



TURAC 2024⁺

Connection • Collaboration • Cohesion

Project Management in Research Administration

April 17, 2024

Land Acknowledgement Statement

“Arizona State University, Northern Arizona University, and the University of Arizona collectively acknowledge that the campuses are situated on the ancestral lands of twenty-two federally recognized tribes located across Arizona. These universities collectively honor the past, present, and future generations of Native Americans, who have lived here for millennia and will forever call this place home. Committed to diversity, the institutions integrate Indigenous knowledge into their practices and strive to cultivate sustainable relationships with Native Nations through education, partnerships, and community service.”





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Presenters

Laurie Clark | Nicole Cox | Valerie Keim



Laurie Clark

- University of Arizona, College of Veterinary Medicine
- Senior Coordinator, Research Operations
- 7 Years of Experience in Research
- Pre-Award, CRA



Nicole Cox

- Arizona State University, Decision Theater
- Senior Coordinator
- 7 Years of Experience in Research Administration and Project Support
- Pre-award, MS in Global Technology and Development
- **Fun Fact:** Nicole has attended every Taylor Swift tour for the past 13 years.



Valerie Keim

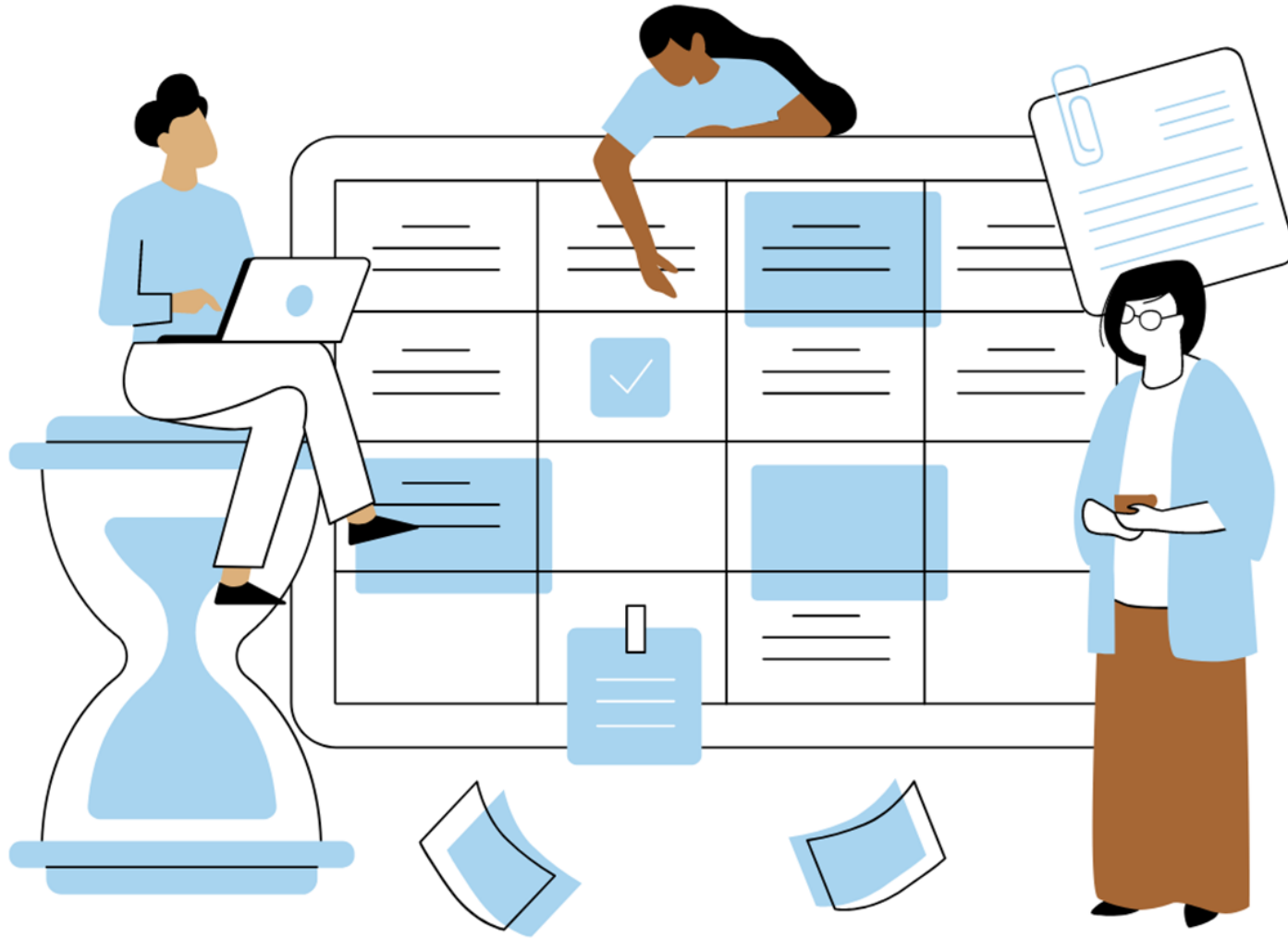
- Arizona State University, Knowledge Enterprise Research Operations
- Research Operations Manager
- 11 Years of Experience in Research Administration
- Pre-Award, grant writing, CRA, MS Child Development, Co-PI on NSF Grant
- **Fun Fact:** Val first got her passport in 2010, but didn't use it until 2022!



