



University of California San Francisco

Published on *UCSF Institutional Review Board* (<https://irb.ucsf.edu>)

[Home](#) > [Contact Us](#)

Contact Us

Email: IRB@ucsf.edu ^[1] ? Please email general questions. Contact your analyst directly using the staff directory below ^[2] 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 ^[3] 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 ^[4]. Staff are grouped below by the type of work they do in the office.

- 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 -- Position Currently Vacant



Taylar Hagan-Colyar, CIP, CHES

QIU Director, Assistant Director

415 476-9840

t ^[5]aylar.hagan@ucsf.edu ^[6]

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

New Studies ? Exempt or Expedited/Minimal Risk^[7] Research



Joanne Mickalian, MA, CIP

Expedited and Exempt Coordinator Manager

415-476-1744

Joanne.Mickalian@ucsf.edu [8]

I manage the IRB analysts who process exempt and expedited review [7] 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 [9]

I process submissions for the Human Gamete, Embryo and Stem Cell Research (GESCR) Committee [10]. I also review new exempt and expedited review [7] studies for the IRB.



Wendy Goldberger, MS

Expedited and Exempt Coordinator

415-502-2328

Wendy.Goldberger@ucsf.edu [11]

I process new exempt and expedited review [7] studies for the IRB.



Sarah Hourston, ND, MS

Expedited and Exempt Coordinator

S^[12]arah.Hourston@ucsf.edu^[13]

I process new exempt and expedited review^[7] studies for the IRB. Please note I am available only by email.



Donna Woo, MA, CIP

Expedited and Exempt Coordinator

Donna.Woo@ucsf.edu^[14]

I process new exempt and expedited review^[7] studies for the IRB. Please note I am available only by email.



Denelle Reilly

Expedited and Exempt Coordinator

Denelle.Reilly@ucsf.edu^[15]

I process new exempt and expedited review^[7] studies for the IRB. Please note I am available only by email.

New Studies ? Full Committee /Greater Than Minimal Risk^[7] Research



Jason Keenan

IRB Manager

415-514-3822

Jason.Keenan@ucsf.edu [16]

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.



Karen Chao, PhD, CIP

Laurel Heights Committee Coordinator

415-502-4353

Karen.Chao@ucsf.edu [17]

I process new studies that require full committee review for the Laurel Heights IRB Committee [18]. I also manage the meeting agendas for that committee.



Jonathan Grosvenor

Full Committee Coordinator (temporary)

Jonathan.Grosvenor@ucsf.edu [19]

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



Claudette Mandac

Parnassus Committee Coordinator

415-476-1172

ClaudetteAnne.Mandac@ucsf.edu [20]

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



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.



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.

Modifications, Continuing Reviews and Closeout Reports



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

I [\[29\]ya.Vargas@ucsf.edu](mailto:ya.Vargas@ucsf.edu) [\[30\]](#)

I process modifications and continuing reviews for minimal risk [\[7\]](#) studies. Please note I am available only by email.



Megan Oakes

Parnassus Committee Assistant Coordinator

415-502-3370

Megan.Oakes@ucsf.edu [31]

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



Helena Mezgova

Zuckerberg San Francisco General Hospital (ZSFG) Assistant Coordinator

H [31]elena.Mezgova@ucsf.edu [32]

I process modifications and continuing reviews that are reviewed by the ZSFG IRB Committee.

Adverse Events, Protocol Violations, Other Safety Info and Site Visits: Quality Improvement Unit (QIU)[33]



Annette Bugatto, CIP

Quality Assurance Coordinator

415-502-0170

Annette.Bugatto@ucsf.edu ^[34]

Working in the QIU ^[33], I conduct routine site visits, review post-approval reports ? such as adverse events and protocol violations ? and conduct other QI activities.

Education and Training



Kate Nolan, MPH, CIP

Education and Training Coordinator

415-476-3067

Kate.Nolan@ucsf.edu ^[35]

See the Education Opportunities ^[36] page for upcoming training events. Contact our office with questions.

