Staff Directory

The PAVIR administrative office is located in room A2-210 on the second floor of the administration building, Building 101, of the Palo Alto Division of the VA Palo Alto Health Care System.

Main Number: (650) 239-2800

Board of Directors

<table>
<thead>
<tr>
<th>General Contacts</th>
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</thead>
<tbody>
<tr>
<td>Grants &amp; Contracts</td>
</tr>
<tr>
<td>Pre-Award</td>
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<tr>
<td>Post-Award</td>
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<tr>
<td>Human Resources</td>
</tr>
<tr>
<td>Accounts Payable (non-payroll checks)</td>
</tr>
<tr>
<td>Purchase Orders/Packing Receipts</td>
</tr>
<tr>
<td>Accounting (General)</td>
</tr>
<tr>
<td>Payroll &amp; Timecards</td>
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<table>
<thead>
<tr>
<th>Contracts &amp; Grants</th>
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<tbody>
<tr>
<td>Elaine Staats, MPH</td>
</tr>
<tr>
<td>CEO &amp; Director of Sponsored Research</td>
</tr>
<tr>
<td>Allisson Malate, MBA</td>
</tr>
<tr>
<td>Associate Director of Sponsored Research</td>
</tr>
<tr>
<td>Calvert Lee</td>
</tr>
<tr>
<td>Senior Clinical Research Program Manager</td>
</tr>
<tr>
<td>Dani Wetherell, MS</td>
</tr>
<tr>
<td>Contract &amp; Grant Generalist</td>
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<table>
<thead>
<tr>
<th>Contracts &amp; Grants Pre-Award</th>
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<tbody>
<tr>
<td>Christy Broadwater</td>
</tr>
<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Jennifer Crotty</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Margaret Hinebaugh</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Regan Kyler</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>General Contact for Pre-Award</td>
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<thead>
<tr>
<th>Contracts &amp; Grants Post-Award</th>
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<tbody>
<tr>
<td>Jinmei Sun, MAcc</td>
</tr>
<tr>
<td>Senior Contract &amp; Grant Analyst</td>
</tr>
<tr>
<td>Samantha DaLuz</td>
</tr>
<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Marisela Diaz</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Esther Ng</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>Jennifer Schmidt</td>
</tr>
<tr>
<td>Contract &amp; Grant Analyst Trainee</td>
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<tr>
<td>Aaron Tolman, MBA</td>
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<tr>
<td>Contract &amp; Grant Analyst</td>
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<tr>
<td>General Contact for Post-Award</td>
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<tr>
<th>Accounting &amp; Finance</th>
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<tbody>
<tr>
<td>Lily Ibragimov</td>
</tr>
<tr>
<td>Director of Finance &amp; Accounting</td>
</tr>
<tr>
<td>Jenny Dao</td>
</tr>
<tr>
<td>Accounting Manager</td>
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<tr>
<td>Caitlin Leung</td>
</tr>
<tr>
<td>Senior Accountant</td>
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<tr>
<td>Paul Martinez</td>
</tr>
<tr>
<td>Accounts Payable Specialist</td>
</tr>
</tbody>
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https://pavir.org/about-us/contact-us/staff-directory/
# Staff Directory

## Accounting & Finance
- **Tu Ngo**
  - Staff Accountant
  - Phone: 650 239-2820
- **Frances Merigan**
  - Staff Accountant
  - Phone: 650 239-2824

## Payroll
- **Gerardo Robledo**
  - Payroll Manager
  - Phone: 650 239-2821

## Purchasing
- **Luanne Scott**
  - Purchasing Manager
  - Phone: 650 239-2809
- **Anna Sasamoto**
  - Purchasing Coordinator II
  - Phone: 650 514-6113

## Human Resources
- **Lisa Clark**
  - Director of Human Resources
  - Phone: 650 239-2804
- **Nora Thomas**
  - Human Resources Manager
  - Phone: 650 514-6900
- **Emma D'Ambra**
  - Recruiter
  - Phone: 650 239-2826
- **Ruth Le**
  - Recruiter
  - Phone: 650 239-2828

## Information Technology
- **Stephanie Hensey**
  - Developer/Database Administrator
  - Phone: 650 239-2810

## General Office
- **Elaine Staats**
  - Chief Executive Officer
  - Phone: 650 239-2803
- **Mary Thornton**
  - Director of Operations
  - Phone: 650 239-2801