



# University of California San Francisco

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## Contact Us

**Email:** [IRB@ucsf.edu](mailto:IRB@ucsf.edu) <sup>[1]</sup> ? Please email general questions. Contact your analyst directly using the staff directory below <sup>[2]</sup> when possible.

**Main Phone:** 415-476-1814

**Fax:** 415-502-1347

**Campus Box:** 0962

**Address:** UCSF

Human Research Protection Program, Box 0962

3333 California Street, Suite 315

San Francisco, CA 94143 (use zip code 94118 <sup>[3]</sup> for UPS, FedEx or other deliveries)

## Staff Directory

Please contact your analyst for assistance. If you are unsure who your analyst is, track your submission in iRIS <sup>[4]</sup>. Staff are grouped below by the type of work they do in the office.

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- Directors
- New Studies ? Exempt or Expedited/Minimal Risk Research
- New Studies ? Full Committee /Greater Than Minimal Risk Research
- Modifications, Continuing Reviews and Closeout Reports
- Adverse Events, Protocol Violations, Other Safety Info and Site Visits (QIU)
- Education and Training
- GESCR
- Business Analyst and Other Staff
- VA Clinical Research Office and CTSI CRS

### Directors



**Laurie Herraiz, CIP, CCRP**

HRPP Director

415 514-9246

Laurie.Herraiz@ucsf.edu [5]

I oversee the operations of the HRPP office. I work with the HRPP staff, IRB committee members, and the broader UCSF research community to protect participants and initiate studies in a timely fashion.



**HRPP Associate Director [6] - Position Currently Vacant**



**Taylar Hagan-Colyar, CIP, CHES**

QIU Director

415 476-9840

t [5]aylar.hagan@ucsf.edu [7]

I oversee on-site compliance monitoring, investigations, post-approval events and HRPP educational activities.

**New Studies ? Exempt or Expedited/Minimal Risk<sub>[8]</sub> Research**



**Joanne Mickalian, MA, CIP**

Expedited and Exempt Coordinator Manager

415-476-1744

Joanne.Mickalian@ucsf.edu [9]

I manage the IRB analysts who process exempt and expedited review [8] studies. I also screen and review many of these studies.



**Cheri Etter, CIP**

GESCR Coordinator/ Expedited and Exempt Coordinator

415-476-8714

Cheri.Etter@ucsf.edu [10]

I process submissions for the Human Gamete, Embryo and Stem Cell Research (GESCR) Committee [11]. I also review new exempt and expedited review [8] studies for the IRB.



**Wendy Goldberger, MS**

Expedited and Exempt Coordinator

415-502-2328

Wendy.Goldberger@ucsf.edu [12]

I process new exempt and expedited review [8] studies for the IRB.



**Sarah Hourston, ND, MS**

Expedited and Exempt Coordinator

S<sup>[13]</sup>arah.Hourston@ucsf.edu<sup>[14]</sup>

I process new exempt and expedited review<sup>[8]</sup> studies for the IRB. Please note I am available only by email.



**Donna Woo, MA, CIP**

Expedited and Exempt Coordinator

Donna.Woo@ucsf.edu<sup>[15]</sup>

I process new exempt and expedited review<sup>[8]</sup> studies for the IRB. Please note I am available only by email.

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**New Studies ? Full Committee /Greater Than Minimal Risk<sup>[8]</sup> Research**



**Jason Keenan**

IRB Manager

415-514-3822

Jason.Keenan@ucsf.edu<sup>[16]</sup>

I manage the Committee Coordinators who process full committee review studies, the Cancer Center Coordinator, and the Assistant Coordinators who process modifications and continuing reviews.



**Claudette Mandac**

Parnassus Committee Coordinator

415-476-1172

~~Karen.Chao, PhD, CIP~~ @ucsf.edu [20]

Laurel Heights Committee Coordinator

I process new studies that require full committee review for the Parnassus IRB Committee [18]

I also manage the meeting agendas for that committee.

~~Karen.Chao@ucsf.edu [17]~~



studies that require full committee review for the Laurel Heights IRB

I also manage the meeting agendas for that committee.

**Elizabeth Mendelsohn, CIP**

Zuckerberg San Francisco General Hospital (ZSFG) Committee Coordinator

415-476-8148

Elizabeth.Mendelsohn@ucsf.edu [21]

I process new studies that require full committee review for the ZSFG IRB Committee [18],

which includes studies at the SFDPH [22]. I also manage the meeting agendas for the ZSFG

**Jonathan Grosvenor**

Full Committee Coordinator (temporary)

~~Jonathan.Grosvenor@ucsf.edu [19]~~



studies that require full committee review. Please note I am available only by

**Michael Shaffer, CIP**

Mt. Zion Committee Coordinator

415-476-6097

Michael.Shaffer@ucsf.edu [23]

I process new studies that require full committee review for the Mt. Zion IRB Committee [18]. I

also manage the meeting agendas for that committee.



**Specialized Coordinator - Position Currently Vacant**



**Jessica Phillips**

Reliance/Full Committee Coordinator

415-476-3477

Jessica.Phillips@ucsf.edu [24]

I process reliance submissions. I also screen and review studies that require full committee review.

