same semester will be paid the full amount on the payment schedule below for each course completed.
- Faculty members on 12 months funding, who offer to teach in the summer, will be paid the amount on the payment schedule below for each course completed.
- Faculty members offering to teach in the summer agree to teach the course for no additional compensation in the event the course “makes” (meets University minimum enrollment), but fails to reach the minimum enrollment for ALEC funding.
- Study Abroad courses offered in the summer will count as the “first course” for faculty members on 10 or 11 months of funding; additional courses will be paid the full amount on the payment schedule below for each course completed. Summer study abroad courses that meet the minimum enrollment values on the payment schedule below will receive summer funding from the department.

Funding from the College has been requested to support large classes (60+).

### Summer Course Payment Schedule\*

ALEC Minimum *Census Enrollment	UG class w/Masters	UG class w/Doctorate	Grad class w/Doctorate
10-19	**N/A	**N/A	\$4,500
20-40	\$3,500	\$4,500	\$5,000
41+	\$4,000	\$5,000	\$6,000

\*Enrollment is determined by the official TAMU Census Day enrollment numbers (12th Day of Long Semesters, 4th Day for Summer).

\*\*Only courses with a minimum of 20 UG, or 10 G, will be considered for summer funding.