GESCR



Cheri Etter, CIP

GESCR Coordinator/ Expedited and Exempt Coordinator

415-476-8714

Cheri.Etter@ucsf.edu ^[9]

I process submissions for the Human Gamete, Embryo and Stem Cell Research (GESCR) Committee ^[10]. I also review new exempt and expedited ^[7] studies for the IRB.

Business Analyst and Other Staff



Maria Velasco
Business Analyst

415-502-2180
Maria.Velasco@ucsf.edu ^[37]



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

I assist with the management of the iRIS ^[38] system at UCSF. Please contact your assigned analyst or our main phone line or email ^[39] for help with iRIS issues.



Ami Patel, MPH
Protocol Builder Pro Coordinator
415-476-9837
Ami.Patel2@ucsf.edu ^[40]

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 [41]

I manage the iRIS [38] 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.

VA Clinical Research Office and CTSI CRS

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

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

Page last updated:

Jul 16, 2019

[Home](#)

[Contact Us](#)

[UCSF Main Site](#)

© 2013 The Regents of the University of California

Source URL: <https://irb.ucsf.edu/contact-us>

Links

[1] <mailto:IRB@ucsf.edu>

[2] <https://irb.ucsf.edu/#directory>

[3] <https://goo.gl/maps/VI8Y8>

[4] <http://hrpp.ucsf.edu/iris-online-application-system-info-and-faqs#tracking>

[5] <mailto:Laurie.Herraiz@ucsf.edu>

[6] <mailto:taylor.hagan@ucsf.edu>

[7] <https://irb.ucsf.edu/levels-review>

[8] <mailto:Joanne.Mickalian@ucsf.edu>

[9] <mailto:Cheri.Etter@ucsf.edu>

[10] <https://irb.ucsf.edu/stem-cell>

[11] <mailto:Wendy.Goldberger@ucsf.edu>

[12] <mailto:Michelle.LeMenager@ucsf.edu>

[13] <mailto:sarah.hourston@ucsf.edu>

[14] <mailto:Donna.Woo@ucsf.edu>

[15] <mailto:Denelle.Reilly@ucsf.edu>

[16] <mailto:Jason.Keenan@ucsf.edu>
[17] <mailto:karen.chao@ucsf.edu>
[18] <https://irb.ucsf.edu/irb-rosters-meeting-dates>
[19] <mailto:Jonathan.Grosvenor@ucsf.edu>
[20] <mailto:ClaudetteAnne.Mandac@ucsf.edu>
[21] <mailto:elizabeth.mendelsohn@ucsf.edu>
[22] <https://irb.ucsf.edu/ucsf-affiliated-institutions>
[23] <mailto:Michael.Shaffer@ucsf.edu>
[24] <mailto:Jessica.Phillips@ucsf.edu>
[25] <mailto:Marcia.Ewing@ucsf.edu>
[26] <mailto:Chetna.Nangia@ucsf.edu>
[27] <mailto:mad.Din@ucsf.edu>
[28] <mailto:Karen.Simpkins@ucsf.edu>
[29] <mailto:Iya.Vargas@ucsf.edu>
[30] <mailto:iya.vargas@ucsf.edu>
[31] <mailto:megan.oakes@ucsf.edu>
[32] <mailto:Helena.Mezgova@ucsf.edu>
[33] <https://irb.ucsf.edu/monitoring>
[34] <mailto:Annette.Bugatto@ucsf.edu>
[35] <mailto:kate.nolan@ucsf.edu>
[36] <https://irb.ucsf.edu/education-opportunities>
[37] <mailto:Maria.Velasco@ucsf.edu>
[38] <https://irb.ucsf.edu/iris-online-application-system-info-and-faqs>
[39] <https://irb.ucsf.edu/#contact>
[40] <mailto:Ami.Patel2@ucsf.edu>
[41] <mailto:Elizabeth.Tioupine@ucsf.edu>
[42] <https://irb.ucsf.edu/research-sfvamc>
[43] <mailto:Gregory.green@va.gov>
[44] <mailto:Jennifer.Ransom@va.gov>
[45] <http://accelerate.ucsf.edu/research/crs>
[46] <mailto:Teresa.Luu@ucsf.edu>