Guidance on the role of a Project or Grant Manager

The scale, duration, and multi-disciplinary nature of sLoLa projects—often involving multiple work packages across diverse teams and locations—can present complex coordination challenges that go beyond those typically encountered in smaller grants. To support effective delivery, BBSRC strongly encourages applicants to include a dedicated project or grant manager as part of the core team. This role is intended to assist the leadership team with day-to-day coordination, including tracking progress, managing risks, and ensuring smooth communication throughout the lifetime of the project. This guidance document outlines examples of tasks that project or grant managers may undertake.

Time commitment of project or grant managers

There is no minimum time commitment for project or grant managers on the project. The optimal time commitment is proposal dependent; we expect the request of staffing times to be suitable and reasonable for the project needs.

We recommend you getting in touch with your research office or senior colleagues and peers to seek further advice on exemplar time commitments of potential project or grant managers and on the potential tasks they could take on

Tasks of project or grant managers

The specific responsibilities of project or grant managers will be shaped by the needs of each project and determined by the project leads, meaning they may vary significantly across different sLoLa awards. Their role can go beyond administrative coordination and can include strategic and operational support across multiple aspects of project delivery.

To support teams in considering how best to involve a project or grant manager, we've compiled a list of example tasks. These are informed by BBSRC's perspective on the role, as well as insights from current sLoLa grant holders who have shared how they integrate project or grant managers into their teams.

This list is intended as guidance only and should not be seen as exhaustive or prescriptive.

Potential tasks of project or grant managers are:

- planning and coordinating projects, milestones and outcomes
- project budget management
- risk management
- communication management across the leadership team, the sLoLa team and stakeholders
- reporting research outcomes (i.e. via ResearchFish or to BBSRC)
- identifying research funding opportunities
- project compliance

- outreach activities
- meeting or event organisation (e.g. SAB meetings, lab retreats)