RESOURCES:

Yale School of Public Health

- YSPH Dean – Paul Cleary, 60 College St., LEPH 212, Phone: 5-2867
- YSPH Deputy Dean – Brian Leaderer, 1 Church Street, 6th Fl. Phone: 4-9375
- Associate Dean, Academic Affairs and Title IX Coordinator - Melinda Pettigrew, 60 College St., Phone: 7-7667
- YSPH Faculty Affairs – Alyson Zeitlin, 47 College, Lower Level, Phone: 5-7373
- YSPH Postdoctoral Affairs and Visa Requests– Mary Chiaramonte, Phone: 5-3612 and Roseann Chandler, Phone: 7-5628, 47 College, Lower Level
- YSPH Office of Finance & Administration, 47 College St., Lower Level
- Robert Kanoff, Assistant Dean – Phone: 5-2820

Pre-Award Office
Burch Valldejuli – Director of Program Development, Phone: 5-6921
Kathy Fisher – Associate Director, Pre-Award Research Affairs, Phone: 5-6904
Jadwiga Kawka – Assistant Administrator, Pre-award, Phone: 5-2821,
Connie Russell – Pre-award Financial Specialist, Phone: 5-6946

Post Award Office
Will Lawson, Co-Director, Post-Award – Phone: 5-6873
Kim Fiorentino, Co-Director, Post-Award, Phone: 5-6892

Human Resources
Robyne Gioco, HR Generalist – Phone: 5-7981
Emily Laub, Sr. Administrative Assistant

Facilities Operations
Allie Squeglia, – Phone: 5-2832

- YSPH Website/Public Affairs –
  Michael Greenwood, Staff Writer, 47 College, Lower Level, Phone: 7-5151
  Denise Meyer, YSPH Website, 47 College, Lower Level, Phone 5-5476

- YSPH Office of Student Affairs
  Anne Pistell, Associate Dean, 47 College St., Phone: 5-6260
  Susan Whalen, Registrar and Director, 47 College St., Phone: 5-3862
  Mary Keefe, Director, Admissions, 47 College St., Phone: 5-6260

- YSPH Graduate Studies
  Christian Tschudi, Director of Graduate Studies, Phone: 5-7332
  Melanie Elliot, Graduate Studies Program Coordinator, 47 College St., Phone: 5-6383

- YSPH Room Reservations and Audio Visual
  Anita DeLauro, Room Reservations, 60 College St. LEPH 211, Phone: 5-7335
  Kevin G. Bradley, Audio Visual equipment, 47 College, Lower Level, Phone: 5-6772

- YSPH IT Assistance
  Tony Finelli, IT Support Specialist, Phone: 5-3726

- YSPH Administration Site – Policies & Procedures, YSPH Appointment & Promotion Process, etc.
  http://info.med.yale.edu/eph/administration/admin.html?ticket=ST-2542591-dTChdA4Vymt43jpv7q0b
YSPH Office of Finance and Administration Contact Information:
Pre-Award: Kathy Fisher kathleen.fisher@yale.edu 5-6904 Associate Director of Pre-Award
Pre-Award Support: Connie Russell connie.russell@yale.edu 7-5657 Jadwiga Kawka jadwiga.kawka@yale.edu 5-2821 Pre-Award Support Responsibilities:
  Develop budgets and provide overall coordination of all grant applications, sub-contracts and agreements; create and maintain a time line to ensure all deadlines are met; assist grant assistants with complex biosketches and other support documents.
  Keep abreast of laws, regulations, external and internal policies and procedures governing the administration of federal and private grants and contracts and serve as a resource to faculty and staff.
  Review research proposals for accuracy and completeness prior to forwarding to GCA.
  Assist faculty and grant administrative assistant with complex annual progress reports (RPPR).
Post-Award: Will Lawson william.lawson@yale.edu 5-6873 and Kim Fiorentino kimberly.fiorentino@yale.edu 5-6892 Co-Directors of Post-Award
Post-Award Support: Anna Bartek anna.bartek@yale.edu 5-2865 Accounting Manager
  Accountants: Katerina Bondi katerina.bondi@yale.edu 52634 Dorothy Lohnau dorothy.lohnau@yale.edu 5-4860
  Andrea Rogers andrea.rogers@yale.edu 5-7448 Accounting Manager
  Accountants: Jacob Allland jacob.allland@yale.edu 5-3254 Anne Nicotra anne.nicotra@yale.edu 5-5360 Post-Award Support Responsibilities:
  Manage extramural grants, contracts, sub-awards, startup funds and any other internal accounts; review for completeness and approve for payment all EMS reimbursements, including P-card transactions; ensure compliance with university and departmental policies and procedures and procedures for P-card use.
  Process all invoices and other financial documentation related to grant expenditures; review outgoing materials for completeness, accuracy, and correct dates, sign and approve.
  Reconciliation of grant expenditures; provide monthly reports to PI for review and signature; using Yale’s effort reporting system, create effort reports on all sponsored project and send to PI for certification.
  Work in conjunction with a multi-person administrative team to ensure efficient and effective work flow.

