TEES Support Services
An array of services to advance research, workforce development and commercialization for our partner institutions.

TEES Annual Research Conference 2017
Working Together for Texas and Beyond
tees.tamu.edu
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TEES Engineering Research Digest
Each week, TEES Research Development distributes a newsletter highlighting funding opportunities and news for engineering principal investigators. Archives are available at: teesresearch.tamu.edu/newsletter/engineering-research-digest-newsletter/

To receive the newsletter, contact:
Cindy Wall, Assistant Agency Director for Regional Divisions
c-wall2@tamu.edu
979-458-7416

Texas A&M Sponsored Research Services
The Texas A&M Sponsored Research Services (SRS) office provides research administration services on behalf of TEES. These include the pre-award areas of proposal preparation and submission as outlined below:

Proposal Preparation and Submission
1. **Access to Maestro is Required**
Maestro is an enterprise-wide system that supports The Texas A&M University System researchers and research administration where TEES researchers can review their proposals and accounts once awarded. Log in with your UIN and Single Sign-On password at maestro.tamus.edu. All TEES researchers, even those who are not affiliated with the A&M System, have access to Maestro.

*Note: The ‘researcher’ role created for new researchers by Maestro will only allow access to proposals, accounts, and projects for which they are listed as PI, Co-PI, or Co-I.*

Maestro grants the ‘researcher’ role (allowing researchers to view their accounts, projects, complete FCOI, etc.) for any of the following situations:
1. A new hire is flagged as ‘Subject to FCOI’ in BPP.
2. A person is added as a PI, Co-PI, Co-I to a proposal.
3. A person is added as a PI, Co-PI, Co-I to an account.

For options 1 and 3 the role is created in the Maestro nightly process. For option 2 the role is created immediately.
New researchers will receive a generic log-in account once they have a UIN. Once logged in, researchers will have access to only the homepage that includes their worklist and the general search page.

2. **Contact your Proposal Administrator**
SRS provides comprehensive proposal support services. You can either begin a proposal in the Maestro system or contact your proposal administrator who will begin the proposal for you in Maestro. The sooner you contact your administrator, the better! Three weeks or more prior to the sponsor’s deadline is preferred.

The following items are needed for login:
- Sponsor information (program announcement and due date)
- Project title
- Project start date and duration of project
- List of Co-PIs and/or outside collaborators with contact information

3. **Budget Development**
Your proposal administrator will review the sponsor’s guidelines and assist you with the preparation of a proposal budget. They will verify the salaries and fringe benefits and assist you with estimates for to-be-named employees. They will ensure that the appropriate facilities and administrative rates are budgeted for the project. They will also incorporate subawardees’ budgets into your budget, provided that subawardees submit the required budget and documentation in advance of proposal submission lead times. Proposal administrators will also assist you in revising your budget, if required by the sponsor, prior to award.

4. **Proposal Routing and Approvals**
Before your proposal is submitted to the sponsor, the final budget, cost-sharing documentation, and draft text will be submitted through Maestro for electronic approval. You will be asked to approve—as will your department head, dean, and system member representative (e.g., director or vice president for research).

5. **Preparing the Proposal for Submission**
Your proposal administrator can assist you with completing sponsor-required forms and prepare your proposal for submission to the sponsor. Given sufficient time, they will review the sponsor’s guidelines and help to make sure your proposal is in compliance so it is accepted by the sponsor.
6. Copy of Submitted Proposal
Once your proposal is submitted, a copy of the final submission will be uploaded into Maestro for your future reference.

For assistance with proposal preparation and submission, contact: Elizabeth Johnston Vasquez, Senior Proposal Administrator I evasquez@tamu.edu
979-458-8074

Hanover Research Prospecting & Proposal Development
TEES has a partnership with Hanover Research to provide prospecting and proposal development. Below are the levels of support—and timelines associated with each—available to TEES and Texas A&M Engineering through the partnership.

