The Project Managers of the Research Support Office support researchers in the coordination of research projects.

MAIN ACTIVITIES

The Project Managers of the Research Support Office (RSO) are experienced in unburdening researchers with the managerial aspects of their research projects. Services are tailored to the project’s needs and the resources available.

Our support includes activities such as:

- Close collaboration on a daily basis with the Principle Investigator (PI) of the project, who is responsible for the scientific content of the project.
- Performing day to day management, e.g., organizing consortium meetings, trainings, communication with partners, and alleviating the workload of the PI when it comes to non-scientific tasks.
- Maintaining contact with the funder’s Project Officer (PO) regarding the progress of the project.
- Ensuring adequate and timely reporting of the project’s progress.
- Coordinating the support of other (research) support staff, experts in fields such as legal, finance, HR, Ethics, Business Development.

We can also support you in the proposal writing phase, for instance by proof reading your management paragraph or helping with budgeting for management costs.
We would like to be involved in your project (proposal) as soon as possible.

1. In the Definition phase, we can:
   - Advise on the required budget for Project Management
   - Review management section & deliverables

2. In the Preparation phase, we can support with among others:
   - The preparation of the Grant and Consortium Agreement
   - The hiring strategy
   - Organizing the first consortium meeting(s)

3. As soon as the project enters the Execution phase, we support the PI with all managerial aspects of the project.

   Furthermore, to plan accordingly, please inform us:
   - After a proposal that would require Project Management assistance has been submitted
   - As soon as the outcomes of the evaluation are known

HOW TO INVOLVE US?

Contact us at projectmanagement-RSO@tue.nl or check out our website via www.tue.nl/projectmanagement

IMPORTANT: budget for project management should be available, either in the project or in the group.

WHO ARE WE?

Ingrid Vliegen
Berend van den Berge
Loes Everink
Jeanne van der Waal