## NEO Points of Contact

This list contains the current NEO Points of Contact for assistance with NEES, EMIS, the NIH Ethics Program website, the DEC/EC Outlook distribution list, Hoovers, Delegations of Authority, and more. If you need guidance on items not included on this list, please contact your NEO Specialist.

**Reminder:** All non-NEES related ethics actions and requests should be submitted through EMIS with an email to the NEO Action Coordinator (cc your NEO Specialist).

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| **NEES / EMIS** Employee based or EMIS administrative module questions, general processing, routing, or entry questions. | • Check the [NEES User Manuals](https://example.com/NEES Manuals) and [EMIS Help Documents](https://example.com/EMIS Help) first  
• For additional help contact your NEO Specialist | 301.402.6628         |
| **NEES Administrator/System** questions and granting/removing user roles in the system and general technical support. | • Christina Barnett  
• CC Amie Sidique | 301.496.5638, 301.594.2473 |
| **EMIS system access** |  |  |
| **EMIS Errors/Functionality Issues** | • Submit a Help Desk Ticket with a detailed description of the issue and indicate “Assign to the OD/OIT Web Team” | 301.496.4357         |
| **NIH Ethics Program Website** Updates to contact lists, web page revisions, broken links | • Stoney Hopkins | 301.402.2051 |
| **HOOVERS** Granting/removing access, error messages, general questions |  |  |
| **DEC/EC Outlook Distribution List Add/remove employees from list** | • Stoney Hopkins  
• CC Christina Barnett | 301.402.2051, 301.496.5638 |
| **DEC Delegations of Authority / Re-delegations, and Foreign Entity Determinations** | • Contact your NEO Specialist | 301.402.6628 |
| **Financial Disclosure Team** | • Kiszi McKenzie  
• David Harris | 301.435.3411, 301.435.7728 |
| **Protocols (where PI is Top 5)** | • Joe Pardi – Primary  
• CC Brian Boykins – backup  
• CC NEO Action Coordinator | 301.827.7119, 301.496.4663 |
| **Annual Ethics Program Questionnaire** | • Christy Barnett  
• CC NEO Action Coordinator | 301.496.5638 |
| **Equal Classification Requests/Status** | • Kiszi McKenzie  
(financialdisclosure2@mail.nih.gov) | 301.435.3411 |
| **SAO Determination Requests/Status 204(d) Analysis Requests/Status** | • See EMIS SAO Module for assigned NEO Specialist  
• See EMIS Award Module for assigned NEO Specialist | 301.496.5638 |
| **Training – Annual Ethics Training, Initial Ethics Orientation, FACA SGE Training** | • Christina Barnett  
• CC NEO Action Coordinator | 301.496.5638 |
| **NEAC Requests/Status** | • Joe Pardi – Primary  
• CC Avraham Gross - Backup | 301.827.7119, 301.451.9603 |

Updated 8.13.2021