

## Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name: VACANT

Position Title: Research Support Specialist

Payband: I

Position Code/Number (if applicable): S00655

Scheduled No. of Hours 35

Appointment Type: 12 months less than 12 months

Supervisor's Name and Title: Mary Lou McLean, Manager, Office of Applied Research

Completed by: Mary Lou McLean

Date: November 24, 2020

### Signatures:

Incumbent:  
(Indicates the incumbent has read and understood the PDF)

Date:

Supervisor:

Date:

### Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements for the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

### Position Summary

Provide a concise description of the overall purpose of the position.

Reporting to the Manager, Office of Applied Research, the Research Support Specialist is responsible for promoting, identifying, initiating, and managing new research opportunities within all Schools at Fleming College. The incumbent will be responsible for increasing the number and dollar value of successful funding opportunities across all Schools and for providing expert advice and guidance to the academic areas (faculty, Deans and Chairs) in the completion of research and other funding proposals.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of time annually*
1. Assist researchers and/or research teams in the preparation and submission of funding agency proposals and writing/editing projects, including but not limited to: NSERC, SSHRC, CFI, OCE and FedDev and other funding opportunities as they arise. Act as key advisor to researchers on various funding agency requirements and deadlines. Responsible for assisting with the preparation of, and collating of materials (e.g. curriculum vitae, letters of support, budgets, appendices etc.) related to funding proposals, grant submissions, and progress reports.	55%
2. Promote Applied Research at the College. This will include creating promotional materials, developing a social media strategy and organizing presentations/workshops.	20%
3. Identify, analyze and assess funding opportunities for revenue and success potential. Promote and advertise best value opportunities to Fleming's research faculty. Act as key point of contact for the research community at Fleming and respond to all inquiries related to an interest in conducting research. This role will be responsible for tracking research metrics college-wide and preparing monthly reports for the President's office.	10%
4. In collaboration with the leadership in the OARI, assist in the development and evaluation of research revenue generation strategies. Some of these strategies will include the development of a college wide Applied Research toolkit, developing and maintain an internal OARI website as well as creating a "Research Funding Opportunities" database for the college community.	10%
<b>Other related duties as assigned</b>	5%

\* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10%

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

### 1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

- Up to High School
- 1 year certificate
- 2 year diploma
  
- Trade certification
- 3 year diploma / degree
- 4 year degree or 3 year diploma / degree plus professional certification
  
- Post graduate degree (e.g. Masters) or 4 years degree plus professional certification
  
- Doctoral degree

Field(s) of Study:

4-year degree in a Science-related discipline; additional education in English/Communications preferred.

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- No additional requirements
  
- Additional requirements obtained by course(s) of a total of 100 hours or less
  
- Additional requirements obtained by course(s) of a total between 101 and 520 hours
  
- Additional requirements obtained by course(s) of a total of more than 520 hours


## 2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of year of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

Less than one (1) year

Minimum of one (1) year

Minimum of two (2) years

Minimum of three (3) years

Minimum of five (5) years

Minimum of 5 years experience working as a writer/editor related to technical documents and funding proposals.

Minimum 3 years working in an academic research environment at the post-secondary level

Minimum 3 years experience preparing and delivering professional and engaging presentations to groups

Minimum 3 years experience compiling research proposals (e.g. curriculum vitae, letters of support, budgets, appendices etc.)

Exceptional attention to detail is required.

Experience working independently and working collaboratively with internal and external partners is required.

Minimum of eight (8) years

### 3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#### #1 regular & recurring

Key issue or problem encountered.

Incumbent needs to be able to quickly learn and understand topics of research in many disciplines at the college and at various Schools in order to write a persuasive funding proposal. The proposals in question are often reviewed and rated by experts in the field, therefore the incumbent must have the ability to understand and synthesize a lot of technical information into a compelling proposal.

How is it identified?

The type of research would be identified through meetings and discussions with the researcher and the industry partner

Is further investigation required to define the situation and/or problem? If so, describe.

Yes. Incumbent would need to conduct his/her own background research on the topic, including conducting literature reviews, web searches and reading academic journals pertaining to the topic at hand

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Incumbent needs to have a strong technical/scientific background and ability to condense a lot of information into a compelling proposal.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Literature reviews, prior funding proposals, external outreach to other experts.

### 3. Analysis and Problem Solving

#### #2 regular & recurring

Key issue or problem encountered

Incumbent must determine the appropriate source of funds to support a research project.