A scenic view of a desert landscape. In the foreground, there are rugged, reddish-brown rock formations. In the middle ground, a large, green saguaro cactus stands prominently. The background features a vast, hazy mountain range under a clear sky. The overall scene is bright and sunny, typical of a desert environment.

Project Management in Research Administration

You Are a Project Manager



Fundamental PM Skills

Subject Matter Expertise

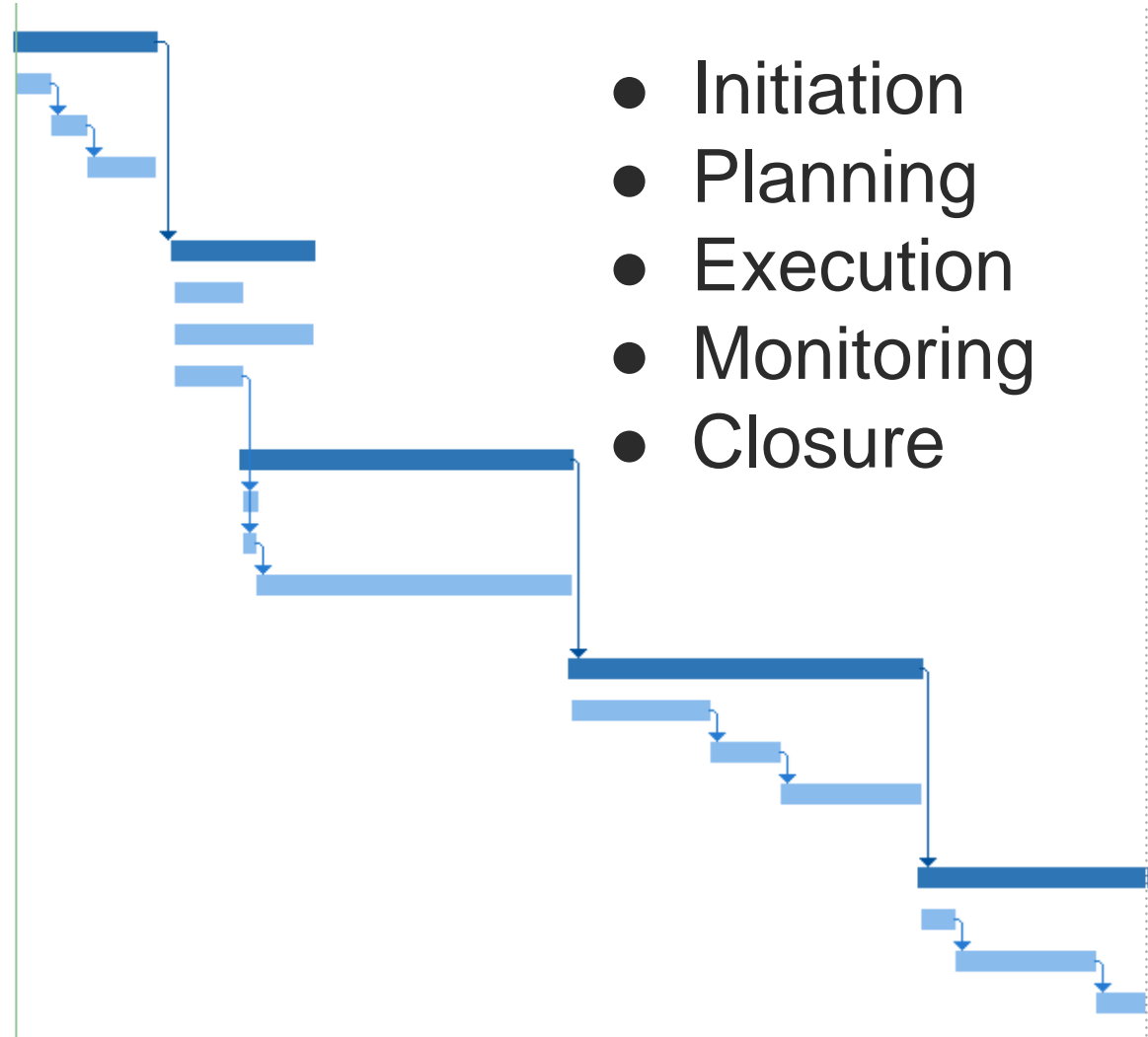
Organization

Be a good Human



Project Phases

➔	▸ Initiation	40 days	Fri 3/29/24	Thu 5/23/24
➔	task 1	10 days	Fri 3/29/24	Thu 4/11/24
➔	task 2	10 days	Fri 4/12/24	Thu 4/25/24
➔	task3	20 days	Fri 4/26/24	Thu 5/23/24
➔	▸ Planning	40 days	Fri 5/31/24	Thu 7/25/24
➔	task 1	20 days	Fri 5/31/24	Thu 6/27/24
➔	task 2	2 mons	Fri 5/31/24	Thu 7/25/24
