

# Alexandria University

## Administrative Support Framework for Interdisciplinary Research Teams

By institutionalizing this administrative support framework, **Alexandria University** will create a **research-enabling environment** that transforms interdisciplinary collaboration into measurable academic and societal impact

### 1. Purpose

This is a structured administrative framework to **enable, facilitate, and sustain interdisciplinary research teams** across Alexandria University, ensuring efficiency, compliance, and alignment with institutional and international research priorities.

### 2. Strategic Objective

To provide **integrated administrative, financial, and operational support** that empowers interdisciplinary teams to:

- Initiate and manage complex research projects
- Compete successfully for national and international funding
- Enhance research productivity and impact
- Strengthen global collaboration and visibility

### 3. Core Administrative Support Functions

#### 3.1 Research Development Support

A centralized **Research Development Unit (RDU)** shall provide:

- Identification of interdisciplinary funding opportunities (e.g., European Commission programs such as Horizon Europe)
- Proposal development support:
  - Concept notes
  - Grant writing assistance
  - Budget preparation
- Partner matchmaking (internal and international)

#### 3.2 Grant Management and Compliance

Dedicated administrative support for:

- Pre-award and post-award grant management
- Financial tracking and reporting
- Compliance with donor and regulatory requirements
- Coordination with funding agencies and auditors

#### 3.3 Interdisciplinary Project Coordination

Each major interdisciplinary project shall be assigned a **Project Coordinator (Administrative Officer)** with the following responsibilities

- Scheduling and coordination across faculties
- Monitoring deliverables and milestones
- Facilitating communication among team members

- Managing documentation and reporting

### **3.4 Data and Performance Management**

Administrative units shall support:

- Collection and validation of research data
- Tracking interdisciplinary KPIs
- Integration with ranking and reporting systems

Tools may include:

- Elsevier SciVal
- Clarivate InCites

### **3.5 Legal and Intellectual Property Support**

Provision of legal services for:

- Research agreements and MoUs
- Intellectual property (IP) protection and patents
- Industry collaboration contracts
- Technology transfer processes

### **3.6 Financial and Procurement Support**

Streamlined administrative processes for:

- Budget allocation and monitoring
- Procurement of interdisciplinary research equipment
- Rapid purchasing procedures for research needs
- Financial reporting aligned with grant requirements

### **3.7 Mobility and International Collaboration Support**

Administrative facilitation of:

- Visiting scholars and exchange programs
- Travel grants and logistics
- Visa and hosting arrangements
- International partnership coordination

### **3.8 Training and Capacity Building**

Regular administrative-led programs on:

- Grant writing and proposal development
- Research management and compliance
- Data reporting for rankings
- Interdisciplinary collaboration skills

## **4. Organizational Structure**

**4.1 Central Level :** Establish an **Interdisciplinary Research Support Office (IRSO)**

**4.2 Faculty Level:** Assign **Research Support Officers** in each faculty

**4.3 Project Level :**Appoint **Project Coordinators** for major interdisciplinary projects

## 5. Service Delivery Model

Service Type	Delivery Mode
Grant support	Centralized
Project coordination	Hybrid (central + faculty)
Financial management	Centralized
Data reporting	Integrated digital system

## 6. Digital Infrastructure

The University shall develop an integrated digital platform to:

- Track research projects and funding
- Monitor interdisciplinary KPIs
- Manage documentation and reporting
- Support collaboration across faculties

## 7. Performance Indicators for Administrative Support

- Number of interdisciplinary proposals submitted
- Grant success rate
- Time required for administrative approvals
- Researcher satisfaction levels
- Increase in interdisciplinary outputs

## 8. Expected Impact

This administrative framework will:

- ✓ Reduce administrative burden on researchers
- ✓ Improve grant success rates
- ✓ Accelerate interdisciplinary collaboration
- ✓ Enhance research quality and output
- ✓ Strengthen international competitiveness

## 10. Strategic Note

Effective interdisciplinary research is not only driven by academic excellence but also by:  
**Efficient, responsive, and specialized administrative support systems**