Lessons Learned by a Research Administrator

Mitchell Meyle
Center for Global Connections
517-884-5923  meylemit@msu.edu
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

[Image of a task management interface]

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

[Attachment: Compromante (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