How is it identified?

Either through initial meetings with Fleming researchers or through inquiries by an industry partner, the research project will be identified. It is at this point that it must be determined which funding program is the most appropriate.

Is further investigation required to define the situation and/or problem? If so, describe.

Yes. The incumbent must determine which funding opportunities are available at that point in time and which is the most appropriate for the situation

Explain the analysis used to determine a solution(s) for the situation and/or problem.

The incumbent will need to maintain a comprehensive and up-to-date knowledge of funding opportunities and requirements, and will be able to match opportunities to faculty members' strengths and areas of expertise. They will be expected to encourage partnership and collaboration opportunities, and to recognize opportunities for leveraging relationships across the college and with external sectors. The incumbent will have a strong sense of the timelines involved in funding applications and will initiate faculty contact and awareness in a timely manner and will have hands-on familiarity with the requirements of the funding agency.

The incumbent will need to estimate, to the best of their ability, the duration of the research project, which staff are available to be released to work on it, the best funding model for the project (how much funding would be required), whether there is a requirement for a matching cash commitment from the industry partner and if so, would the industry partner be willing to make it, what the deadlines for the proposal submission is, what the turnaround time is for a response from the funder, when the project could start, whether there are capital requirements for the project, whether there is physical capacity for the project (space), and which funding program is targeted towards that specific area of research. There is no clear-cut solution because every project and industry partner that wants to collaborate brings a set of unique circumstances with nuances that can only be assessed with a lot of experience. Not only that, but funding opportunities change on a regular basis, so operating in that constantly shifting matrix is complicated.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Funding websites with program descriptions are helpful as are the Program Managers for each funder but other than that, the incumbent would need to do a lot of probing and questioning with the partner and the researcher to determine the best fit.

**#3 regular & recurring**

Key issue or problem encountered

An industry partner has not provided the background documentation required that needs to be submitted with the funding application and the deadline for submission is looming.

How is it identified?

Incumbent would be aware of the submission deadline and that they were waiting for key pieces of information from the industry partner for the submission.

Is further investigation required to define the situation and/or problem? If so, describe.

Yes.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

Incumbent would determine if industry partner has been provided all the resources necessary to complete the required pieces. Incumbent would reach out to the researcher at the college to determine if there has been other communication with the industry partner or if they are aware of any reasons why the documentation hasn't been completed. It would then be determined who would be the best person to reach out to the industry partner. This is a delicate matter and would need to be handled sensitively.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Prior communications (emails or meeting notes) with the industry partner would be helpful in determining the best approach. Discussion with the Manager, OARI should occur to get guidance on best approach.

### 3. Analysis and Problem Solving

**#1 occasional** (if none, please strike out this section)

Key issue or problem encountered

Registration is lower than anticipated for applied research workshops

How is it identified?

Through registration records and examination of target registration for each school.

Is further investigation required to define the situation and/or problem? If so, describe.

Yes. Incumbent would brainstorm with Manager, OARI as to possible reasons why registration is low.



Explain the analysis used to determine a solution(s) for the situation and/or problem.

Determine if proper communication was sent to the proper people. Determine if there is a bug in registration system. If no issues with the above, communication with VP, Applied Research & Innovation and researchers' supervisors would be necessary. Then determine if further incentives are required to increase enrolment.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

Due to this being a new position, there are no past practices or established standards to guide the incumbent. Incumbent would need to find creative solutions to increasing registration.

~~#2 occasional (if none, please strike out this section)~~

Key issue or problem encountered

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).

#### 4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally.

**#1 regular & recurring**

List the project and the role of the incumbent in this activity.

Coordination and planning of large proposal submissions, potentially involving several stakeholders (Fleming researchers, Deans, external researchers, industry partners, other colleges or universities and funding agencies). Incumbent would take the lead role in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Incumbent will need experience coordinating large funding submissions as well as experience tracking projects that have drop dead deadlines. There is zero allowance for deadline extensions for any funding submissions so incumbent needs to be able to establish firm interim and final deliverables with key participants, while paying attention to all dependencies. At the same time, the incumbent will need to be focused on writing very technical pieces of the proposal and coordinating the preparing and collection of all ancillary documentation for the proposal. This includes items such as: letters of support from external organizations, detailed academic CVs from all participants (all in the same format), details of in-kind contributions from all partners, lists of prior academic research on the topic, detailed budgets with supporting budget justifications, quotes for capital purchases, etc.

