



**MIDDLE
TENNESSEE**
STATE UNIVERSITY

Tennessee STEM
Education Center

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RESEARCH SERVICES

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

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.

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.