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**Modifications, Continuing Reviews and Closeout Reports**

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**Marcia Ewing**

Assistant Coordinator

415-514-3824

Marcia.Ewing@ucsf.edu [25]

I work at the HRPP front desk and triage phone calls and emails. I occasionally process modifications and continuing review for studies that do not involve subject contact.



**Chetna Nangia**

Assistant Coordinator (temp)

415-514-0875

C [25]hetna.Nangia@ucsf.edu [26]

I work at the HRPP front desk and triage phone calls and emails. I occasionally process modifications and continuing review for studies that do not involve subject contact.



**Imad Din**

Laurel Heights Committee Assistant Coordinator

415-514-7268

I [\[24\]mad.Din@ucsf.edu](mailto:mad.Din@ucsf.edu) [\[27\]](#)

I process modifications and continuing reviews that undergo review by the Laurel Heights IRB committee [\[18\]](#).



**Karen Simpkins, MLS**

Mt. Zion Committee Assistant Coordinator

415-476-9134

Karen.Simpkins@ucsf.edu [\[28\]](#)

I process modifications and continuing reviews that are reviewed by the Mt. Zion IRB committee [\[18\]](#).



**Iya (Maria) Vargas**

Assistant Coordinator

Iya.Vargas@ucsf.edu [\[29\]](#)

I process modifications and continuing reviews for minimal risk [\[8\]](#) studies. Please note I am available only by email.



**Megan Oakes**

Parnassus Committee Assistant Coordinator

415-502-3370

Megan.Oakes@ucsf.edu [30]

I process modifications and continuing reviews that are reviewed by the Parnassus IRB committee [18].



**Leyla Herrera**

Zuckerberg San Francisco General Hospital (ZSFGH) Assistant Coordinator

415-514-7270

Leyla.Herrera@ucsf.edu [31]

I process modifications and continuing reviews that are reviewed by the Zuckerberg San Francisco General Hospital (ZSFGH) IRB committee [18].

**Adverse Events, Protocol Violations, Other Safety Info and Site Visits: Quality Improvement Unit (QIU)[32]**

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**Annette Bugatto, CIP**

Quality Assurance Coordinator

415-502-0170

Annette.Bugatto@ucsf.edu [33]

Working in the QIU [32], I conduct routine site visits, review post-approval reports ? such as adverse events and protocol violations ? and conduct other QI activities.

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**Quality Assurance Coordinator ? Position Currently Vacant**

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### **Education and Training**



**Kate Nolan, MPH, CIP**

Education and Training Coordinator

415-476-3067

Kate.Nolan@ucsf.edu <sup>[34]</sup>

See the Education Opportunities <sup>[35]</sup> page for upcoming training events. Contact our office with questions.

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### **GESCR**



**Cheri Etter, CIP**

GESCR Coordinator/ Expedited and Exempt Coordinator

415-476-8714

Cheri.Etter@ucsf.edu <sup>[10]</sup>

I process submissions for the Human Gamete, Embryo and Stem Cell Research (GESCR) Committee <sup>[11]</sup>. I also review new exempt and expedited <sup>[8]</sup> studies for the IRB.

### **Business Analyst and Other Staff**



**Senior Business Analyst** <sup>[36]</sup> - Position Currently Vacant



**Stephen Chandler**

iRIS System Business Analyst  
Stephen.Chandler@ucsf.edu  
415-514-4948

I assist with the management of the iRIS <sup>[37]</sup> system at UCSF. Please contact your assigned analyst or our main phone line or email <sup>[38]</sup> for help with iRIS issues.



**Melanie Mace**

IRB Analyst  
Melanie.Mace@ucsf.edu <sup>[39]</sup>

I manage the IRB website. Please note that I am only available by email.



**Ami Patel, MPH**

Protocol Builder Pro Coordinator

415-476-9837

Ami.Patel2@ucsf.edu <sup>[40]</sup>

I am responsible for the oversight of the Protocol Builder Pro (PBP) software tool, which provides the structure and standard format for FDA compliant scientific protocols.



**Liz Tioupine, CIP**

Sr. System and Process Administrator

415-502-3193

Elizabeth.Tioupine@ucsf.edu <sup>[41]</sup>

I manage the iRIS <sup>[37]</sup> system at UCSF, collaborate with the vendor on system updates and bug fixes, write and run reports, and manage special projects. Please contact your assigned analyst or our main phone line or email for help with iRIS issues.

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VA Clinical Research Office and CTSI CRS

VA Clinical Research Office <sup>[42]</sup>: 415-221-4810, ext. 26425, Gregory Green <sup>[43]</sup> or Jennifer Ransom <sup>[44]</sup>

CTSI Clinical Research Services (CRS) <sup>[45]</sup>: 415-502-0136, Teresa Luu <sup>[46]</sup>

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[9] <mailto:Joanne.Mickalian@ucsf.edu>  
[10] <mailto:Cheri.Etter@ucsf.edu>  
[11] <http://irb.ucsf.edu/stem-cell>  
[12] <mailto:Wendy.Goldberger@ucsf.edu>  
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