

LEARN MORE: PROJECT MANAGEMENT FOR RESEARCH ADMINISTRATORS

NU-RES

April 1, 2021



Institutional Certifications and Assurances

- Northeastern University, as a grantee, provides at the time of proposal submission and throughout the life-cycle of an award certification and assurances that it is in full compliance with all relevant laws, rules and regulations.
- How each grantee implements its research management responsibilities varies but all grantees should include documented practices that address specific regulatory requirements.
- Some regulations required that the grantee monitor the research activity; monitoring involves verification and tracking of compliance with a specific term or condition of the award.

Learning Objectives

- What are the principles of project management?
- How project management enhances grant performance and regulatory compliance.
- Best practices throughout the proposal-award lifecycle.
- Project management tools for research administrators.
- Project, program and portfolio management.
- Q&A and Share your PM Tips & Tools.

Project Management – Key Concepts

Each project is unique ... but each project has the same constraints:



- **Scope/Quality**
- **Time**
- **Cost**

Project Management – Key Concepts

Initiate

Plan

Execute

Monitor

Close & Review*

- Standard Processes
- Milestones/Schedules
- Communication

* Kaizen (continuous improvement).

改善

Kai = Change

Zen = Good

A word about Communication

- **Communication Plans**
- **Methods**
- **Tips**

? UTILIZE THE 5 WS
Include info on:
Who? What? When?
Where? Why?

👍 UTILIZE THE 5 CS
Strive to be:
Clear, Concise,
Complete,
Correct, and
Courteous.

Benefits of Life-Cycle Project Management

Monitoring (tracking, verifying and communicating) @ all stages of the grant and contract process mitigates risk:

