Research Project Management

Marie Curie 2012

The Principal Investigator recognises the importance of managing the research programme to ensure that the programme delivers on the expected outcomes as outlined in the research proposal. The PI will follow a structured approach to managing the research programme, using formal project management tools and adhering to best practice.

Scope

- A Research Project Initiation Document will be agreed by all partners prior to the commencement of the project, outlining scope, roles and responsibilities, financials, initial risks and issues assessment and deliverables (this is based on the research proposal as agreed by the funding agency).

Management

- Ensure compliance with the standard policies and procedures of the research programme, as set out by the funding agency and as set out by the university
- Development, maintenance and monitoring of project work packages to ensure delivery of agreed milestones and deliverables
- Apply standardised project management methodology so as to ensure quality deliverables
- Ongoing management of the project risk and issues registers
- Organise and facilitate research team meetings and co-ordinator project meetings
- Ensure project documents are complete, current and stored appropriately
- Ensure appropriate communication between all partners and team members through regular meetings, email correspondence and secure shared filing repositories
- Adhere to recruitment and selection procedures with regard to the employment of staff to the research programme
- Supervision of PhD students and mentoring of postdoctoral fellows as set out in the research proposal
- Seek to ensure that the research team receives appropriate opportunities for research training as part of the research programme. The Research Careers Framework mechanism in UCD supports this training

Financial Management

- Manage the dedicated research account set up for the research programme, including all income and expenditure. The Research Finance Office in UCD supports this task
- Ensure that all monies spent are in accordance with the original terms and conditions set out by the funding agency. Ensure that any deviation from the original terms of agreement are approved in advance by the funding agency

Reporting

- Submit six-monthly and annual financial and programmatic reports funding agency in accordance with the terms of the research agreement
- Submit final financial and programmatic report, outlining deliverables and outputs to the Funding agency in accordance with the terms of the research agreement