A number of the proposals and resultant projects require significant levels of input and management by personnel from other college departments, such as PRD, Purchasing, Finance and IT Services. As well, the incumbent will need to show great diplomacy when negotiating cash/in kind commitments from industry partners involved in the proposal submission.

List the types of resources required to complete this task, project or activity.

Incumbent will need assistance from the Admin Assistant in the OARI to schedule and book regular meetings with the stakeholders prior to proposal submission. Other resources required include funding agency guidelines, discussions with Program Managers at the funding agency, GANTT charts (Excel), online funding portal resources, prior proposals.

How is/are deadline(s) determined?

The final deadline for submission is determined by the funder, but the internal deadlines prior to submission deadline will be determined by the incumbent

**4. Planning/Coordinating**

**#2 regular & recurring**

List the project and the role of the incumbent in this activity.

Keeps abreast of potential local, national, and international funding opportunities, as well as maintains up to date knowledge of major funders' submission deadlines and specific institutional guidelines. Reviews potential funding opportunities to determine feasibility of application success. Brings forward prospective award and funding applications for discussion with appropriate personnel.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Incumbent must be able to create a database of funding opportunities through Excel or Access (or other database application) and update it daily. Must be adept at internet searching, checking funders' social media accounts and then matching best funding opportunities for the college community.

List the types of resources required to complete this task, project or activity.

Funders' websites, list serves, social media accounts.

How is/are deadline(s) determined?

Internal deadlines imposed by the OARI; external deadlines by the funding agencies.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent, in consultation with the Manager, OARI.

**#3 regular & recurring**

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

#### 4. Planning/Coordinating

**#1 occasional** (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

Create, plan and coordinate an applied research campaign at Fleming. Incumbent would be responsible for creating, implementing and coordinating the plan

What are the organizational and/or project management skills needed to bring together and integrate this activity?

Knowledge of organizational structure and roles of academic leaders, creative marketing skills, strong interpersonal skills, time management, planning.

Incumbent would need to work with academic leaders (Deans, Chairs) to be able to effectively recruit participants (faculty) to workshops. Schedules for faculty would have to be adjusted to allow for attendance or workshops scheduled during optimum time for faculty.

List the types of resources required to complete this task, project or activity.

Knowledge of organizational protocol and roles of service departments. Many other departments would need to be involved from a rollout perspective (PRD for booking workshop locations, Marketing for social media campaign, academic leader offices and Academic Operations for scheduling, Food Services at Fleming for catering, IT for technical support, as examples). The incumbent would be responsible for coordinating these departments and the logistics of every part of the campaign.

How is/are deadline(s) determined?

Incumbent would set deadlines based on the schedule they create

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.

The incumbent, in consultation with the Manager, OARI would determine if changes are required.  
As an example, if the incumbent receives feedback from first initial workshops (or if incumbent determines this him/herself), then an adjustment would be made to the content and delivery of the material at the workshop.

**#2 occasional** (if none, please strike out this section)

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.


### 5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
<input type="checkbox"/>		Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	
x	<input type="checkbox"/>	There is a need for the incumbent to demonstrate correct processes/procedures to others so that they can complete specific tasks.	Incumbent will explain nuances of a compelling research proposal to researchers

x	<input type="checkbox"/>	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	Incumbent will provide interpretation of funding guidelines to researchers
<input type="checkbox"/>	<input type="checkbox"/>	The incumbent is an active participant and has ongoing involvement in the progress of others with whom they has the responsibility to demonstrate correct processes/procedures or provide direction.	
x	<input type="checkbox"/>	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	Incumbent will be the lead in advising which funding options are appropriate for every research project. Incumbent will determine the funding program that will achieve the optimum results for the researcher and the industry partner.  As well, the incumbent will advise each stakeholder involved in proposal submission as to their role and what is required from them.

**6. Independence of Action**

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
Instructions will be given at the beginning of the assignment by the VP, Applied Research & Innovation and the Manager, OARI. Instructions will be aligned with what is contained in the college's strategic plan.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
<p>Documents guiding the incumbent include:</p> <ol style="list-style-type: none"> <li>1) College Strategic Plan</li> <li>2) Applied Research Strategic Plan</li> <li>3) CAWT Strategic Plan &amp; Business Plan</li> <li>4) Reports on research metrics for the past 10 year from the OAR</li> <li>5) Reports on research metrics from all other Canadian colleges for the past 10 years</li> </ol>	

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)
Weekly 1:1 meetings with supervisor as well as feedback from general college community	A general outline will be provided to Supervisor and regular check ins to ensure incumbent is on right path.

