

Project Team Roles and Responsibilities

A summary of definitions used in NERRS Science Collaborative RFPs

Project Lead - The project lead is the primary contact for the project, coordinates the project team, and ensures all elements of the project are implemented. In most cases, the project lead is also the fiscal lead.

Fiscal Lead - The fiscal lead will manage the grant award and will have ultimate responsibility for ensuring that the proposed scope of work is completed. The fiscal lead must be employed at the institution that will receive the grant contract, i.e., the fiduciary institution. In rare cases where the project lead is not employed by the fiduciary institution (for example, when a friends group for a reserve serves as fiduciary), a project team member from the fiduciary institution must serve as lead. The contract would be issued to this individual and they would have ultimate responsibility for ensuring that the proposed scope of work is completed.

Fiduciary Institution - The fiduciary institution will receive and manage the grant contract, which includes managing any project subcontracts, tracking grant-related spending, and submitting invoices to the University of Michigan for reimbursement. A single fiscal lead from the fiduciary institution must be identified for contracting purposes.

Collaborative Lead - The collaborative lead is responsible for the full engagement of end users by helping to develop and manage a process that ensures meaningful user input, including mechanisms for being adaptive and responsive to their input. This person should have the appropriate experience and skills to design and implement a collaborative process that provides the team with the end user input necessary to produce outputs that are responsive to their needs.

Technical Lead - The technical lead serves as a content area expert within the team, coordinates technical aspects of the project, and ensures the quality of the science. Catalyst teams do not need to identify a technical lead although, if appropriate, one may be identified.

End User - End user is defined as a person or group in a position to apply the information or tools being produced, evaluated, or transferred through a Science Collaborative project in a way that is of direct consequence to the ecological, social, or economic integrity of a reserve(s) and/or surrounding watershed(s). Examples of end users include, but are not limited to, reserve staff, and public, private, or non-governmental decision/policy makers, including landowners and educators, as well as resource managers and land use planners at all levels.

Primary End User - Applicants are encouraged to identify primary end users in their proposals. Primary end users are those most instrumental in developing the project, most directly engaged in the project, and who stand to benefit the most from the outputs.

Note about reserve engagement - Relevant reserve staff must be engaged in the development of all Science Collaborative projects, and proposals should explain how staff will be engaged in a productive collaboration if the project is funded. Reserve staff have played a variety of roles in Science Collaborative projects, including serving in all of the leadership roles outlined here, providing critical contributions to the technical work, and participating as an end user representative and project advisor. Roles should match the expertise and interests of the individuals involved and the scope of a particular project, and be clearly explained in the proposal.