

TASK	Who to Contact
Accounts Payable	
- Procurement (ie. Purchasing)	OBG Central Finance (obgfinance@cumc.columbia.edu)
- Paying vendors	OBG Central Finance (obgfinance@cumc.columbia.edu)
- Initiating consulting/service agreements	OBG Central Finance (obgfinance@cumc.columbia.edu)
Clinical Trials	
- Setting up a new Industry sponsored clinical trial	Sabine Bousleiman (sb1080@cumc.columbia.edu) and CTO submissions team (ctosubmission@cumc.columbia.edu)
- Questions about logistics of a current clinical trial/closing out a clinical trial	Sabine Bousleiman (sb1080@cumc.columbia.edu) and CTO Finance (ctofinance@cumc.columbia.edu)
- Requesting a financial balance update for a clinical trial	Research Finance team (obg_research@cumc.columbia.edu)
Operations	
- Regulatory (RASCAL/IRB/IACUC/etc.) questions/assistance	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- MTAs/DUAs, administrative assistance (ex. scheduling via research managers)	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Posting new job openings (in partnership with HR)	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Research staff concerns (in partnership with HR)	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Reporting unanticipated events (ex. HIPAA breach)	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Participant reimbursement (Trucentive/Paycard setup)	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Freezer/Lab Space/equipment questions	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- Grant writing assistance	Lorraine Clark (lc654@cumc.columbia.edu)
Research Finance	
- Submitting an application	Madison Poore (mp4310@cumc.columbia.edu) with cc to Joe Celentano (jmc2476@cumc.columbia.edu)
- Responding to an NIH request	Joe Celentano (jmc2476@cumc.columbia.edu)
- Annual/final reporting	Madison Poore (mp4310@cumc.columbia.edu) - Please note that the Research Finance team keeps track of all deadlines and will reach out to you directly at least 45 days prior to a deadline to provide a checklist/who to contact for your reports.
- Status of an awarded grant (ie. Pending set ups)	Click here for a list of assignments by PI/division.

- Rebudgeting an award	Click here for a list of assignments by PI/division.
- Issuing subcontracts (in conjunction with SPA)	Click here for a list of assignments by PI/division.
- Paying subcontractors (in conjunction with OBGYN Accounts Payable)	Click here for a list of assignments by PI/division.
- Balance update for sponsored projects (i.e. projections)	Joe Celentano (jmc2476@cumc.columbia.edu) and/or assigned grant manager
- Balance update for "general" (i.e. unrestricted, gift, clinical trials) funds	Joe Celentano (jmc2476@cumc.columbia.edu)
- Allocating staff to a research project	Click here for a list of assignments by PI/division.
Grant manager assignments:	Click here for a list of assignments by PI/division.
- Research Finance staff feedback	Joe Celentano (jmc2476@cumc.columbia.edu)
Research Managers by Division	
- Maternal Fetal Medicine	Casandra Almonte (ca2344@cumc.columbia.edu)
- Genetics	Jessica L. Giordano (jlg2197@cumc.columbia.edu)
- OB/GYN Specialty Surgery	Reena M. Vattakalam (rmv2110@cumc.columbia.edu)
- Gynecologic Oncology	Reena M. Vattakalam (rmv2110@cumc.columbia.edu)
- Family Planning	Jolene R. Lalas (jrl2142@cumc.columbia.edu)
- Reproductive Endocrinology/Infertility	Stephanie L. Morgan (sm3415@cumc.columbia.edu)
- Women's Mental Health	Khadija Jones (kj2660@cumc.columbia.edu)
- Global Network	Sabine Bousleiman (sb1080@cumc.columbia.edu)
- OBGYN Basic Sciences / Reproductive Aging / Epidemiology / Lymphatics	Sabine Bousleiman (sb1080@cumc.columbia.edu)
When unsure who to ask	Sabine Bousleiman (sb1080@cumc.columbia.edu) Joe Celentano (jmc2476@cumc.columbia.edu)