Organizing and Managing Your Staff for Effectiveness and Efficiency

Dan Nordquist[2], *David Richardson[1], Tadashi Sugihara[3], Ara Tahmassian[4]

1. University of Illinois at Urbana-Champaign, 2. Washington State University, 3. Okinawa Institute of Science and Technology, 4. Harvard University

The functions performed by a research administration office, broadly defined, are essentially the same the world over. As research administrators, we assist our faculty in finding new sources of funding, we ensure our institutional standards remain intact as our researchers submit new requests for funding, and we negotiate and manage awards through their full lifecycle, among many other activities. What is different across institutions is how we structurally and organizationally manage our staff. This session will focus on four different organizational structures, how these structures work, and the impact of the various structures on operational best practices. Specifically, we will address the benefits, efficiencies, and challenges of the traditional Pre-Award and Post-Award staffing models along with various work allocation models, plus look at other functions that have been more clearly defined in recent years, such as, Research Development and Information Technology functions. We will examine why one organizational structure may be effective at one institution, but not at another. For this interactive session, please come be prepared to share your organizational best practices.