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	grants@pavir.org
Pre-Award	preaward@pavir.org
Post-Award	postaward@pavir.org
Human Resources	hr@pavir.org
Accounts Payable (non-payroll checks)	payables@pavir.org
Accounts Receivable	receivables@pavir.org
Purchase Orders/Packing Receipts	purchasing@pavir.org
Accounting (General)	accounting@pavir.org
Payroll & Timecards	payroll@pavir.org

Contracts & Grants	
Allison Malate, MBA Director of Sponsored Research	650 239-2814
Calvert Lee Senior Clinical Research Program Manager	650 239-2808

Contracts & Grants Pre-Award	
Christy Broadwater Contract & Grant Analyst	650 239-2811
Jennifer Crotty Contract & Grant Analyst	650 239-2816
Margaret Hinebaugh Contract & Grant Analyst	650 239-2813
Regan Kyler Contract & Grant Analyst	650 239-2812
General Contact for Pre-Award	PreAward@pavir.org

Contracts & Grants Post-Award	
Jinmei Sun, MAcc Senior Contract & Grant Analyst	650 239-2815
Samantha DaLuz Contract & Grant Analyst	650 514-6115
Esther Ng Contract & Grant Analyst	650 239-2818
General Contact for Post-Award	PostAward@pavir.org

Accounting & Finance	
Patrick Richards Director of Finance & Administration	650-239-2809
Jenny Dao Controller	650 239-2822
Caitlin Leung Senior Accountant	650 239-2823
Tu Ngo Staff Accountant	650 239-2820

Payroll	
Gerardo Robledo Payroll Manager	650 239-2821

Purchasing	
Marisela Diaz Purchasing Supervisor/Operations Specialist	650 239-2817
Anna Sasamoto Purchasing Coordinator II	650 514-6113

Human Resources	
Natalia Shreve Director of Human Resources	650 239-2802
Ryan Davis Senior HR Generalist	650 239-2806
Nora Thomas Human Resources Manager	650 514-6900
Emma D'Ambra Senior Recruiter/HR Generalist	650 239-2826

Information Technology	
Stephanie Hensey Developer/Database Administrator	650 239-2810
Contact for PAVIR email accounts & Distribution lists	**EmailMgmt@pavir.org**

General Office	
Elaine Staats Chief Executive Officer	650 239-2803
Patrick Richards Director of Finance & Administration	650 239-2809