➔	task 3	1 mon	Fri 5/31/24	Thu 6/27/24
➔	▸ Execution	93 days	Fri 6/28/24	Tue 11/5/24
➔	task 1	4 days	Fri 6/28/24	Wed 7/3/24
➔	task 2	3 days	Fri 6/28/24	Tue 7/2/24
➔	task 3	90 days	Wed 7/3/24	Tue 11/5/24
➔	▸ Monitoring	100 days	Wed 11/6/24	Tue 3/25/25
➔	task 1	40 days	Wed 11/6/24	Tue 12/31/24
➔	task 2	1 mon	Wed 1/1/25	Tue 1/28/25
➔	task 3	2 mons	Wed 1/29/25	Tue 3/25/25
➔	▸ Closure	65 days	Wed 3/26/25	Tue 6/24/25
➔	Task 1	10 days	Wed 3/26/25	Tue 4/8/25
➔	Task 2	2 mons	Wed 4/9/25	Tue 6/3/25
➔	Task 3	15 days	Wed 6/4/25	Tue 6/24/25

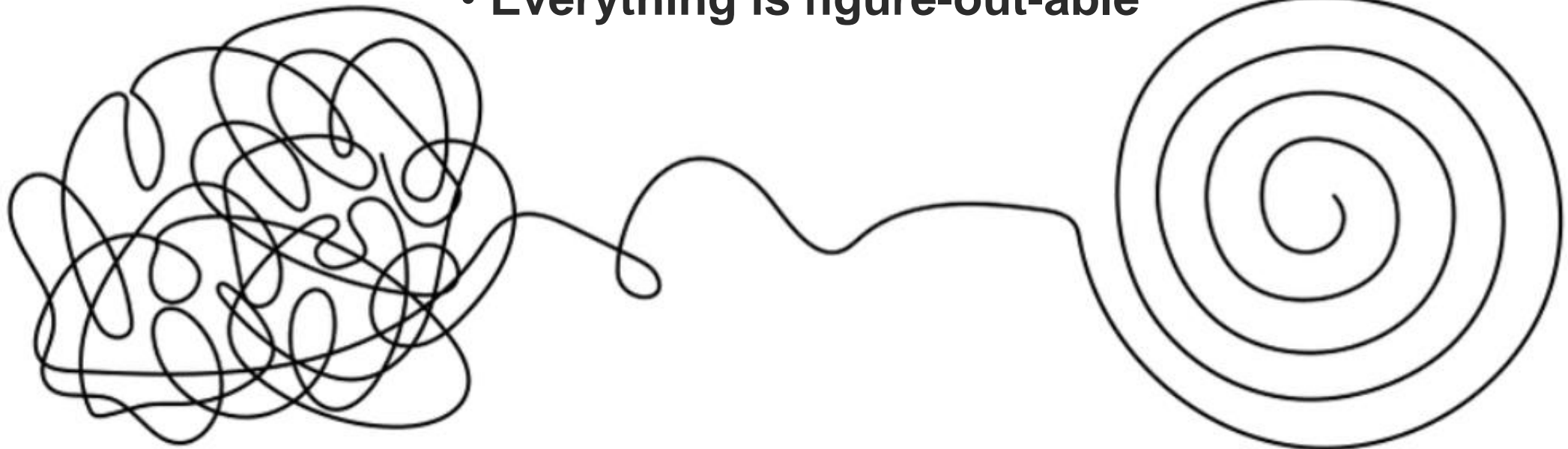


- Initiation
- Planning
- Execution
- Monitoring
- Closure



Tips for Project Success

- Develop a Relationship
- Get on the same page (aka buy-in)
- Build in Wiggle
- Everything is figure-out-able



Stakeholders

Who are they and what do they care about?

