

COST Targeted Network TN1302 BESTPRAC



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WG.1.1

EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES FOR RESEARCH ADMINISTRATORS



Research Programmes Officer - CING- Characteristics and Duties

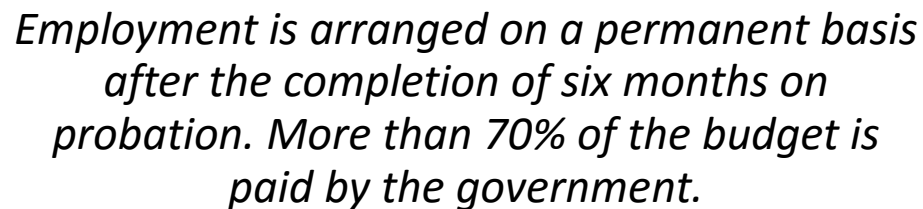
- Advise and assist the principle investigators during the proposal preparation to ensure compliance with policies/requirements set by the funding agencies.
- Conduct initial review of the research grant proposals to ensure compliance with applicable Institute and funding agency policies and procedures.
- Monitor the administrative part of the negotiation stage and assist researchers with the budget negotiation of their grant with the funding agency.
- Monitor and verify expenditure and receipt of funds for approved research programs and provide necessary information to principal investigators for their budgetary reporting to funding agencies.
- Provide administrative assistance to principle investigators in their reporting to funding agencies (including financial statements and other administrative reports).
- Review information received from funding agencies and distribute as appropriate.

Research Programmes Officer - CING- Characteristics and Duties Cont.

- Be familiar with research programs announced by the European Union, the Research Promotion Foundation (national funding agency) and other main funding agencies and inform the Institute's scientists about the prospects of funding.
- Keep a register and maintain a filing system of proposal submissions and approved research programs.
- Support the Institute's scientists for the preparation and submission of proposals to the government incubator scheme.
- Coordinate requests for on the job training received from students and scientific collaborators.
- Plan and coordinate the organization of seminars, conferences, workshops, short courses and other related projects.

POSITION LOCATION

- The position is located in the Finance and Administration Department of The Cyprus Institute of Neurology and Genetics.
- The department provides financial and administrative services to all departments of the institute and its constituents.



Employment is arranged on a permanent basis after the completion of six months on probation. More than 70% of the budget is paid by the government.

Career Development Opportunities

- No career opportunities for the moment.
- Institute already has one Research Programmes Manager and one Research Programmes Officer.
- No need or even budget for additional career positions in the field of Research Administration/Management.

Hurdles/Barriers I experience:

- Sometimes not having so much experience (early-stage) may be the reason for lack of trust.
- Communication Issues with PIs.

Thank you!!

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