



## Appendix 0.1: Tasks and Responsibilities of the Project Coordinator and the Lead Researcher

As stated in the *Framework for ICARS' Demonstration Projects* the Responsible Ministry may either choose to have the Project Coordinator and the Finance Manager in-house or, if deemed appropriate and in consultation with ICARS, delegate the responsibility to a participating research institution or university, typically the Lead Research Institution. For simplicity purposes it is presumed that the same individual take on Project Coordinator and Finance Manager responsibilities although in some cases these roles may be divided among different people within the Responsible Ministry or Lead Research Institution in question.

To be able to manage the research project successfully, the Project Coordinator and the Lead Researcher should ensure sufficient coordination and collaboration throughout project implementation.

### **Tasks and responsibilities of the Project Coordinator**

The Project Coordinator is ICARS' focal point for the research project. On behalf of the Responsible Ministry or the Lead Research Institution, the Project Coordinator is responsible for the overall administrative and financial management of the research project, including decisions and actions taken in relation to the use of funds, reporting to ICARS and ensuring that appropriate rules and regulations are followed. The Project Coordinator and the ICARS Advisor should be in close contact. The responsibility includes:

- Sign off on the total budget of the research project as part of the Project Proposal
- Ensure that detailed annual work plans and budgets are prepared
- Ensure an adequate and reliable administration of the project funds
- Receive the total grant and distribute the budget to co-applicant research institutions, universities and partner stakeholders according to the individual approved sub-budgets, ensuring fiduciary oversight
- Ensure that appropriate internal guidelines and control procedures are prepared and followed so as to ensure that the grant is administered adequately and that the funds are used in accordance with the Grant Framework
- Coordinate and ensure adequate and timely reporting, including financial, to ICARS
- Ensure that salaries are in accordance with the respective tariffs and regulations of the local institutions/universities/stakeholders involved
- Prepare and sign a Partnership Agreement
- Report immediately to the ICARS Advisor about noticeable deteriorations in the conditions for completing the research project as approved
- Ensure compliance with *ICARS' Policy on Conflict of Interest*
- Internal coordination and communication related to the administration and financial management of the research project
- External communication about the research project

### **Tasks and responsibilities of the Lead Researcher**

On behalf of the Lead Research Institution, the Lead Researcher is responsible for managing the technical/scientific progress of the research project, including for possible adjustments in the project activities, recruitments and selections of project researchers etc. The responsibility includes:

- Ensure that the research is carried out in accordance with current conventions and appropriate regulations
- Ensure that all researchers and other project staff are recruited and employed in the project according to the budget and the Project Proposal
- Ensure that all involved researchers and project personnel know their roles and responsibilities
- Contribute to the reporting to ICARS in terms of the progress of the research project
- Obtain all relevant ethical approvals and other required permits before project activities are initiated
- Ensure the performance and resource availability for the involved researchers
- Ensure adequate project location facilities, laboratory space, power and water supply, local technical installations etc.
- Internal coordination, communication and information to project participants related to the scientific quality of the research project