

**Office of Research Services
DIVISION OF INTERNATIONAL SERVICES**

IC DATA SHEET

**NATIONAL INSTITUTE OF DIABETES AND DIGESTIVE
AND KIDNEY DISEASES (NIDDK)**

ACTING SCIENTIFIC DIRECTOR: Ira Levin, Ph.D. Tel: 496-4128
Bldg. 10, Rm. 9S225 Fax: 496-9943
Jackie Roberts Tel: 496-4129

Administrative Officer for Dr. Levin : Avareena Cropper Tel: 435-8028
10/9S215 Fax: 402-0069

INTERNATIONAL REPRESENTATIVE: Dr. Nancy Cummings Tel: 496-9091
Associate Director for Fax: 496-9721
Research and Development
Westwood Bldg., Rm. 627

Comments:

- Dr. James Balow, Clinical Director, initials Cert 3 Tel: 496-4181
and "4-point" memorandum Fax: 496-9943
10/CRC 5-2551
- For certificates of employment for ES/VL/GRs - Office
of Program & Planning & Evaluation
Richard Fancio Tel: 496-6623

ADMINISTRATIVE OFFICE:

Main # Tel: 496-5100

Lead Key Contact: Julie Cummings Tel: 402-2394
Bldg. 10, Rm. 9S222 Fax: 402-0069

Assistant Key Contact Kathy Grimmnitz (FPSII Contact) Tel: 402-2393
Bldg. 10, Rm. 9S209 Fax: 402-0069

Key Contact for: Avareena Cropper Tel: 435-8028
MDB, KDB Bldg. 10, Rm. 9S215 Fax: 402-0069

Key Contact for: Bernice Stapleton Tel: 435-7306
LBC, LBG, LMC Bldg. 8, Rm. 110 Fax: 402-2639

Key Contact for: Louise Waldron Tel: 496-4593
CEB, GDDB Bldg. 10, Rm. 9S207 Fax: 402-0069

Key Contact for: Mary Espada Tel: 594-0639
LCBB, LGP, LMCB, Bldg. 8, Rm. 110 Fax: 402-2639
Core Facilities

Key Contact for: Grace Kishna Tel: 496-3225
GBB, LMB Bldg. 12A, Rm. 1009 MSC 5614 Fax: 402-0917

Key Contact for: Nancy Richman Tel: 594-4738
LCDB, LCP 12A/1009 MSC 5614 Fax: 402-0917

Key Contact for: Cindy Arizona Tel: 435-9264
Clinical Director, 10/9S213 Fax: 402-0069
Clinical Infrastructure

Key Contact for: Rollin Franks Tel: 402-4819
DDB, LDB, MMB 10/9S217 Fax: 402-0069
ODIR-Tabak

Key Contact for: Beverly Todd Tel: 402-7336
DB, IAB, LBM 10/9S207 Fax: 402-0069

* Courier picks up from Bldg. 10, to 6006 Exec. Blvd. (procurement) and USUHS

Key Contact for: Mike Bryan Tel: 602-440-6588
PECRB 1550 East Indian School Road, Rm. 101 Fax: 602-253-4140
Phoenix, AZ 85014
Federal Express Acct: 06-8524-9
Or
Charlesetta Lincoln (Chuck)

Comments:

- Authorizing office for VF ID cards is lab designated Key Contact
- Authorizing office for GR/VL/PSC ID cards are lab secretaries
- Send **ALL** copies of appointmt/award/assignmt/etc. letters and NOA's to:
Kathy Grimmnitz, Bldg. 10, Rm 9S209

Key Contact for: Kathy Grimmnitz (FPSII contact) Tel: 402-2393
Supplemental Fellows 10/9S209 Fax: 402-0069

Key Contact for: Beverly Todd (FPSII Alt.) Tel: 402-7336
Exchange Scientists 10/9S207 Fax: 402-0069
After Arrival

Secondary ES Key Contact: Julie Cummings Tel: 496-2394
10/9S222 Fax: 402-0069

Comments:

- Notifies Courtesy Associates to issue payment
- Arranges and certifies health insurance for J-1s

PERSONNEL OFFICE:

Contact: Susan Braunstein all EODs Tel: 402-8029
Client Services Div., OHR, OD, NIH
2115 E. Jefferson St. Flr 1 Rm L102 Fax: 402-2232
MSC 8502
Bethesda, MD 20892-8502
Jerri North (Pers. Assistant) Tel: 402-7647

If FEDEX, Hand-carry services, etc: 2115 E. Jefferson St., Rockville, MD. 20852

***Notify Personnel they will send someone for courier pick-up**

Comments:

- Authorizing office for RF/EX ID cards
- Send original SF-52/Clearance Form
- Send copy of Form NIH 829-1