- Costs
- Regulatory Compliance



Project Management – Kaizen



Project Management – Trends

Evolving & Disruptive Technology

Change Management

Risk Management

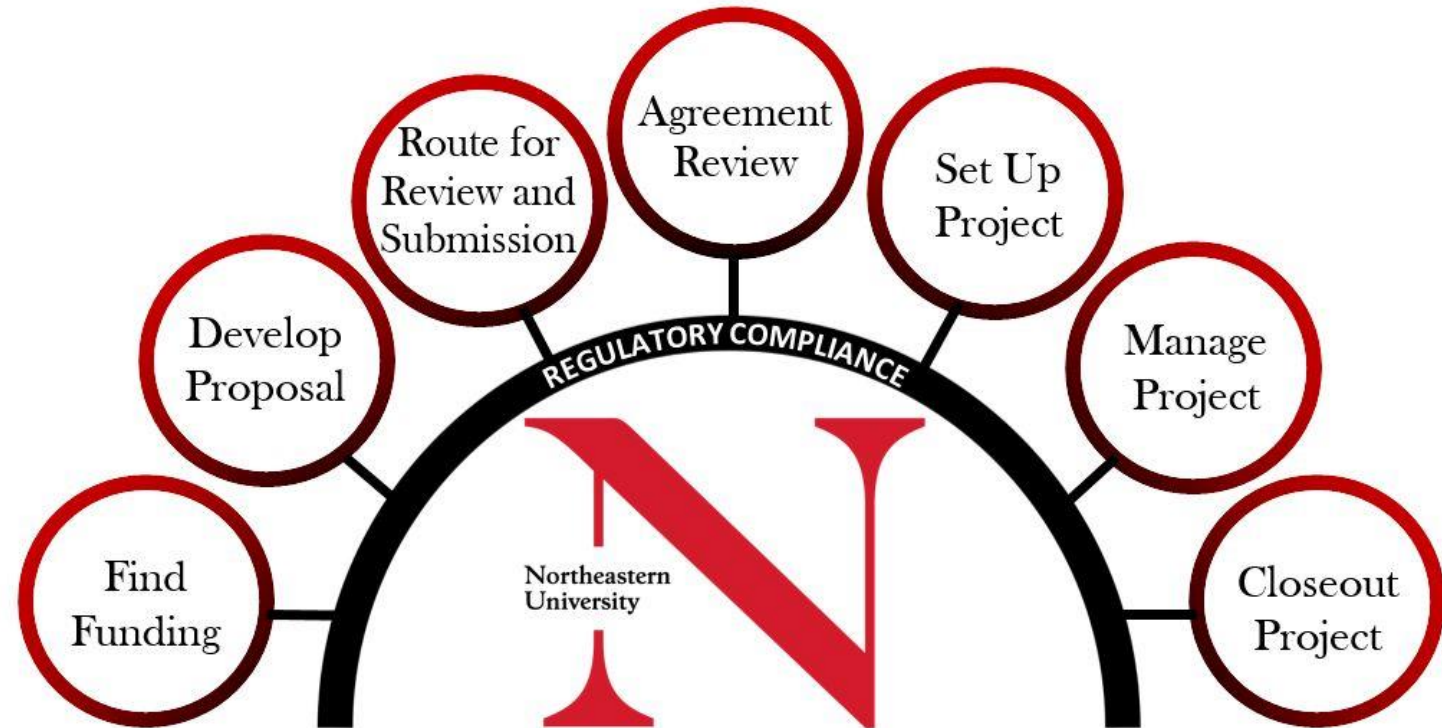
Data, Data, Data

Increased Collaboration

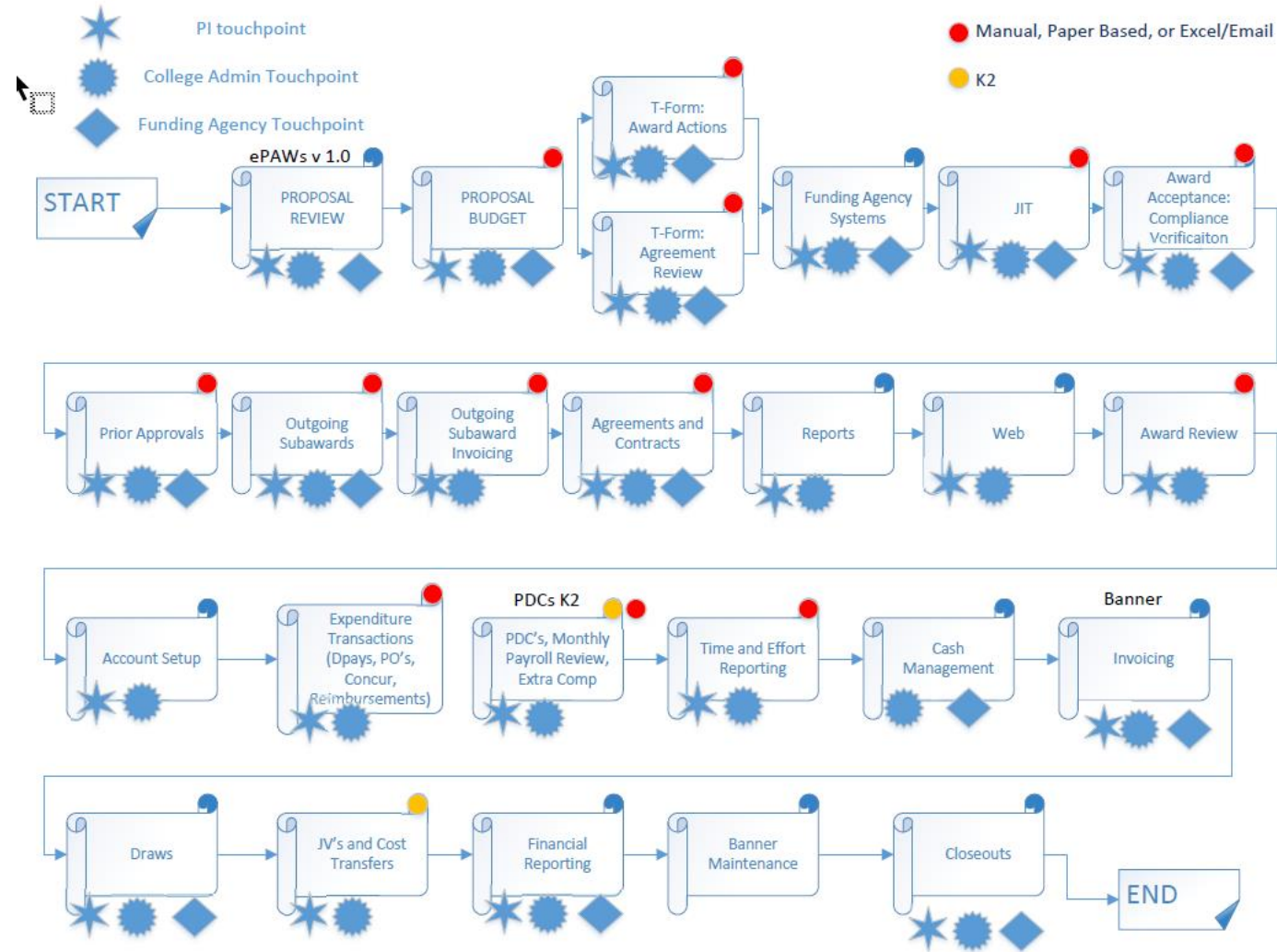
Globalization

Role of Research Administrator?

Project Management vs. Project Performance



Touchpoints



@Proposal = Initiate & Plan

- FOA - ANNOTATED
- CROSSWALKS
- CHECKLISTS & POLICIES



EDA 2021 Build to Scale	NU-RES Tracking #	Notes
Agency # EDA-HDQ-OIE-2021-B2S	HU-210096	
Venture B/S or Capital? Or Both	https://www.eda.gov/oie/buildtoscale/ and https://www.eda.gov/files/oie/b2s/FY21-Build-to-Scale-NOFO-FINAL.pdf	Submit via grants.gov modified SF424
B/S750K or 1.5M/ Capital \$400/over 3 years		Limit 1 per category
Optional Agency Pre-Review Technical Agency Deadline	No later than Thursday, April 8th Thursday, April 29, 2021 https://www.eda.gov/files/oie/b2s/B2S-Application-Checklist-FINAL.pdf	Evaluation Criteria: Ecosystem Resources and Assets Proposed Solution Use of Partner Entities Measurable Goals and Sustainability Budget and Staffing Plan Alignment with B2S Program Goals
Agency Proposal Checklist		
NU-RES Internal Deadline	Thursday, April 22, 2021	
