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**SPARTANS WILL.**

# 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.



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- ~\$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...

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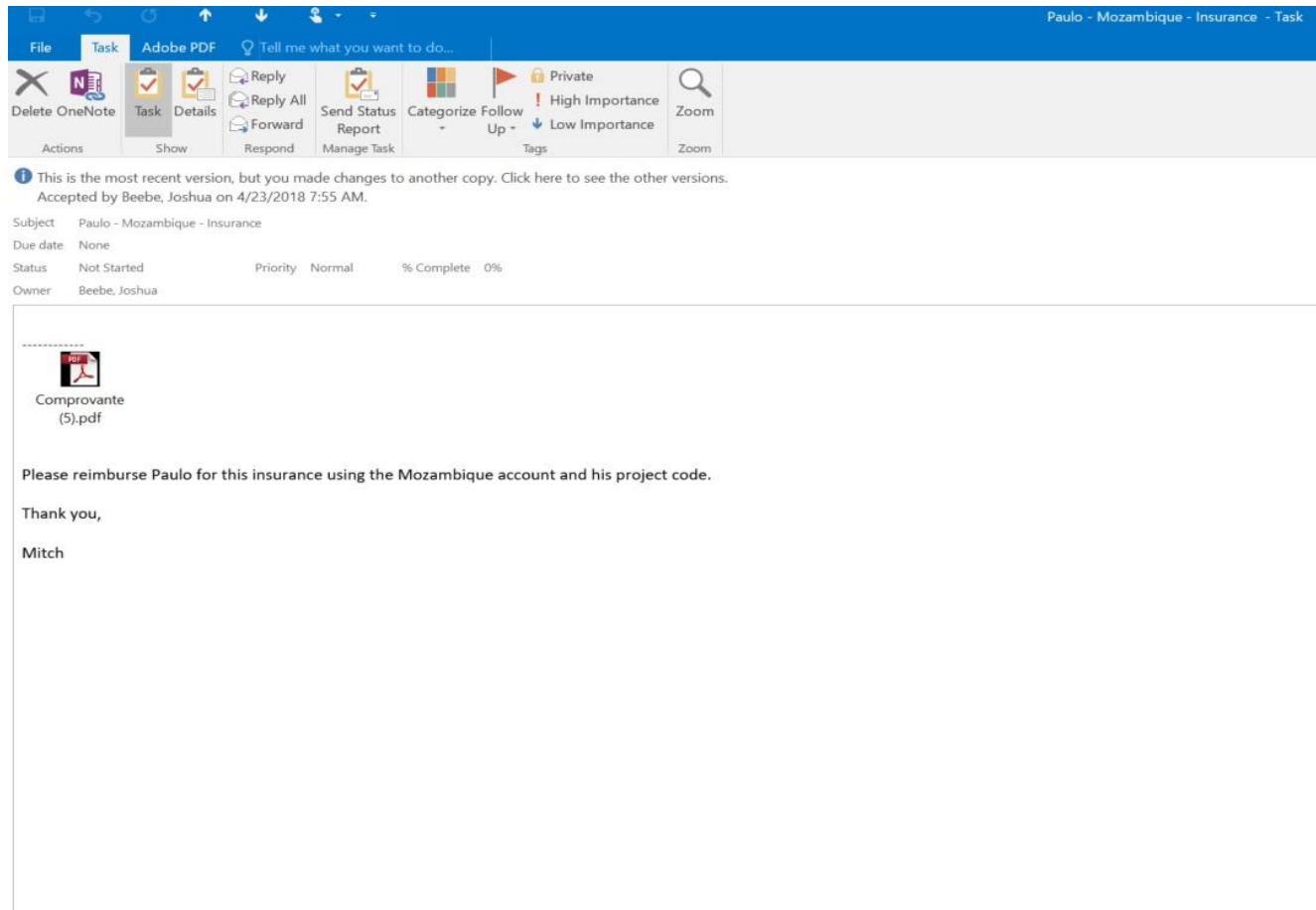
## Utilizing Task Manager

The screenshot displays the Outlook interface for a 'To-Do List' for the user 'meylemit@anr.msu.edu'. The interface includes a ribbon with various task management actions and a main pane showing a list of tasks. A 'Navigation Options...' menu is open in the bottom-left corner, showing options for People, Tasks, Notes, Folders, and Shortcuts.

TASK SUBJECT	STATUS	DUE DATE	ASSIGNED TO	% COMPLETE	CATEGORIES
Owner: Beebe, Joshua: 3 item(s)					
BHEARD Invoices	Not Started	None	Beebe, Josh...	0%	
SBS Reconciliation	Not Started	None	Beebe, Josh...	0%	
Paulo - Mozambique - Insurance	Not Started	None	Beebe, Josh...	0%	
Owner: Chiles, Kaylie: 2 item(s)					
BHEARD Supply Tracking	In Progress	None	Chiles, Kaylie	0%	
TerraDotta Contract Migration	In Progress	None	Chiles, Kaylie	0%	
Owner: Meyle, Mitchell: 9 item(s)					
Mali Mateo	Not Started	None		0%	
KNJUST Budget	Not Started	None		0%	
Shafiqul Reconciliation of Cash Advance	Not Started	None		0%	
DI Project - Jen Hunter	Not Started	None		0%	
Nahid Sattar Reenrollment	Not Started	None		0%	
Clement Kubuga Enrollment Issues	Not Started	None		0%	
TerraDotta Review of DOCS in Queue	Not Started	None		0%	
George GRAIN Appointment for hours	Not Started	None		0%	
Flora Lado - Payment	Not Started	None		0%	

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## Attachments in Tasks



The screenshot displays the Microsoft OneNote interface for a task titled "Paulo - Mozambique - Insurance - Task". The ribbon includes tabs for "File" and "Task", with the "Task" tab active. The ribbon contains various action buttons such as "Delete OneNote", "Task", "Details", "Reply", "Reply All", "Forward", "Send Status Report", "Categorize Follow Up", "Private", "High Importance", "Low Importance", and "Zoom". Below the ribbon, a message indicates that the current version is the most recent, but changes were made to another copy on 4/23/2018 at 7:55 AM. The task details show the subject as "Paulo - Mozambique - Insurance", due date as "None", status as "Not Started", priority as "Normal", and completion percentage as "0%". The owner is listed as "Beebe, Joshua". An attachment named "Comprovante (5).pdf" is shown with a PDF icon. The task description reads: "Please reimburse Paulo for this insurance using the Mozambique account and his project code." The message concludes with "Thank you," and "Mitch".

Paulo - Mozambique - Insurance - Task

File Task Adobe PDF Tell me what you want to do...

Delete OneNote Task Details Reply Reply All Forward Send Status Report Categorize Follow Up Private High Importance Low Importance Zoom

Actions Show Respond Manage Task Tags Zoom

**i** 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



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