Funding Calendars
With funding calendar projects, Hanover provides an overview of opportunities aligned with a broad research theme, eligibility type, or programmatic need, outlining projected submission dates for opportunities of interest for research groups, departments, or centers as a tool to forecast grantseeking activity. Hanover also details general trends in funding and current funder priorities.
*(Typical project timeline: 3 weeks)*

Funding Opportunity Prospecting
With funding opportunity prospecting projects, Hanover can provide an analysis of viable funding opportunities based on an intended research aim or previously submitted proposal. Hanover profiles near-term opportunities, including funder priorities and recently funded projects, requestor's alignment with funder priorities, and recommendations on approach.
*(Typical project timeline: 3 weeks)*

Grantsmanship Training Webinars
Through web conferencing, Hanover grants consultants conduct presentations and trainings on a variety of grants-related topics, including “Finding the Right Funding Opportunity,” “Getting Started in Grant Writing for Early and Middle Career Faculty,” and “Responding to Reviewer Comments and Resubmission Strategies.” Presentations are customized to the target audience and include time for active and engaged Q&A.
*(Typical project timeline: 3 weeks)*
Proposal Review-Only
With review-only projects, a PI or single project team at the client organization can receive up to two waves of support from a Hanover grants consultant. As requested on a project-by-project basis, each wave of this support may include: (1) margin comments on the narrative draft with recommendations surrounding the proposal's alignment to the grant opportunity's guidelines and the funder's expectations; (2) a brief memo outlining high-level recommendations; and (3) a debrief teleconference call with a grants consultant. (Typical project timeline: 2 weeks)

Proposal Review and Revision
With review and revision projects, a PI or single project team at the client organization can receive up to two waves of support from a Hanover grants consultant. As requested on a project-by-project basis, each wave of this support may include: (1) margin comments on the narrative draft with recommendations surrounding alignment of the proposal to the grant opportunity's guidelines and funder's expectations; (2) a brief memo outlining high-level recommendations; (3) revision of narrative content for clarity and effective use of language; (4) editing of proposal content for punctuation and grammar; and (5) a debrief teleconference call with a grants consultant. (Typical project timeline: 3 weeks)

Institutional Proposal Development
With institutional proposal development projects, a Hanover grants consultant will serve as the lead writer for the proposal narrative, working collaboratively with the PI(s) to gather concept design information and other contextual details to complete a full first draft of the narrative and provide follow-up revisions based on PI feedback. The grant consultant may also provide feedback on compliance for additional proposal components (budget, required forms, etc.) as time permits. (Typical project timeline: 8-16 weeks)

To schedule a scoping call with Hanover Research, contact: Cindy Wall, Assistant Agency Director for Regional Divisions c-wall2@tamu.edu 979-458-7416
Contract Negotiation
Agreements require careful review to protect the interests of the researcher, regional division member, and TEES. A contract negotiator will review the terms and conditions of agreements for non-standard conditions and negotiate any necessary changes. Contract negotiators also consult, as needed, with the A&M System Office of General Counsel, Technology Commercialization, and the appropriate TEES administration to confirm agreements are acceptable.

For information about contract negotiation, contact:
Lester Crenwelge
lcrenwelge@tamu.edu
979-845-8658

While SRS is the primary contact for research administration services, TEES also provides direct proposal and contracting services for projects with industry sponsors. Typically proposals are not competitive submissions and are prepared in conjunction with the contract. Additionally, TEES processes all non-funded agreements (i.e., nondisclosure, material transfer, and teaming agreements).

For more information about industry contract negotiation, contact:
Mark Andrews, Director, Contract Negotiation
meandrews@tamu.edu
979-458-7482

Marcie Avery, Coordinator, Industry Contracts
mavery@tamu.edu
979-862-9187

Post-Award Administration
The post-award administration team establishes and monitors sponsored project accounts, including:
• Establishment of project/account
  • Creating project record/account in accordance with sponsor agreement
• Management of project
  • Assisting in determining available balances
  • Reviewing costs for allowability, allocability, and reasonableness
The Risk and Compliance Office assists administration, staff, and researchers with a multitude of compliance issues ensuring that research is conducted within appropriate guidelines, including:

- Financial and Operational Compliance
  - Audits and inquiries from sponsors and auditors
  - Record retention
  - Rules and standard administrative procedures
  - Facilitation and research procedures
- Research Compliance
  - Financial conflict of interest
  - Human subject research
  - Animal subject research
  - Biosafety research
  - Export controls, including: international travel and shipping; export control language/restrictions in research agreements; screening visiting scholars, employees, and vendors; and preparing technology control plans as needed

