

CONTACT LIST FOR USING YOUR RF ACCOUNTS

Description	Name of Office	Contact	Phone Number & E-Mail
Establishment & Maintenance of Your Account	Office for Sponsored Programs	Todd Remkus	437-4551 tremkus@albany.edu
Account information for Faculty Research (FRAP) and Conference/Journal Support Awards	Office of the Vice President for Research	Elizabeth Rooks	956-8173 erooks@albany.edu
Research Foundation Human Resources Office Main Number			437-4500
Setting up Personnel/Payroll including: Staff, FT or PT Graduate Assistants Fellows Paycheck	Research Foundation Human Resources Office	Dorota Rozycki Robyn Steve Lauren Staake	437-4507 drozycki@albany.edu 437-4502 rsteve@albany.edu 437-4509 lstaake@albany.edu
Nonresident Alien Visa	Research Foundation Human Resources Office	Cheryl Yagelski	437-3874 cyagelski@albany.edu
Nonresident Taxation	Research Foundation Human Resources Office	Dorota Rozycki	437-4507 drozycki@albany.edu
Benefits	Research Foundation Human Resources Office	Gail Redick	437-4506 gredick@albany.edu
Time and Attendance, Timesheet Leave, Accrual Balances	Research Foundation Human Resources Office	Veronica Frazier Starr Carmen Bridget Wilson	437-4501 vfrazier@albany.edu 437-4505 scarmen@albany.edu 437-4503 bwilson@albany.edu
Recruitment	Research Foundation Human Resources Office	Dorota Rozycki Robyn Steve Lauren Staake	437-4507 drozycki@albany.edu 437-4502 rsteve@albany.edu 437-4509 lstaake@albany.edu
Employee Relations and Workplace Concerns	Research Foundation Human Resources Office	Tracey Williams	437-4500 twilliams2@albany.edu
Supplies, Equipment, Contract Services	Office of Purchasing and Contracts	DawnMarie Helin Kenneth Jones	437-4579 dhelin@albany.edu kjones@albany.edu

Page 2 – Contact List for Using Your RF Accounts

Description	Name of Office	Contact	Phone Number & E-Mail
Account Balances	Sponsored Funds Financial Management	Your Grant Administrator	442-3196 www.albany.edu/sffm/2932.htm
Travel, Consultants, Participant Stipends, Subject Costs, Sub-award Payments	Sponsored Funds Financial Management	Your Grant Administrator	442-3196 www.albany.edu/sffm/2932.htm
Sponsor Invoicing	Sponsored Funds Financial Management	Your Financial Reporting Specialist	442-3196 www.albany.edu/sffm/2932.htm
Help with PI Award Interface	Sponsored Funds Financial Management	Paula Kaloyeros	437-3196 www.albany.edu/sffm/2932.htm
Labor Distribution Effort Reports	Sponsored Funds Financial Management	Jennifer Donnelly	437-3883 jrdonnelly@albany.edu
Release Time Appointments (IFR Transfers)	Sponsored Funds Financial Management	Jennifer Donnelly	437-3883 jrdonnelly@albany.edu
Telephones/Internet Access	Office of Telecommunications	TBD	437-3800
Equipment Management and Disposition	Office of Equipment Management	Valerie Bellarosa	437-4596 vbellarosa@albany.edu
Research Involving Humans, Animals, or rDNA	Office of Regulatory Research Compliance	Adrienne Bonilla	442-9050 rco@albany.edu
Patents/Intellectual Property	Office for Innovation Development and Commercialization	Theresa Walker	442-3270 twalker@albany.edu
Pre-award Questions	Office for Sponsored Programs	Angelica Hutchinson	437-4550
Affirmative Action Employee Search Waiver	Office of Diversity and Affirmative Action	Sharon Majkut	956-8110 smajkut@albany.edu
Employee Temporary Service Extension	Office of Diversity and Affirmative Action	Sharon Majkut	956-8110 smajkut@albany.edu
Affirmative Action Recruitment & Selection/Search Procedures	Office of Diversity and Affirmative Action	Sharon Majkut	956-8110 smajkut@albany.edu

**For all other questions, please contact your Research Administrator at
<http://www.albany.edu/osp/administrator.php>
or phone 437-4550**