
Other

Research and Innovation

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Research Support Services, Post Award Team, Research Management – Best Practice

Aideen O'Byrne
TUDublin, aideen.obyrne@tudublin.ie

Caroline McGowan
TuDublin, caroline.mcgowan@tudublin.ie

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Research Support Services

Post Award Team

Research Management – Best Practice

Aideen O'Byrne, Dr Caroline McGowan

Presentation to the [EDIRE](#)* International Working Group

18 June 2024



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The Post Award Team Structure

The team consists of:

- Post Award Lead x1
- Research Management Support Officers x2
- Project Setup staff administrators x2

Post Award Team Skillset

The team possesses a diverse range of expertise in various domains, that helps to enhance the quality and scope of supports offered:

- Research Management and Administration knowledge
- Extensive experience working with the internal structures of TU Dublin, complemented by a comprehensive understanding of the community of researchers, lecturers, and professional staff.
- Equality Diversity and Inclusion.
- Engaged Research and Community Engaged Research and Learning.

Our Aims

- One stop shop for live project set-up and live project management.
- The aim of the Post Award Office is to guide Principal Investigators (PI's)/researchers through their administrative and management responsibilities so that they can focus on the research.
- We assist PIs and researchers follow University processes and comply with funder requirements.

What we do

Supports the PI's to make sure their project is set up quickly so they can have access to funds, start recruiting and begin the project.

The team host project setup meetings with University experts and advice on:

- Funder requirements
- Managing the completion of official documentation for funders such as letters of offer
- Ethics
- Procurement
- Recruitment
- Financial aspects

What we do (cont.)

- Administrative guidance during project life cycle
- Project Management support for projects of scale (identified at pre-award stage and costed directly to the project budget)
- Arrange interim review meetings for planning financial reports
- Organise close down meetings

Considerations
at **pre-award
stage** that are
useful during
the **Post Award
process**



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Post Award Process

Congratulations
your funding
application was
successful.

Now what?



Photo Credit: [Sydney Rae](#) on Unsplash

Best Practice Procedures

Step 1- Funding Decision

- Recording your funding decision on your RIS
- Also note any feedback you had from your funder

Step 2 - Acceptance

- Facilitate the process of acceptance of Letters of Offer and contracts with the Vice President of Research and Innovation
- For EU funded projects the post award team works with the Head of Research to arrange sign off with the VP of Research and Innovation

Step 3 – Ethics Approval Stages

- Ethics applications should be sent to ethics for pre-approval if possible, at pre-award stage
- Complete the online self-assessment tool
- Full ethics submission (for ethics committee review)

Best Practice Procedures

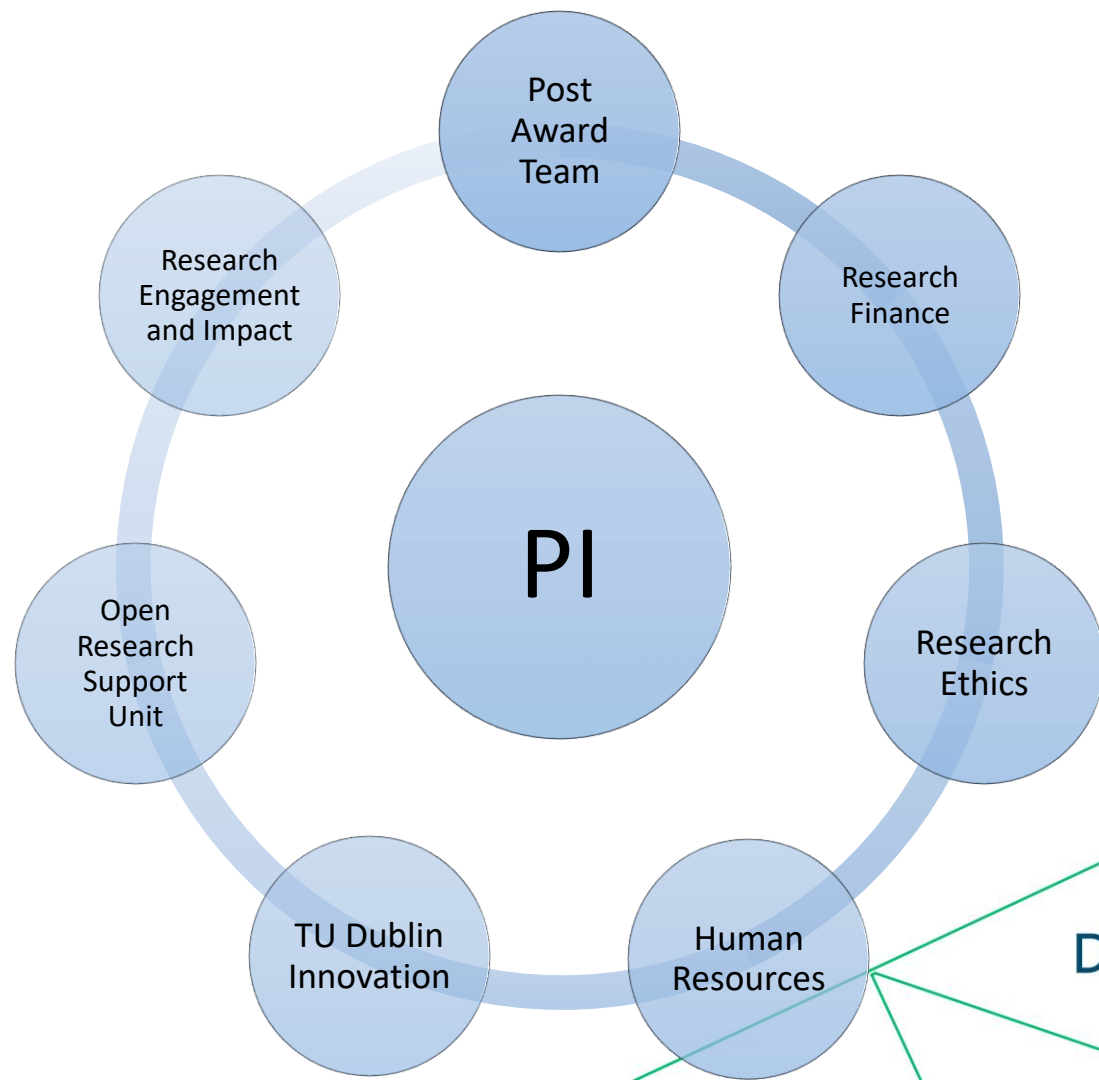
Step 4 - Recruitment

- Connect with the Human Resource team at the earliest stage possible.
- Pre-approval can be obtained for recruitment
- License to recruit course needs to be completed by the PI.

Step 5 - Finance

- During any project regular financial and technical reports are required to be submitted in accordance with the funder.
- Each PI needs to complete training to use the finance software platform (functions include accounting, budgeting, procurement etc)
- Each project needs to be set up on the finance software platform

Project Set-Up Meeting



Other Activities Post Award

- Members of European Association of Research Managers and Administrators (EARMA) and have many years of professional services experience in TU Dublin.
- Currently in the early stages of development of an Irish Research Managers and Administrators Association (IRMAA)
- TU Dublin internal training: Pure CRIS, License to recruit, EARMA training. Workshops and national events on funding.
- Research: Involved in research proposal's related research management and administrative opportunities
- Are member of Communities of Practice and networks in TU Dublin (research related)
- Member of Irish Universities Association Research Officers Group
- Contribute to national research and administrative groups/organisations

Go raibh maith agaibh