For questions regarding post-award administration, contact:
Ashlee Woolard, Senior Project Administrator II
awoolard@tamu.edu
979-845-0707

RISK & COMPLIANCE

The Risk and Compliance Office assists administration, staff, and researchers with a multitude of compliance issues ensuring that research is conducted within appropriate guidelines, including:

- Financial and Operational Compliance
  - Audits and inquiries from sponsors and auditors
  - Record retention
  - Rules and standard administrative procedures
  - Facilitation and research procedures
- Research Compliance
  - Financial conflict of interest
  - Human subject research
  - Animal subject research
  - Biosafety research
  - Export controls, including: international travel and shipping; export control language/restrictions in research agreements; screening visiting scholars, employees, and vendors; and preparing technology control plans as needed

For more information about risk and compliance, contact:
Lisa Akin, Director
lisaakin@tamu.edu
979-458-7473

Deidra White, Manager
dbwhite@tamu.edu
979-458-7471
ADDITIONAL SUPPORT SERVICES

BUSINESS SUPPORT SERVICES

As a reminder, the TEES Fiscal Office has undergone a change in the way it is processing travel reimbursements and purchase documents as a result of new finance system implementations in FY 2016.

For all A&M System members with accounts at TEES, please proceed as follows:

Travel Vouchers
For members using the Concur travel system, please continue to use Concur for all trips charged to a TEES account.

For members not currently using Concur, please send scanned copies of your travel receipts with the pertinent TEES-FAMIS account information and traveler certification statement to the TEES Fiscal Office at teesadminister@tamu.edu. We will then prepare the travel expense reports on your behalf. TEES will continue to provide these centralized travel processing services until such time that either Concur is implemented at your institution, or until an alternative process in FAMIS conducive to electronic document workflow and imaging is available.
**Purchase Vouchers and Requisitions**

For members using Buy A&M (BAM), please continue to use BAM for all requisitions on TEES accounts. If you cannot switch to CC28 in BAM, contact TEESFAMISsecurity@tamu.edu.

For members not currently using BAM:
For delegated purchase vouchers, please send scanned copies of your receipts with the pertinent TEES-FAMIS account information to teesadminister@tamu.edu. We will then prepare the voucher(s) on your behalf in BAM and allow you the opportunity to review/approve the expenses before they are processed. We will continue to work with your institution to make sure the appropriate approval routing paths are set up in BAM to accommodate this.

For requisitions, please send all pertinent documentation to teespurchasing@tamu.edu. We will enter the requisition in BAM on your behalf.

TEES will continue to provide these centralized procurement processing services until such time that the BAM system has been fully implemented by your respective institution.

**For all non-A&M System regional institutions with accounts at TEES, please proceed as follows:**

**Travel Vouchers**
Please send scanned copies of travel receipts with pertinent TEES account information to teesadminister@tamu.edu. We will then prepare travel reimbursements on your behalf. TEES will continue to provide centralized travel processing services until your institution has the ability to process TEES-related travel in FAMIS/Concur.

**Purchase Vouchers and Requisitions**
Please send scanned copies of receipts with pertinent TEES account information to teesadminister@tamu.edu. We will then prepare the voucher(s) on your behalf in FAMIS via the BAM system. For requisitions, please send all pertinent documentation to teespurchasing@tamu.edu, and we will enter the requisition in FAMIS/BAM on your behalf. TEES will continue to provide centralized procurement processing services until your institution has the ability to process TEES purchases in FAMIS/BAM.
For general questions about your accounts, including balances and reports, contact:
Kem Morgan
kem@tamu.edu
979-458-7497

For general questions about processing travel in Concur or purchasing vouchers in BAM, contact:
Karen Gregory
kgregory@tamu.edu
979-458-7438.

For general questions about processing purchase requisitions, contact:
Mary Williams
me-williams@tamu.edu
979-458-7434.

