

Memo

Recipients: All Douglas Research Centre Investigators and staff

Subject: Contact information for administrative matters

Date: Updated May 11 2023

In an effort to help streamline communications and responsiveness, the Douglas Research Centre has implemented a centralized email system. Below is the contact information for the DRC administrative, finance and human resources teams. Thank you for communicating with our teams using the contact information provided below.

	Team	Staff	Contact information
General Administrative Support Support for hiring new staff (forms, ordering keys/access cards) Reimbursement requests Ordering and purchasing (e.g. GRM, equipment and supplies) Help submitting Octopus requests (IT/maintenance etc)	Division Administrative Agents	Louis Theroux Mélina Bessette Marianne Dufour	division.admin.comtl@ssss.gouv.qc.ca
Grant Management & Finance Grant account reporting (reports to funding agencies) Opening budgets Monitoring of expenses and available funds Reallocations between grants Submitting grants Invoices	Finance & Grant Technicians	Melissa Pannhasith Chantha Seang Marie-Claude D'Anjou Mark Mendze Fernanda Vargas Manager: Paola Cabarcas	subventionsadmin.comtl@ssss.gouv.qc.ca *for submitting grants please cc Paola Cabarcas (paola- andrea.cabarcas.comtl@ssss.gouv.qc.ca)
Human Resources & Payroll Timesheets Group insurance Changes to employee hours/rates of pay/end of employment Leaves/end of employment Proofs of employment (letters) All HR & payroll changes/questions	Human Resources and Payroll Technicians	Catherine Therrien Manon Valois Caroline Doyer	Cr_paie@douglas.mcgill.ca
Reception, shipping and deliveries Shipping, courier (e.g. FedEx,) & deliveries, Taxi chits	Reception	Manon Gagnon	Manon.gagnon@douglas.mcgill.ca
Douglas Security			Extension 2444
IT helpdesk			514-457-8443 (option 7 for Douglas)
Administration	Administration	Colleen Carter	administration@douglas.mcgill.ca
Biosafety		Marie-Christine Gagnon	Marie-Christine.Gagnon@douglas.mcgill.ca