

From: Anna Ziolecki [mailto:aziolec@uwo.ca]

Sent: Friday, May 01, 2009 1:00 PM

Subject: Faculty of Social Science Staff Research Administration Workshop - May 2009

Good afternoon,

The Faculty of Social Science is hosting a **Staff Research Administration Workshop** this month, which is intended to provide Social Science staff with a general overview of the pertinent research departments and services on campus, information on relevant policies and procedures, and it is intended to give staff an opportunity to raise questions with relevant administrators.

Administrative Officers, research accounting/administrative assistants, research assistants, research project managers and any staff members, who work with research grant applications, will benefit from this series.

DETAILS:

Seating for these sessions is limited. Please R.S.V.P. to aziolec@uwo.ca.

Introduction to Research Administration at UWO

Thursday, May 7th from 10:30-11:30 a.m. Room SSC 9420 (Dean's office suite)
Presenter: Anna Ziolecki, Faculty Research Officer

UWO Research Policies and Procedures

Friday, May 15th from 10:30-11:30 a.m. Room SSC 9420 (Dean's office suite)
Presenter: Theresa Russelo (Pre-Awards Grant Facilitator) and Heather Lloyd (Grants & Government Contracts Facilitator), Research Development & Services

Research Accounting Basics

Friday, May 22nd from 10:30-11:30 a.m. Room SSC 9420 (Dean's office suite)
Presenters: Deanne Babcock (Manager, Research Accounting) and Heather Loveridge (Financial Officer), Research Accounting

Research Ethics

Friday, May 29th from 10:30-11:30 a.m. Room SSC 9420 (Dean's office suite)
Presenter: Denise Grafton (Senior Ethics Officer), Office of Research Ethics

If you have any questions, please do not hesitate to contact me.

Best,
Anna

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