

RESEARCH ASSISTANT OR RESEARCH SUPPORT?

Appointments for what were previously referred to as Research Assistants ~~are~~ continuing employment income must be identified as research assistant or [^]

DEFINITION OF RESEARCH SUPPORT

The work performed by the individual primarily supports the research. The individual primarily performs research support duties or provides expertise outside the research area necessary to meet the project objectives/deliverables.

Examples of Research Support Duties and Responsibilities

The individual may undertake some or all of the following. The list is for example only and not meant to be exhaustive.

Administrative/Financial

- 9 Assist PI with project compliance and ethics and grant applications.
- 9 Financial reporting.
- 9 Report to Board of Directors (e.g. NCE, IRC, etc.) and funding agencies.
- 9 Plan and coordinate research-related meetings, events and/or liaison work.
- 9 Manage project schedule, resources (human, financial and physical) and/or budget and expenditures.
- 9 Schedule or organize laboratory work, fieldwork and/or other research-related logistics.
- 9 Prepare project financial and account reconciliation reports.
- 9 Assist in running a laboratory, perform tasks such as purchasing supplies and minor equipment.