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<ul style="list-style-type: none"> • PI Research Admin • Financial Projections/Reporting • Account Creation + Closeout • Salary Changes • Billing Agreements • Proposal Creation • Physics Fiscal Policy Management • Finance Team Management 	<ul style="list-style-type: none"> • PI Research Admin • Financial Projections/Reporting • Account Creation + Closeout • Salary Changes • Financial Review + Control • Billing Agreements • Proposal Creation • QuickBase Management 	<ul style="list-style-type: none"> • ProCard Verification • B2P • Travel Reporting (Concur) • JVs • Financial Review + Control • Travel/ProCard Applications • New Purchaser Information • External Fellowship Incentives • Departmental Support Forms • Health Insurance Invoicing • RFPs (Reimbursements) 	<ul style="list-style-type: none"> • Junior PI Research Admin • Financial Projections/Reporting • Account Creation + Closeout • Billing Agreements • Proposal Creation

Other Commonly Used Resources	Physics-Specific Email Lists	QuickBase Links*
IS&T for Physics Staff – Physics-help@mit.edu Payroll Services (Tax Questions) – Payroll@mit.edu Student Payment Inquiries – SFS@mit.edu Travel Reporting – Travelsupport@mit.edu B2P Purchasing and RFPs – B2P@mit.edu Card Services – Procard@mit.edu Invoice Submission – invoices@mit.coupahost.com	Phys-finance@mit.edu – General Use Phys-gradappts@mit.edu – Graduate Appts Phys-grants@mit.edu – Sponsored Research	P-Card App Graduate Appointment Database (GAD) Accounts App 3.0 *Request Access via General Use Email List