

Tuesday Tips is a new outreach effort by OGCA. The idea behind Tuesday Tips is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on Tuesday Tips, email: UAF-GCReATE@alaska.edu For more Tips visit [OGCA website](#)

Management Plan

A management plan provides researchers the opportunity to explain the objectives, goals, and planned procedures of their proposed projects in detail.

Do all proposals require a management plan?

Not all proposals require the submission of a management plan. Typically, a larger, more involved proposal will require one. If you are unsure, OGCA can assist you in both determining if a plan is necessary and the content of the plan. Even if your proposal does not require a management plan, you may still find it beneficial to consider the points below, as they are relevant to

- x Descriptions of the roles and time commitments of personnel and participants involved in the project, as well as how these roles might change throughout the project
- x Procedures to recruit and train participants, if applicable
- x Procedures to acquire and maintain equipment
- x A timeline for the various stages of the project
- x A process to handle possible project modifications
- x Consideration of the project's broader impacts

Depending on the project, you may wish to address other issues. OGCA can assist with drafting additional content.

Roles and Responsibilities of Personnel

Descriptions of the roles of personnel and participants are crucial to understanding how a project will proceed. This component of the management plan should include the time commitments required, such as on a daily or weekly basis, once a month, or only for occasional meetings. It should also include the potential evolution of each role throughout the project's proposed time frame. Where possible, name specific personnel.

An organizational chart may be an effective tool to display this information. Use of an organizational chart can streamline otherwise complex descriptions of personnel interaction and individual responsibilities in the structure of overall management. For example, a larger project that includes external and internal management committees, advisory boards, and program liaisons may provide an organizational chart to visually represent systems of governance and decision-making.

Student Participation

If a project requires student participants, it may be beneficial to detail the

[procedures for participant selection, retention, and evaluation](#)

OGCA Website: <https://www.uaf.edu/ogca/index.php>