How to Manage a Research Project
or “What do I do now I’ve got the grant?”

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What did you get and what do you need?

• Great to get the funding but were you:
  • Exactly funded?
    – Assuming that you correctly budgeted and costs haven’t changed then the project is on the starting grid.
  • Over funded?
    – Maybe you padded the budget or costs are not as high as projected.
  • Under funded?
    – Maybe the project wasn’t fully funded (time or funds cut) or costs have risen.
What did you promise?

• Revisit the project
  – Can it still be done?
  – Do you have to modify and, if so, how?
  – Is it still viable?
  – Can the stated outputs still be delivered?

• Return to the funding body (bodies) for clarification.

• Seek new or extra funds from elsewhere
  – Is this feasible?
On the starting grid

• Large amounts of paperwork to attend to!

• Contract/Funding Agreement/Letter of Engagement
  – Terms and conditions. Timelines. Reporting requirements.

• Obtain an Internal Order Number

• Prepare your budget
  – When does the income arrive?
  – What are you spending money on?
  – When is the expenditure required?
  – What are the rules – funding body and university – concerning expenditures?
Working with others

• You will need to work closely with others to get onto and off the starting grid and throughout the project.
• Funding body (bodies)
• Research & Innovation
• Head of School and College office
• Financial Services Group (via your Finance Manager)
• People Services
Starting the project

• Most projects will involve you working with others

• These could be others “on the grant” who might be
  – “equals”, “junior”, “senior” researchers

• Do researchers need to be recruited?
  – Assistants, Associates, Fellows.

• Are these recruits to hand or where might we find them?
  – How long will it take to recruit? Can they be found?
Running the project

• Manage your time, resources (people, equipment, money, space)
  – Does your school actually have the space and other resources required?
  – Budgets need to be assessed on a regular basis

• Manage others’ time and resources
  – Deal with administrative issues such as time sheets

• Hit milestones.

• Produce Progress Reviews

• Produce Reports/Outputs
Closing thoughts

• Successfully managing your successful research project requires a number of skills
  – Time management skills
  – Resource management skills
  – People management skills
  – Negotiation skills
  – Project management skills

• NOT the skills that you made you successful in getting your project funded!
One last thought …

• Remember you actually have to do the research!