

Overview of the Project Lifecycle Phases

Fundamental to a Research Administrator (RA) is awareness of what occurs in each phase of a project's lifecycle, regardless of whether the RA has a direct action in any one phase.



Find Funding

Become familiar with common resources that a principal investigator (PI) and research development professionals use to identify external and internal opportunities to fund research activity.

Develop Proposal

The PI develops a research proposal that meets the funding sponsor's requirements. Learn about commonly required proposal components including the statement of work, the budget, and budget justification and how RAs support the PI in compiling the necessary information.

Route and Submit Proposal

Learn how RAs submit administrative and operational information (e.g., budget, staffing, space, compliance) about the proposed research for internal review and institutional approval using a Proposal Approval Form (PAF) in the eResearch Proposal Management (eRPM) system. The PAF is not submitted to the sponsor with the proposal.

Set Up Project

When a sponsor issues an award, it is reviewed, negotiated (if applicable), and prepared for activation in eRPM and the U-M financials system. Become familiar with the terminology, processes, and project team actions that set up a project for activation, including the Notice of Award, Award ID, project/grant number, shortcode, award terms and conditions, and more.

Manage Project

The PI is ultimately responsible for all aspects of the sponsored project, such as reporting milestones, steadily spending the budget, monitoring subcontractors, hiring graduate student assistants, and overseeing project personnel. Learn how RAs and other staff typically support the PI in these tasks.

Closeout Project

U-M has an obligation to sponsors to submit a final technical and final financial report. A sponsor may also require an invention/patent report and/or property report. Learn about these and other closing procedures, such as ending personnel appointments on the project, that may be required to make sure the project comes to an orderly close.

Research Ethics & Compliance

Throughout the project lifecycle, there are ethical and compliance considerations that assist all researchers to adhere to federal, state, and local regulations and university-wide policies and guidelines. Knowledge of the applicable compliance requirements for a project helps safeguard U-M researchers and research.