For questions about BAM/FAMIS access, security, and routing paths, contact:
teesfamissecurity@tamu.edu, or
Cheryl Malone
979-458-7734

**CENTER SUPPORT OPERATIONS**

TEES is home to more than 30 centers and institutes performing research, workforce development and technology commercialization to meet society's needs. TEES centers are focused on:

- Energy and Systems Services
- Engineering Education
- Healthcare
- Information Systems and Sensors
- Infrastructure
- Materials and Manufacturing
- Safety and Security

TEES Center Operations, which is part of TEES Strategic Initiatives and Centers, can provide business development, proposal, managerial, and administrative support. We can help connect centers and institutes with industry, research, funding, and partnership opportunities and ensure TEES centers and institutes maintain high quality operations.
For more information about how you might partner with TEES centers and institutes, contact:
John Pappas, Director, Center Operations
johnpappas@tamu.edu
979-458-7558

Holley Howell, Administrative Coordinator
holleyhowell@tamu.edu
979-458-7558

COMMERCIALIZATION & ENTREPRENEURSHIP

The goal of the Office of Commercialization and Entrepreneurship is to catalyze the commercialization of discoveries and inventions arising from the TEES research portfolio. Formed in 2014, the office is organized like a bootstrapped venture capital firm with a team of senior Entrepreneurs-in-Residence (EIR), and Entrepreneurs-in-Training (EIT), who collaborate closely with TEES researchers. Throughout the year, the EIR/EIT team provides in-depth training and boot camps for TEES researchers in the areas of invention disclosure/patent preparation, pitching to corporate sponsors, and launching startups.

Researchers from the TEES regional divisions who are active TEES PIs can take advantage of these services and opportunities:
• Creation of intellectual property
• Licensing of intellectual property
• Enhancing their industry sponsored research portfolio
• Helping launch startup ventures from their inventions
• Enabling the commercialization process

To learn more about commercialization and entrepreneurship, contact:
Dr. Balakrishna Haridas
Executive Director for Technology Commercialization & Entrepreneurship
bharidas@tamu.edu
979-845-3348
**ENGINEERING COMMUNICATIONS**

Engineering Communications develops and executes marketing and communications strategies for high-priority initiatives and campaigns identified by the vice chancellor and dean of engineering and director of TEES. The office also serves as a resource for many stakeholders and, as time allows, accommodates requests for assistance with marketing and communication needs.

To learn more about Engineering Communications, contact:
Brian Blake  
Director, Engineering Communications  
brian.blake@tamu.edu  
979-458-3196

Amy Halbert  
Assistant Director of Communications, TEES  
ahalbert@tamu.edu  
979-458-4243

Amy Klinkovsky  
Communications Specialist II, Workforce Development  
amyk@tamu.edu  
979-458-8437

**GOVERNMENT RELATIONS**

Upon approval from the TEES Agency Director, the TEES Government Relations Department works in coordination with the A&M System Office of State and Federal Relations (OSFR), under the direction of Vice Chancellor Tommy Williams, to increase the presence of our unique and dynamic capabilities in all governmental arenas.

The purpose of OSFR is to maintain a “boots on the ground” approach both in Austin and Washington D.C., with specific staff assignments for each institution—either a university or agency—who are focused on raising the profile at the state or federal level. The primary mission of OSFR is to support funding initiatives and achieve policy goals for all the A&M System institutions.
Please contact your appropriate administrator to obtain their support on any matter before directly contacting the respective OSFR staff for your institution. You should inquire about the applicable protocols established by your institution for communication with OSFR.

For more information about Government Relations, contact:
Norman Garza Jr., Assistant Vice Chancellor for Government Relations
ngarza@tamu.edu
512-542-7830

Julia R. Pierko, Director of Government Initiatives
jpierko@tamu.edu
979-862-9149

Diane Hurtado, Ph.D., Associate Vice President for Federal Relations
d-hurtado@tamu.edu
979-845-2217

INDUSTRY RELATIONS

The Office of Industry Relations serves as a single point of contact for private companies and industries interested in pursuing research and other collaboration projects with TEES. We actively engage with potential customers in strategic markets and seek out opportunities to develop business strategies for these markets, leveraging our diverse engineering capabilities portfolio. We assess industry needs/interests, connect the faculty/expert capabilities with the needs, develop research or other TEES mission-related projects as appropriate, assist in partner industry collaborations as needed, and maintain a contact and capabilities database to perform follow-ups. We are a resource across the Texas A&M Engineering community for industry engagement.

