

RESEARCH PROJECT MANAGEMENT



Simon Fraser University's (SFU) [Institutional Strategic Awards](#) (ISA) hosts a team of research project managers (RPM) who provide SFU researchers with support to develop and implement their complex research proposals and projects. This relieves investigators of administrative details and allows them to focus on their research programs.

An ISA RPM's level of involvement on a project can range from:

- Identifying needs that a project-based project manager (PM) can fulfill
- Providing high-level oversight and guidance
- Assisting with particularly challenging aspects
- Conducting full project management

ADVANTAGES

ISA research project managers:

- Have extensive project management experience
- Can proactively anticipate upcoming needs with minimal direction from the principal investigator
- Are familiar with SFU processes and systems and funding agency programs
- Have access to research project management tools and templates tailored to SFU
- Are continuing SFU employees
- Are part of a university-wide network of PMs and the larger team in ISA, providing backup support in case of illness or vacation
- Can provide continuity from pre-to-post award
- Can provide flexible, as needed or part-time help with your project (typically 0.1-0.5 full-time equivalent)

SERVICES

GENERAL SUPPORT:

- Define roles and responsibilities
- Develop timelines, milestones and track progress
- Troubleshoot problems and remove barriers
- Identify and mitigate risk and compliance issues
- Liaise with internal and/or external stakeholders and serve as a central point-of-contact
- Navigate institutional and funding agency processes

PRE-AWARD SUPPORT:

- Assist with budget development and expense eligibility
- Assist with securing space, renovation estimates and equipment quotes
- Coordinate host and partner cash and in-kind contributions and letters of support
- Consult on strategies to address non-technical proposal criteria
- Facilitate internal and/or external reviews and mock panels

POST-AWARD SUPPORT:

- Assist with project launch (including account set up, agreement execution and subgrants)
- Develop management, schedule, funding and communication plans
- Support complex human resource planning and recruitment
- Assist with space set up, renovation coordination and equipment purchases
- Develop and monitor performance indicators
- Monitor, forecast and administer expenditures
- Coordinate reporting
- Project closure (including no-cost extensions)

REQUESTING SUPPORT

Assignment of an RPM depends on the project's scope, funding, level of risk, or institutional nature. We recommend project management for proposals, grants and contracts that are:

- Large scale and/or complex
- Multi-partner, multi-institutional and/or international
- High risk
- Administratively onerous

Pre-award support is typically limited to major institutional opportunities (e.g., Canada Foundation for Innovation, Canada Research Chairs, Canada Excellence Research Chairs and Canada First Research Excellence Fund).

If you are seeking post-award support, please contact ISA to discuss eligibility of project management expenses, the project's needs and appropriate level of support and availability of ISA RPM staff. For upcoming projects, include a budget line for project management in your proposal. If you are unsure if your project qualifies for RPM support or if such expenses are eligible, please contact ISA.

MORE INFORMATION

CONTACT: isa@sfu.ca

LINKS AND RESOURCES:

- [ISA RPM webpage](#)
- [SFU PM community of practice](#)