**6. Independence of Action**

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)

<p>Determining which funding program is the best choice for each project. This decision will be made in consultation with the researcher and the industry partner and any other stakeholders</p>	
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<p>Describe the type of decisions that would be decided in consultation with the Supervisor.</p>	
<p>Regular and Recurring</p>	<p>Occasional (if none, please strike out this section)</p>
<p>How to communicate new research funding opportunities to the college community (whether targeted or general communications)</p> <p>Topics to be covered in the new Applied Research toolkit</p> <p>Strategy and topics covered in the applied research internal marketing campaign.</p>	

<p>Describe the type of decisions that would be decided by the incumbent.</p>	
<p>Regular and Recurring</p>	<p>Occasional (if none, please strike out this section)</p>
<p>Content and design of internal marketing campaign promotional materials.</p> <p>Written content of grant proposals.</p>	



## 7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M, I)*
How is it received?	How is it carried out?		
Requests to do research	Initial meeting with researcher to determine options	Researchers, Deans & Chairs	W
Email/phone inquiries	Respond personally or forward to the appropriate person to respond	Prospective researchers, funding agencies, Deans, Chairs, other staff	D
Proposal writing	Write and edit content, facilitate completion of all components of proposal	Researchers, Deans, Chairs, Administrators	W
Prepare PowerPoint presentations	Based on direction from OARI Leaders or as required for marketing campaign	Potential Fleming Researchers	M
Create Researcher toolkit	Incumbent drafts layout and content for approval by OARI leaders	New researchers at Fleming	M

\* D = Daily W = Weekly M = Monthly I = Infrequently

## 8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M, I)*
Exchanging routine information, extending common courtesy			
Explanation and interpretation of information or ideas	Incumbent will be required to explain how research funding programs work to potential new researchers (funding models, eligibility rules, compliance, etc.)	Fleming researchers	W
Imparting technical information and advice	Incumbent will be required to decipher and communicate very technical information in written format in research proposals.	Funding agencies	W
Instructing or training			
Obtaining cooperation or consent			
Negotiating	In certain situations, particularly for large research proposals involving several stakeholders, Incumbent will need to negotiate the required contributions from the external stakeholders. These contributions include both cash and in kind commitments to the project.	Industry partners or other educational institutions	I

\* D = Daily    W = Weekly    M = Monthly    I = Infrequently

### 9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Sitting at a computer	D		X		X		
Lifting and carrying promotional material	I	X			X		
Presentations - standing	M		X		X		

\* D = Daily W = Weekly M = Monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

- Light (up to 5 kg or 11 lbs)
- Medium (between 5 to 20 kg or 11 to 44 lbs)
- Heavy (over 20 kg or 44 lbs)

Promotional materials to workshops

## 10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Interpret, synthesize and understand highly technical information with the goal to writing a compelling proposal	W			X
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Create and develop components of a marketing campaign with numerous components (social media, workshops, promotional material)	W		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? <input checked="" type="checkbox"/> Usually <input type="checkbox"/> No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Develop a comprehensive Researcher's toolkit for Fleming College	W	X		

Can concentration or focus be maintained throughout the duration of the activity? If not, why?

Usually

No

\* D = Daily W = Weekly M = Monthly I = Infrequently

## 11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
X acceptable working conditions (minimal exposure to the conditions listed below)		
<input type="checkbox"/> accessing crawl spaces/confined spaces		
<input type="checkbox"/> dealing with abusive people		
<input type="checkbox"/> dealing with abusive people who pose a threat of physical harm		
<input type="checkbox"/> difficult weather conditions		
<input type="checkbox"/> exposure to extreme weather conditions		
<input type="checkbox"/> exposure to very high or low temperatures (e.g. freezers)		
<input type="checkbox"/> handling hazardous substances		
<input type="checkbox"/> smelly, dirty or noisy environment		
X travel	Frequent travel between campuses to meet with researchers at all campuses and to host workshops	W
<input type="checkbox"/> working in isolated or crowded situations		
<input type="checkbox"/> other (explain)		

\* D = Daily    M = Monthly    W = Weekly    I = Infrequently