Our ultimate goal is to create demand for our technology, real-world solutions, and world-class facilities and resources, by broadening and reinforcing the trust industries and corporations have in our organization. Additional information is available at tees.tamu.edu/OCR.

For more information about Industry Relations, contact:
Chip Hill, Executive Director
hill@tamu.edu
979-458-9281
The TEES Office of Professional and Continuing Education is now TEES EDGE—a one-stop shop for the high-quality, cutting-edge technical education individuals and organizations need. And, in the summer of 2017, we will launch Higher Reach—a new student management system providing support for all the professional and continuing education opportunities across TEES.

Whether through face-to-face, online or blended methods, TEES is poised to deliver short courses, workshops and conferences. TEES EDGE will ensure recognized researchers and industry experts are able to deliver superior knowledge and practical application scenarios to their target audiences with a seamless system providing the support and supplemental services required for successful offerings.

With the new Higher Reach system, TEES EDGE will provide:
• A dynamic database allowing all student/course information to be analyzed at the center, division and agency levels
• Administrative access to control data at the center/department/course levels
• Flexible registration interface with a variety of fee structures (early bird, quantity, contract, etc.), as well as the ability to take multiple forms of payment (check, invoice, credit cards, pay for others, etc.) and effectively track payment status
• Registration links for existing webpages, as well as a free-standing catalog
• Keyword search and cross-sell opportunities on the TEES EDGE Higher Reach website
• Student- and client-created profiles, where the system recognizes returning users
• Certification program support, including student and client portals where they can access their individual records and official certificates for their completed offerings
• Application processing to meet departmental requirements for co-enrollment courses and programs
• Ability to support marketing, registration, and tracking of multi-course certificate programs
• Email templates and processes to consistently communicate completed registration, reminders, etc. for students and clients
• Variety of standard and ad hoc reports
• Direct interface with TEES Fiscal Office to link offerings/sections to specific accounts

To learn more about TEES EDGE and Higher Reach, contact:
Dr. Melissa N. Walden, P.E.
TEES EDGE Director
mwalden@tamu.edu
979-458-8213

Kelly Gideon
TEES EDGE Program Specialist II
kellygideon@tamu.edu
979-458-0223
# QUICK REFERENCE GUIDE

## WEBSITES, EMAIL ADDRESSES & PHONE NUMBERS

Prospecting & Proposal Development  
[http://teesresearch.tamu.edu/newsletter/engineering-research-digest-newsletter/](http://teesresearch.tamu.edu/newsletter/engineering-research-digest-newsletter/)

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<th>Role</th>
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<tbody>
<tr>
<td>Research Digest</td>
<td>Cindy Wall</td>
<td><a href="mailto:c-wall2@tamu.edu">c-wall2@tamu.edu</a></td>
<td>979-458-7416</td>
</tr>
<tr>
<td>SRS Proposal Preparation</td>
<td>Elizabeth Vasquez</td>
<td><a href="mailto:evasquez@tamu.edu">evasquez@tamu.edu</a></td>
<td>979-458-8074</td>
</tr>
<tr>
<td>Hanover Prospecting</td>
<td>Cindy Wall</td>
<td><a href="mailto:c-wall2@tamu.edu">c-wall2@tamu.edu</a></td>
<td>979-458-7416</td>
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Contract Negotiation & Post-Award Administration  
[http://teesresearch.tamu.edu/newsletter/engineering-research-digest-newsletter/](http://teesresearch.tamu.edu/newsletter/engineering-research-digest-newsletter/)

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<tbody>
<tr>
<td>SRS Contract Negotiation</td>
<td>Lester Crenwedge</td>
<td><a href="mailto:lcrenwelge@tamu.edu">lcrenwelge@tamu.edu</a></td>
<td>979-845-8658</td>
</tr>
<tr>
<td>Industry Contracts</td>
<td>Mark Andrews</td>
<td><a href="mailto:meandrews@tamu.edu">meandrews@tamu.edu</a></td>
<td>979-458-7482</td>
</tr>
<tr>
<td></td>
<td>Marcie Avery</td>
<td><a href="mailto:mavery@tamu.edu">mavery@tamu.edu</a></td>
<td>979-862-9187</td>
</tr>
<tr>
<td>Post-Award Administration</td>
<td>Ashlee Woolard</td>
<td><a href="mailto:awoolard@tamu.edu">awoolard@tamu.edu</a></td>
<td>979-845-0707</td>
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Risk & Compliance  
[http://tees.tamu.edu/riskcomp/](http://tees.tamu.edu/riskcomp/)

