Lessons Learned by a Research Administrator

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Introduction

Background

* BHEARD Program

BHEARD's main task is to support the long-term training of agricultural researchers at the master's and doctoral levels, thereby linking scientific and higher education communities in Feed the Future priority countries and the United States. A BHEARD scholarship supports coursework at U.S. and regional universities and provides funding for research in the student's home country. In addition, the program provides a variety of allowances to cover training costs and laboratory fees. BHEARD also aims to develop, test & evaluate new models of institutional capacity development.
• ~$37,000,000 USAID Funded Grant
• 46 RC Accounts
• Over 200 active students
• From 11 different countries
• Studying on 4 different continents
Finding ways to keep track of it all…

- Regular meetings (including the PI)
- Visits to and from the in-country team
- Clear roles and responsibilities
- A task list of some kind…
Utilizing Task Manager
Attachments in Tasks

This is the most recent version, but you made changes to another copy. Click here to see the other versions.

Accepted by Beebe, Joshua on 4/23/2018 7:55 AM.

Subject: Paulo - Mozambique - Insurance

Due date: None

Status: Not Started

Priority: Normal

% Complete: 0%

Owner: Beebe, Joshua

Comprovante (5).pdf

Please reimburse Paulo for this insurance using the Mozambique account and his project code.

Thank you,

Mitch
International Challenges

- Receipting process (or lack thereof)
- Thumbprint signatures
- Communication barriers
- Unique participant support payments
- Culture shock upon arrival to US
Lessons Learned

- Importance of international travel for perspective
- Awareness of information needed for reports
- Remember overall programmatic impact