



Thunder Bay Regional
Health Research
Institute

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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.