



Thunder Bay Regional
**Health Research
Institute**

**Translational
Research Office**
980 Oliver Road
Thunder Bay ON
P7B 6V4 Canada

**Pre-Clinical
Research Office**
290 Munro Street
Thunder Bay ON
P7A 7T1 Canada

Tel: (807) 684-7223
Fax: (807) 684-5892
www.tbrhri.ca

APPENDIX B

Administrative Support

Support for the following administrative duties is available to Scientists for work that is directly related to their research programs being undertaken at TBRHRI:

- scheduling meetings and teleconferences;
- creating and circulating agendas and meeting material;
- booking travel and accommodation;
- reviewing and submitting travel expense claims, cheque requests and petty cash forms;
- formatting and processing outgoing correspondence;
- preparing and submitting TBRHSC/RI internal forms (e.g. IT access, requests to hire, Notice of Absence and vacation requests, travel authorization, etc.);
- coordinating site visits/presentations;
- obtaining signatures on grant submissions and agreements;
- submitting HEAT requests/calls for IT/computer assistance;
- acknowledging incoming or preparing outgoing emails as requested;
- conference registrations;
- processing miscellaneous invoices for payment by TBRHRI;
- forwarding Lakehead University related invoices, travel claims, cheque requests to Lakehead University;
- forwarding reconciled Lakehead University Visa statements to Lakehead University.