- Required decision makers
- Project impact timing
- Why act now?



Leverage Relationships

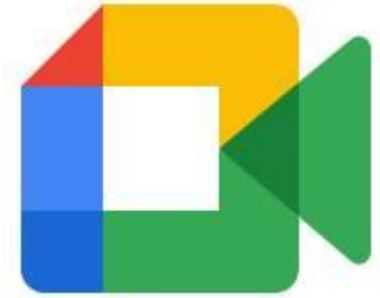
A cohesive team can push a project forward



working group
ad hoc team
focus group
advisory committee
agile team
task force
project team



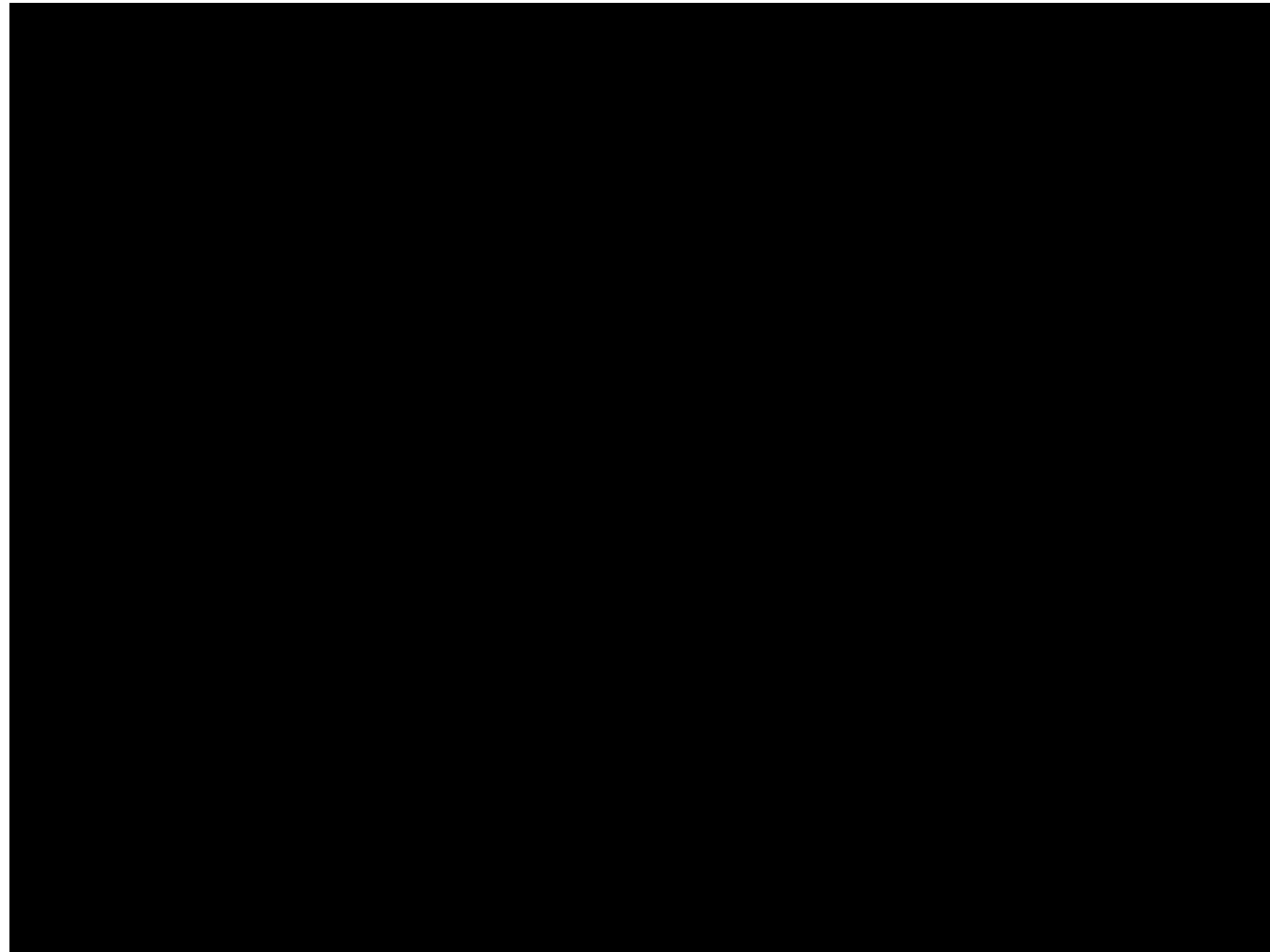
Communication Tools



Keep Track of Tasks



Don't Reinvent the Wheel



Be Brave - Budget Early

A	B	C	D	E	F	G	H	I	J
Cost Categories	Period 1	Cumulative			Domestic Travel Breakdown *COPY FOR EACH TRIP AND ADD TOTALS TO			International Travel Breakdown *COPY FOR EACH TRIP AND ADD TOTALS TO	
Personnel (COPY TEMPLATE FOR EACH PERSON)					Airfare			Airfare	
[Name of Personnel Member] [Put Full Salary to Left]		\$100,000			Lodging Rate per Night			Lodging Rate per Night	
Salary Per Month	\$8,333				# of Nights per Person			# of Nights per Person	
Months of Effort	1				Lodging Total			Lodging Total	
Salary/Effort in Months	\$8,333				Per Diem Rate per Day			Per Diem Rate per Day	
ERE Rate (Please use corresponding % from Salaries tab):	0.2791	\$0			# of Days			# of Days	
ERE:	\$2,326	\$2,326			Per Diem Total			Per Diem Total	
Total Salary, Wages and ERE per Person:	\$10,659	\$10,659			Ground Transportation			Ground Transportation	
Total Salary, Wages and ERE (Sum of all per person totals):	\$42,637	\$42,637			Conference Fees			Conference Fees	
Equipment:	\$10,000	\$10,000			Misc. Costs			Misc. Costs	
Travel Total (Please Use Breakdown):	\$18,000	\$18,000			Mileage Rate for Rental Car Usage			Mileage Rate	
1. Domestic	\$15,000	\$15,000			# of Miles			# of Miles	
2. Foreign	\$3,000	\$3,000			Mileage Total			Mileage Total	
Participant/Trainee Support Costs (All Costs Per Participant):	\$45,000	\$45,000			Domestic Travel Total	0		Domestic Travel Total	0
1. Tuition/Fees/Health Insurance	\$1,000	\$1,000							
2. Stipends	\$1,500	\$1,500			Indirect Costs Breakdown - 57% MTDC (Federal Sponsors)			Indirect Costs Breakdown - 67.7% MTDC (Industry Sponsors)	
