

# Seattle Institute for Biomedical and Clinical Research

January 2011 - March 2011

www.sibcr.org

## Feature



Photo by Renee Parisio

SIBCR is pleased to report a successful move from Beacon Hill to downtown Seattle this past December 2010. Although our new space at Metropolitan Park West is lovely, we regret not seeing our members and staff on a more regular basis. In Building 7, we have one designated space five days per week where someone from SIBCR Human Resources is available. The phone number in building 7 is (206) 764-2130.

We also have two spaces fully equipped with computers, printers and internet access in building 1, room 521 that we will use on a rotating basis until the other two offices designated for SIBCR are available in building 7. We expect the additional space in building 7 to open up in March 2011.

Any future space changes will be posted on our website [www.sibcr.org](http://www.sibcr.org) under What's New.

Our new address and phone numbers can be found at the following location [www.sibcr.org/contact](http://www.sibcr.org/contact). Please note that mail sent to the Columbian Way mailing address will be routed to Metropolitan Park.

### Where Do I Send My Timesheet?

Time sheets may be faxed to (206) 204-6190 or sent by email to [timesheets@sibcr.org](mailto:timesheets@sibcr.org).

### Planning International Travel on Federal Funding?

Contact SIBCR prior to booking any international trips. Compliance with the Fly America Act (49 U.S.C. 40118) is mandatory if using any federal grant funds. More information on this topic will be available in our travel policy posted on the SIBCR website under Policy Manual.

### Important Changes Now In Effect

- The Interagency Personnel Act (IPA) now requires a minimum of 60 days processing time prior to the start date. VA Service Line Chiefs and VA Regional Counsel must now sign-off on all agreements, no exceptions. Make sure you plan ahead! There is no ability to backdate agreements so start dates must be at least 60 days after the approved request.

## Current Events

### Annual Members Meeting

Monday, April 11, 2011  
4 PM Building 1, Room 240

Refreshments will be served!

## New Employees

SIBCR has two new employees on our administrative team, Ann Fitzgerald and Rebecca Walker. Ann is an Accounting Associate and Rebecca is a Grants and Contracts Coordinator. We are very excited to have them working with us!

Please welcome: Alexander Bauer, Kyle Dennison, Alexander McCauley, Jon Reid, Michelle Roland, Judith St-Onge, Brandon Sullivan, Matthew Tarabochia, and Deva Wells.