Title:		
Principle Investigator:		
Applicant Organization	Northeastern University	
Place of Performance	Roux Institute/Portland	
Proposed Period of Performance:	1-Oct-21	
Cost Share Commitment - Documented 1:1 match		Note restrictions use of funds
Letter of Support re: State/Municipal?		
Instructions:	https://www.eda.gov/files/oie/b2s/FY21-Build-to-Scale-NOFO-FINAL.pdf	
Proposal Preparation - Components		Assigned to Due by
Project Narrative Sec 1-6		10 page max; 0.5" margins, 11 pt font Arial
Budget Narrative/Justification Staffing Plan/ Cost Share		Template Provided, tie to SF-424
Match/Cost Share Letters of Commitment		

@PROPOSAL = INITIATE & PLAN

- Budgets
- Proposed Levels of Commitment
- Subrecipients
- Equipment
- Cost Share
- Regulatory Compliance
(IRB, IACUC, IBC, Data, Export Controls)



@JIT = Execute

- **Pre-award Costs**
- **Compliance Verifications**
- **Other Research Support Reports**
- **Agreement Negotiations**



@Award Acceptance = Execute

- **NOA-Annotated/AOS**
- **Scope Change**
- **Personnel Commitments**
- **Budgets & Rebudgeting**



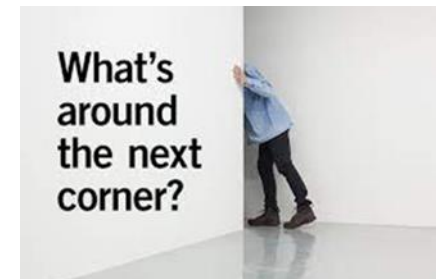
@Post Award

- **Prior Approvals**
- **Monthly ROE & Burn Rate Reports**
- **Quarterly Personnel T&E Reports**