YSPH Department Contacts:
Academic Administrative Support:
Academic Administrative Support Responsibilities:
  Coordinate all administrative facets of classroom teaching, including arrangements for classroom needs, syllabus preparation, handouts, copying, arranging guest speakers and extra-curricular plans and activities; upload class assignments to Classes v2 (Yale’s course management system); prepare PowerPoint presentations.
  Prepare all requests for reimbursements; process EMS reimbursements. Ensure compliance with university and departmental policies and procedures and procedures for P-card use.
  Schedule and coordinate meetings and appointments; coordinate travel arrangements.
  Proofread correspondence, reports, syllabi, and manuscripts including those with mathematical equations, statistical reports, graphs, slide presentations, correspondence, reports and other materials. Compose and draft routine correspondence for signatures as assigned. Review outgoing materials for completeness, accuracy, dates and appropriate signatures and approvals.
  Order supplies; mail collection and distribution; including shipping.
Grant Administrative Support:
Grant Administrative Support Responsibilities:
  Coordinate and prepare all grant and contract materials for faculty, including all sub-contract documentation; review for completeness, assemble the grant application using Proposal Development. Work with pre-award on complex proposal submissions.
  Maintain complex biosketches and other support documents
  Assist in progress reports submissions (RPPR)
  Process all paperwork and requests to HIC and IACUC
  Review all biosketches, proposals and progress reports making sure all federally funded papers cited are compliant with the Public Access Policy
Yale School of Medicine & University Contact Information:

- YSM Faculty Affairs Office
  Associate Dean, YSM Faculty Affairs, Carolyn Mazure, SHM L211, Phone: 5-4670
  Assistant Director, YSM Faculty Affairs, Julie Buchanan, SHM L211, Phone: 5-6567

- YSM Postdoctoral Affairs
  John Alvaro, Director, 333 Cedar St., SHM L200c, Phone: 5-3735

- YSM Ombudsperson, YSM Director, Women in Medicine - Merle Waxman, SHM L202
  Phone: 5-4680

- YSM Special Advisor to the Dean, Linda Mayes, SHM I207
  Phone: 5-4683

- YSM Grants and Contracts, 47 College, 2nd Fl.
  http://www.yale.edu/grants/

GCAT3 TEAM MEMBERS
Bill Timrud, GCA Manager (Proposal Management)
Phone: 785-7347

David Knapp, GCA Manager (Awards Management)
Phone: 785-7806

Jeanette Culbreath, GCA Coordinator (Subawards Management)
Phone: 785-7320

- Yale Office of Research Administration
  http://www.yale.edu/researchadministration/about/resources.html

- YSM Training
  http://info.med.yale.edu/training/
  - Scientific and Grant Writing Course/Workshop
  - Guest speakers from YSM Faculty Affairs, Grants & Contracts, etc.

- Yale University Faculty Handbook
  http://provost.yale.edu/faculty-handbook

- Yale University Faculty Benefits Office, 155 Whitney Avenue, Phone: 2-5550
  http://www.yale.edu/hronline/benefits/fac.html

- Security: 5-5555
- Yale Police: 2-4400
- Facilities: 5-4620
- Escort Service: 2-9255
- Yale Shuttle Service

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