

# Lessons Learned by a Research Administrator

Jen Riebow

Department of Entomology

(517) 432-7751 [riebowj1@msu.edu](mailto:riebowj1@msu.edu)



# Introduction

- Background
- **ABNE Project**
  - The African Biosafety Network of Expertise (ABNE) is a program of the African Union NEPAD Agency, established in collaboration with Michigan State University, to assist in building functional biosafety regulatory systems in Africa. The goal of ABNE is to build regulatory capacity in member states for informed decision-making on the safe use and management of agricultural biotechnology so that millions of resource-poor farmers in Africa can access safe and useful biotech crops.



**ABNE | African Biosafety Network of Expertise**



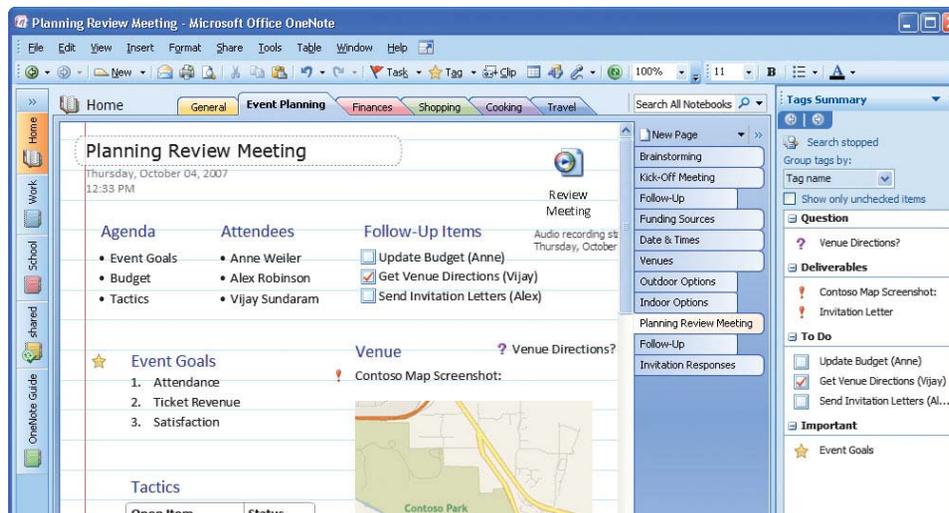
## Tools Available

- University Training
  - Payments for Non-Resident Aliens & Foreign Vendors
  - Essentials of Research Administration + International Elective
  - OISS offers J-1 Workshops
  - Stores/Logistics offer International Shipping Workshop
- University Resources
  - CGA Website / Resources (Additional Information & Tools for International Projects)
  - Listservs



# Tools Available

- Note Taker – Microsoft One Note



- Mentor / Resource Person within Dept or College



## Learning Curve

- MSU Policies & Procedures – Review MBP
- Review the Agreement and Subaward
- Understand the Project, helps understand how they will use funds



# Challenges

- MSU Policies & Procedures Stricter
- Understanding Cultural Differences
  - French speaking regions have a top-down. Organization structures are hierarchical and subordinates rely heavily on their leaders. (**Managing Across Cultures: Concepts, Policies and Practices** By Mohamed Branine)
- Language Barriers



## What Has Worked For Me

- Face to Face Meetings
- Biweekly Conference Calls (Video Chats)
- Follow Up Emails
- Create Checklists / Templates