3. Travel	\$500	\$500			Total Salary, Wages, and ERE	42637		Total Salary, Wages, and ERE	
4. Subsistence	\$1,500	\$1,500			Total Travel	18000		Total Travel	
5. Other	\$0	\$0			Total Materials and Supplies	2500		Total Materials and Supplies	
6. Number of Participants/Trainees	10	\$10			Total Publication Costs	3000		Total Publication Costs	
Other Direct Costs:	\$235,500	\$235,500			Total Consulting Costs	50000		Total Consulting Costs	
1. Materials and Supplies	\$2,500	\$2,500			Total ADP/Computer Services	0		Total ADP/Computer Services	
2. Publication Costs	\$3,000	\$3,000			First \$25,000 of Subaward, if applicable	25000		First \$25,000 of Subaward, if applicable	
3. Consulting Costs	\$50,000	\$50,000			Total Alterations and Renovations	0		Total Alterations and Renovations	
4. ADP/Computer Services	\$0	\$0			Total F&A-Bearing Categories	141137		Total F&A-Bearing Categories	0
5. Subaward/Consortium/Contractual	\$150,000	\$150,000			Total F&A	80448.09		Total F&A	0
6. Equipment or Facility Rentals/User Fees	\$10,000	\$10,000							
7. Alterations and Renovations	\$0	\$0			Indirect Costs Breakdown - 11% TDC (Charitable Sponsors)				
8. Tuition Remission	\$20,000	\$20,000			Total Direct Costs				
9	\$0	\$0			Total F&A	0			
10	\$0	\$0							
Direct Costs (All Highlighted Sections):	\$351,137	\$351,137							
Indirect Costs (Please Use Appropriate Breakdown):	80448.09	\$80,448							
Total Direct and Indirect Costs:	\$431,585	\$431,585							





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Thank You!

A vibrant desert landscape featuring several tall saguaro cacti in the foreground and middle ground. In the background, there are rugged, reddish-brown mountains under a clear blue sky with a few wispy clouds. The scene is bathed in warm, golden light, suggesting late afternoon or early morning.

**Be sure to complete all 3
TURAC surveys for a chance
to win a **\$25 gift card!****

Feedback surveys will be sent via email at the end of the day.