

## Staff Directory

The PAVIR administrative office is located in room B4-145 on the fourth 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](#)

General Contacts	
Grants & Contracts	<a href="mailto:grants@pavir.org">grants@pavir.org</a>
Pre-Award	<a href="mailto:preaward@pavir.org">preaward@pavir.org</a>
Post-Award	<a href="mailto:postaward@pavir.org">postaward@pavir.org</a>
Human Resources	<a href="mailto:hr@pavir.org">hr@pavir.org</a>
Accounts Payable (non-payroll checks)	<a href="mailto:payables@pavir.org">payables@pavir.org</a>
Accounts Receivable	<a href="mailto:receivables@pavir.org">receivables@pavir.org</a>
Purchase Orders/Packing Receipts	<a href="mailto:purchasing@pavir.org">purchasing@pavir.org</a>
Accounting (General)	<a href="mailto:accounting@pavir.org">accounting@pavir.org</a>
Payroll & Timecards	<a href="mailto:payroll@pavir.org">payroll@pavir.org</a>

Contracts & Grants	
<a href="#">Allison Malate, MBA</a> Director of Sponsored Research	650 239-2814
<a href="#">Calvert Lee</a> Senior Clinical Research Program Manager	650 239-2808

Contracts & Grants Pre-Award	
<a href="#">Christy Broadwater</a> Contract & Grant Analyst	650 239-2811
<a href="#">Jennifer Crotty</a> Contract & Grant Analyst	650 239-2816
<a href="#">Margaret Hinebaugh</a> Contract & Grant Analyst	650 239-2813
<a href="#">Regan Kyler</a> Contract & Grant Analyst	650 239-2812
<a href="#">General Contact for Pre-Award</a>	<a href="mailto:PreAward@pavir.org">PreAward@pavir.org</a>

Contracts & Grants Post-Award	
<a href="#">Jinmei Sun, MAcc</a> Senior Contract & Grant Analyst	650 239-2815
<a href="#">Samantha DaLuz</a> Contract & Grant Analyst	650 514-6115
<a href="#">Esther Ng</a> Contract & Grant Analyst	650 239-2818
<a href="#">General Contact for Post-Award</a>	<a href="mailto:PostAward@pavir.org">PostAward@pavir.org</a>

Accounting & Finance	
<a href="#">Patrick Richards</a> Director of Finance & Administration	650-239-2809
<a href="#">Jenny Dao</a> Controller	650 239-2822
<a href="#">Caitlin Leung</a> Senior Accountant	650 239-2823
<a href="#">Tu Ngo</a> Staff Accountant	650 239-2820

Payroll	
<a href="#">Gerardo Robledo</a> Payroll Manager	650 239-2821

Purchasing	
<b><a href="#">Marisela Diaz</a></b> Purchasing Supervisor/Operations Specialist	650 239-2817
<b><a href="#">Anna Sasamoto</a></b> Purchasing Coordinator II	650 514-6113

Human Resources	
<b><a href="#">Patrick Richards</a></b> Director of Finance & Administration	650 239-2809
<b><a href="#">Nora Thomas</a></b> Human Resources Manager	650 514-6900
<b><a href="#">Emma D'Ambr</a></b> Senior Recruiter/HR Generalist	650 239-2826

Information Technology	
<b><a href="#">Stephanie Hensey</a></b> Developer/Database Administrator	650 239-2810
Contact for PAVIR email accounts & Distribution lists	<b><a href="mailto:EmailMgmt@pavir.org">EmailMgmt@pavir.org</a></b>

General Office	
<b><a href="#">Elaine Staats</a></b> Chief Executive Officer	650 239-2803
<b><a href="#">Patrick Richards</a></b> Director of Finance & Administration	650 239-2809