@Post Award

- **Progress Reports**
- **Personnel Reports**
- **Annual Reporting: T&E, fCOI, RCR**



@Close Out

- **Transfers or Early Termination of Awards**
- **Final Reports: Progress, Financial, IP**

Conventional PM Tools For Research Administrators

» **Training and Career Development**

- Training Resources
- Research Bootcamp
- Management Workshop
- Project Management**
- Tools of the Trade Archive
- Business of Science
- Clinical Resources
- Community Engagement
- Comparative Effectiveness
- FDA Regulated Research
- Randomized Trials
- DIAMOND
- Launch to Success Grant-writing Workshop
- Peer Review Academy
- Responsible Research Practices
- Secondary Data Analysis (SDA) Seminar Series

Project Management for Research

The tools you need to make your research project a

This toolkit includes a variety of tools for managing your research projects including recomm project management software and tools to help you and your team manage activities from gn implementation and project closeout.

Explore the toolkit below:

Grant Writing + Project Development

Gantt Chart

A Gantt Chart is a popular project management tool; it is a type of bar chart that illustra schedule. The chart allows for organizing and viewing project activities and tasks again timeframes.

High Level Process Map

Graphic display of the flow or sequence of events that a product or service follows; it sh decision points, rework loops, and handoffs.

Data Management Planning

The Data Management Plan (DMP) defines the responsibilities related to the entry, own validation, editing, and storage of primary research data.

Project Charter

The purpose is to define at a high level what the Project Team will deliver, what resources are needed, and why it is justified.

Work Breakdown Structure

The Work Breakdown Structure (WBS) organizes the research project work into manageable components.

Communications Plan

A communications plan facilitates effective and efficient dissemination of information to the research team members and major stakeholders in the research project.

Data Management Plan

The Data Management Plan (DMP) defines the responsibilities related to the e validation, editing, and storage of primary research data.

Milestones + Timeline

A Gantt Chart is a popular project management tool; it is a type of bar chart th schedule.

Issue Management

This tool helps you capture details of issues that arise so that the project team and who is responsible for resolving it.

Pareto Chart

A Pareto Chart is a graphical tool that helps break down a problem into its par identify the most frequent, and thus most important, problems.

Closeout, Transfer + Application

Data Management Planning

The Data Management Plan (DMP) defines the responsibilities related to the entry, ownership, sharing, validation, editing, and storage of primary research data.

Project Charter

The Project Charter's purpose is to define at a high level what the Project Team will deliver, what resources are needed, and why it is justified.

Milestones + Timeline

Milestones are an effective way to track major progress in your research project.

Budget

The proposal budget should be derived directly from the project description.

Risk Assessment + Mitigation Plan

The Risk Assessment and Mitigation Plan first assists the research team in anticipating risk that may occur during the research project before it happens.

Work Breakdown Structure

The Work Breakdown Structure (WBS) organizes the research project work into manageable components.

Implementation

Gantt Chart

A Gantt Chart is a popular project management tool; it is a type of bar chart that illustrates a project's schedule.

Closeout, Transfer + Application

Project Closeout Checklist

Completing a project means more than finishing the research.

Communications Plan

A communications plan facilitates effective and efficient dissemination of information to the research team members and major stakeholders in the research project.

Project Management Software

OpenProject

An open-source project management software similar to Microsoft Project.

Basecamp

A secure, web-based project management system.

Trello

A project management tool that organizes tasks, activities, responsibilities and people on projects.

Research Administrator PM Tools – What do you Use?

Checklists

Notebooks

Excel

Calendars

For more information please see

<https://research.northeastern.edu/nu-res/>

Northeastern University
Research Enterprise Services

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FAQS | GLOSSARY | RESEARCH



NU-RES

At Northeastern University, our culture is built on innovation, and shaping solutions for our challenges. The growth and success of the university's research program presented an opportunity to reorganize research services to align processes and capacity with the scale of the enterprise.

Latest News

Quick Links

Or contact NU-RES@northeastern.edu