



Quick Contact List

Business Agreements and Contracts

	Phone	Fax
Business Standards questions Cary Scapillato, Controller Susan Carney, Deputy General Counsel	432-5524 432-4949	432-5577 432-7960
Controller Cary Scapillato, Controller	432-5524	432-5577
Cooperative Research Denny Kalenzaga Director of Finance & Administration	436-8069	436-8086
Environmental Health & Safety Peter Reinhardt, Director Stephanie Perry, Administrator	737-2123 737-2122	785-7588 785-7588
Facilities Mary Varga, Director of Finance & Administration (<i>Central Campus</i>) George Zdru, Director YSM Capital Program	432-6754 785-6574	432-8877 737-2848
Grant and Contract Administration <i>Central Campus</i> Penny Cook, Interim Director <i>School of Medicine and School of Nursing</i> Penny Cook, Executive Director	432-2460 785-4689	432-7138 785-4159
Grant and Contract Financial Administration Tracy Walters, Director	432-3060	432-5837
Human Resources Donna Cable, Senior Director, Client Support and Labor Management Relations Sheila Sautter, Director of Staffing Hugh Penney, Director of Compensation & Benefits	436-8857 432-9561 432-2634	436-9165 432-6194 432-7575
International Students & Scholars Ann Kuhlman, Director	432-9686	432-7166
Procurement Christopher Mihok, Director Purchasing Services	432-9955	432-9966
Privacy Office (HIPAA) Susan Bouregy, Chief Privacy Officer	432-5919	432-4033
Office of Research Administration Andrew Rudczynski, Associate Vice President	432-0108	432-8494
Risk Management Marjorie Lemmon, Risk Manager	432-0140	432-5432
Tax Office Suzanne Whitty, Director	432-5530	432-6215
Treasury Services Agnes Siniscalchi, Treasury Manager	432-4474	432-7520
Office of the Vice President & General Counsel Susan Carney, Deputy General Counsel	432-4949	432-7960

Controller

155 Whitney Avenue
Phone **432-5524** Fax **432-5577**
E-mail controller@yale.edu
www.yale.edu/finance/controller

- Business Standards
- Tax Filings
- Policies and Procedures Development (<http://www.yale.edu/ppdev>)
- Bank Accounts
- Customs Powers of Attorney

Cooperative Research

CENTRAL CAMPUS
433 Temple Street
Phone **436-8069**
Fax **436-8086**
www.yale.edu/ocr

MEDICAL SCHOOL
333 Cedar Street
Phone **436-8069**
Fax **436-8086**

- Confidentiality Agreements
- Patent Licenses
- Copyright Licenses

Environmental Health and Safety

135 College Street, 1st Floor
Phone **785-3550**
Fax **785-7588**
www.yale.edu/oehs

- Equipment leases for safety critical equipment
- Service agreements for safety critical equipment maintenance and repair
- Material Transfer Agreements for hazardous materials
- Transfer of any item on Restricted Items list (refer to University Policy 3220)

Facilities

CENTRAL CAMPUS
2 Whitney Avenue
Phone **432-6754**
Fax **432-8877**
www.facilities.yale.edu/Home/Home.asp

MEDICAL SCHOOL
37 College Street
Phone **785-6574**
Fax **737-2848**

- Leases
- Construction

Grant and Contract Administration

CENTRAL CAMPUS
155 Whitney Avenue, Room 214
Phone **432-2460**
Fax **432-7138**
www.yale.edu/grants/

MEDICAL SCHOOL
47 College Street, Suite 203
Phone **785-4689**
Fax **785-4159**
www.info.med.yale.edu/ysm/grants/

Sponsored agreements for research and other scholarly activity with government, for-profit and non-profit sponsors, such as:

- Research Agreements
- Material Transfer Agreements
- Drama Productions
- Clinical Service Agreements
- Confidentiality Agreements
- Museum Exhibits
- Fellowships & Sabbatical Support

Grant and Contract Financial Administration

155 Whitney Avenue, Room 230
Phone **432-3060**
Fax **432-5847**
www.yale.edu/finance/gcadmin/

Financial and accounting responsibilities for sponsored programs, including:

- Financial Reporting and Award Closeout
- Sub-award Management and Monitoring
- Costing
- Cash Management
- Cost Transfers
- Effort Reporting

Human Resources

COMPENSATION & CLASSIFICATION
155 Whitney Avenue, 3rd Floor
Phone **432-5717**
Fax **432-6279**
www.yale.edu/hronline/compclas

BENEFITS
155 Whitney Avenue, Room 130
Phone **432-5550**
Fax **432-7575**
www.yale.edu/benefits

CLIENT SUPPORT
265 Church Street, 9th Floor
Phone **436-8857**
Fax **436-9165**

STAFFING & CAREER DEVELOPMENT
155 Whitney Avenue, Room 120
Phone **432-5703**
Fax **432-6194**
www.yale.edu/hronline/careers

- Employee Hiring
- Search Firm Retention

International Students and Scholars

International Center for Yale Students and Scholars
421 Temple Street
Phone **432-2305** Fax **432-7166**
www.oiss.yale.edu

- Immigration Issues
- Programs/personal support for international students & scholars

Procurement

155 Whitney Avenue
Phone **432-9982** Fax **432-9966**
www.yale.edu/procurement

- Contracts for the Purchase of Goods
- Contracts for the Purchase of Services
- Software Licenses and Related Maintenance Agreements
- Contracts for Outside Consultants
- Equipment Leases
- Motor Vehicle Leases
- Equipment Maintenance
- Temporary Employment Agencies

Privacy Office (HIPAA)

155 Whitney Avenue
Phone **436-3650** Fax **432-4033**
www.hipaa.yale.edu

- Business Associates Agreement
- Limited Data Set or Data Use Agreements

Office of Research Administration

2 Whitney Avenue, 3rd Floor
Phone **432-0108** Fax **432-8494**
www.yale.edu/researchadministration

- Policy Development
- Research Compliance

Risk Management

55 Whitney Avenue, 4th Floor
Phone **432-0140** Fax **432-5432**
www.yale.edu/riskmanagement

- Contracts with indemnities or hold harmless clauses
- Certificates of Insurance
- Insurance Requirements

Treasury Services

2 Whitney Avenue
Phone **432-4474** Fax **432-7520**
www.yale.edu/finance/controller/treasuryservices

- Merchant Account Agreements incl. Visa, MC, Discover & AmEx
- Bank Accounts & Contracts
- Foreign Exchange Agreements
- ATM Contracts
- EFT Agreements

Office of the Vice President & General Counsel

2 Whitney Avenue
Phone **432-4949** Fax **432-7960**
www.ogc.yale.edu

- Unusual Contracts and Agreements
- Business Standards Questions
- Legal Questions