

# OSU College of Engineering

## Engineering Research Administration – Project Management

The Engineering Research Administration team has expanded our services to assist PIs with managing large, complex research projects. Please contact us to discuss your project needs, staff availability, and funding options.

Services	Examples
<b>Project Delivery</b>	<ul style="list-style-type: none"><li>• Provide high-level support to the PI for day-to-day research project management</li><li>• Maintain a detailed project timeline and help the team track their progress towards milestones and deliverables</li><li>• Direct the preparation of required reports, gathering and synthesizing contributions from team members</li><li>• Oversee regulatory compliance requirements such as conflict of interest, IRB/IACUC and other trainings for the research team</li></ul>
<b>Communications and Relationship Management</b>	<ul style="list-style-type: none"><li>• Build and maintain collaborative relationships with internal and external partners, and serve as a point of contact for the project</li><li>• Organize and attend team and stakeholder meetings; track outcomes and next steps</li><li>• Recommend and develop team collaboration processes and tools, based on best practices and lessons learned</li><li>• Promote the project and its accomplishments by developing outreach and marketing materials such as websites, newsletters and fact sheets</li></ul>
<b>Operations and Resource Management</b>	<ul style="list-style-type: none"><li>• Coordinate administrative operations of the research project including hiring, subawards, and fiscal management</li><li>• Recommend and implement solutions to programmatic challenges, develop plans for improvement, and provide assessment of project operations</li><li>• Research OSU and funding agency policies and procedures when questions arise</li></ul>

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