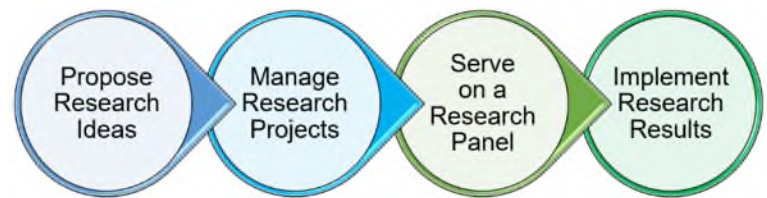




YOUR ROLE AS A RESEARCH MANAGER

THE NEED

The Research Manager (RM) is designated to coordinate research projects within a focus area from idea development to implementation of research results. The RM assists in performing the administrative duties and tasks associated with the research project from research topic development, to project planning and management, to implementation.



Stages and roles in research.

THE ROLE

- Assist the Project Manager (PM) with problem statement development.
- Record the proposal review and vendor (researcher) selection process, and track approval.
- Work with the PM to ensure essential documents are compiled for contract initiation, contract modification, and track progress.
- Act as Research Administration's (RAD) liaison to the PM, Research Advisory Panel (RAP), and Principal Investigator (PI) when process questions arise.
- Schedule progress meetings in coordination with the PM, RAP and Research Team.
- Assist PM in coordinating meeting responsibilities to ensure tasks are completed.
- Ensure that all meeting discussions are documented (meeting minutes) by the PM or RM.
- Verify that reports and deliverables are received.
- Review PM project updates for the Federal Highway Administration (FHWA) annual report.
- Works with PM to ensure that vendor evaluations are complete.
- Assist the PM or Implementation Manager (IM) in the research implementation process of research findings at the close of project.

ABOUT MDOT RESEARCH ADMINISTRATION

Research Administration or RAd supports transportation research across the entire MDOT department in a variety of different focus areas. RAd's research program includes individual research projects, national programs, pooled fund studies with other states, and multiple research "Centers of Excellence".

OUR MISSION

Supporting and promoting innovative research and encouraging its implementation for safe, sustainable, and cost-effective transportation solutions that keep Michigan moving.

LEARN MORE

For more information about RAd, see the [Research and Implementation Manual](#). To identify specific focus area manager (FAM) experts in the department, see the [Research Committee Structure](#).