

Get support for your project from the LURIS Research Project Management pool

What is the LURIS Research Project Management pool?

The pool is a team of experienced research project managers based at LURIS- Leiden University's Knowledge Exchange Office- which has been established to support research projects from any LU faculty or institute.

Who is the pool for?

Researchers who have been awarded external funding for a (collaborative) project which includes **budgeted** capacity for project management.

What do we offer?

Research project management support tailored to each project's specific needs. Here is a list of some of the tasks a project manager could perform:

- *Manage financial and administrative tasks*
- *Act as main contact point for internal and external stakeholders*
- *Support the monitoring of project progress and the implementation of deliverables*
- *Support the preparation of reports required for the project's development and completion.*
- *Support the development and maintenance of project plans, schedules, and budgets*
- *Coordination of project travel*
- *Support project dissemination, exploitation, communication planning, and activities (including publications, website, and social media).*
- *Support data and risk management, including ethics applications and deliverables*
- *Coordinate project events including meetings, workshops, conferences, etc.*

When should you contact us?

The project management pool is available to researchers when local capacity is not available. If your faculty or institute does not have (enough) research project management support, contact us as soon as possible. We encourage researchers to contact us during the application phase to discuss our potential role within the project.

Need support or want to know more?

Email us at projectmanagers@luris.nl.



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