

## **STEP Administrative Project Support**

STEP administrative project support includes the following activities:

- Act as administrative primary point of contact for your research project(s);
- Work with other Project Coordinators and Principal Investigators to ensure project deadlines are achieved;
- Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies and any other requesting parties;
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels;
- Co-ordinate engagement with Partner Institutions;
- Plan, organise, attend and take minutes at project meetings and teleconference calls;
- Coordinate and implement project events such as workshops and conferences;
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system e.g., AGRESSO or EU Portal;
- Track and report project/programme metrics, including budgeting and financial progress reporting;
- Develop and maintain a communications framework for projects including project websites and dissemination materials;
- Coordinate all project meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept;
- Coordinate and support the recruitment process for new staff and students;
- Build relationships and interact with key stakeholders within the respective Finance Offices of the partner academic institutions, other DCU Departments, and Industrial Collaborators;
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting;
- Anticipate and resolve any financial or operational issues arising;
- Coordinate and implement regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events;
- Assist the Principal Investigator in the compilation of metric information for funding agencies, central DCU requests or any other requesting party as required;
- Provide comprehensive budget and financial planning support to PIs/researchers in consultation with the Finance Office, Research Support Office;
- Provide appropriate advice and financial information and reporting to PIs in all areas of Financial Administration relating to Unit support research.