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<tbody>
<tr>
<td>Director</td>
<td>Lisa Akin</td>
<td><a href="mailto:lisaakin@tamu.edu">lisaakin@tamu.edu</a></td>
<td>979-458-7473</td>
</tr>
<tr>
<td>Manager</td>
<td>Deidra White</td>
<td><a href="mailto:dbwhite@tamu.edu">dbwhite@tamu.edu</a></td>
<td>979-458-7471</td>
</tr>
<tr>
<td>Compliance Officer</td>
<td>John Carroll</td>
<td><a href="mailto:john.carroll@tamu.edu">john.carroll@tamu.edu</a></td>
<td>979-458-7474</td>
</tr>
<tr>
<td>Compliance Officer</td>
<td>Brian Ridenour</td>
<td><a href="mailto:b.ridenour@tamu.edu">b.ridenour@tamu.edu</a></td>
<td>979-458-2586</td>
</tr>
<tr>
<td>Compliance Coordinator</td>
<td>Sheri Jones</td>
<td><a href="mailto:sherijones@tamu.edu">sherijones@tamu.edu</a></td>
<td>979-458-7479</td>
</tr>
<tr>
<td>Program Specialist</td>
<td>Lisa Foster</td>
<td><a href="mailto:lisa-foster@tamu.edu">lisa-foster@tamu.edu</a></td>
<td>979-458-7476</td>
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Business Support Services  
[http://tees.tamu.edu/research/research-centers/](http://tees.tamu.edu/research/research-centers/)

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<tbody>
<tr>
<td>Account Balances/Support</td>
<td>Kem Morgan</td>
<td><a href="mailto:kem@tamu.edu">kem@tamu.edu</a></td>
<td>979-458-7497</td>
</tr>
<tr>
<td>Travel</td>
<td>Karen Gregory</td>
<td><a href="mailto:kgregory@tamu.edu">kgregory@tamu.edu</a></td>
<td>979-458-7438</td>
</tr>
<tr>
<td>Purchase Requisitions</td>
<td>Mary Williams</td>
<td><a href="mailto:me-williams@tamu.edu">me-williams@tamu.edu</a></td>
<td>979-458-7434</td>
</tr>
<tr>
<td>BAM/FAMIS Access</td>
<td>Cheryl Malone</td>
<td><a href="mailto:teesfamissecurity@tamu.edu">teesfamissecurity@tamu.edu</a></td>
<td>979-458-7438</td>
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Center Support Operations  
[http://tees.tamu.edu/research/research-centers/](http://tees.tamu.edu/research/research-centers/)

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<tbody>
<tr>
<td>Director</td>
<td>John Pappas</td>
<td><a href="mailto:johnpappas@tamu.edu">johnpappas@tamu.edu</a></td>
<td>979-458-7558</td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>Holley Howell</td>
<td><a href="mailto:holleyhowell@tamu.edu">holleyhowell@tamu.edu</a></td>
<td>979-458-7558</td>
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Commercialization & Entrepreneurship  

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<tr>
<td>Entrepreneurship</td>
<td>Balakrishna Haridas</td>
<td><a href="mailto:bharidas@tamu.edu">bharidas@tamu.edu</a></td>
<td>979-845-3348</td>
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Engineering Communications  
[http://engineering.tamu.edu/communications](http://engineering.tamu.edu/communications)

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<tr>
<td>Communications Director</td>
<td>Brian Blake</td>
<td><a href="mailto:brian.blake@tamu.edu">brian.blake@tamu.edu</a></td>
<td>979-458-3196</td>
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<tr>
<td>TEES Communications</td>
<td>Amy Halbert</td>
<td><a href="mailto:ahalbert@tamu.edu">ahalbert@tamu.edu</a></td>
<td>979-458-4243</td>
</tr>
<tr>
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NOTES & UPDATES