ORGANIZATION & COMMUNICATION

- Organize and lead project meetings with research staff.
- Facilitate communication with key research project personnel across organizations.
- Manage communication and scheduling with research participants, including students, teachers, and school admins.
- Oversee updates to project and center websites, and new reporting related to research projects.
- Assist PIs in writing, formatting, reviewing, and analyzing progress and final reports.
- Train researchers and assistants in proper equipment use.

ADMINISTRATION & PROJECT MANAGEMENT

- Develop and track project timelines, milestones, tasks, dependencies, deliverables, and resources needed.
- Ensure that all study activities meet current university, state, and federal regulatory guidelines, requirements, and more.
- Prepare and manage materials for initial and ongoing human subjects review.
- Develop and maintain study databases and data storage.
- Prepare equipment for use in research studies.
- Train researchers and assistants in proper equipment use.
- Upload, store, log, and track collected data.
- Coordinate data processing efforts (e.g. transcription, video processing).
- Collect and organize consent forms for research projects.

BUDGETING & FINANCIAL ADMIN.

- Monitor budgets across multiple projects in coordination with The Office of Research and Sponsored Programs (ORSP).
- Serve as a liaison between your project(s) and ORSP.

What is the Tennessee STEM Education Center (TSEC)?

TSEC is a research and outreach arm of MTSU, aimed at improving K-20 STEM education both locally and nationally. In an effort to alleviate some of the challenges grant PIs face, TSEC is happy to offer our expertise in the areas listed.

RESEARCH SERVICES

PIs: LOOKING FOR SUPPORT FOR YOUR PROPOSALS OR FUNDED PROJECTS?

tsec@mtsu.edu. 615-904-8573
820 Fairview Ave., Murfreesboro, TN 37132

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