Roles and responsibilities of essential personnel of multistate research projects[1]

"Multistate projects are the perfect launching pads for our rocket science."

Technical Committee:
At the heart of a multistate project is the Technical Committee. The Technical Committee is composed of the content experts of the project. They are responsible for meeting the objectives of the project and the delivery of outputs.

Roles and responsibilities for the Technical Committee:
- At the outset of the project, this is the group that identifies the issues that the project will address as well as the need as indicated by stakeholder, the importance of the work (consequences of not doing the work), the need, as indicated by stakeholders, the technical feasibility of the research, the advantages for doing the work as a multistate effort, and the likely impacts will be from successfully completing the work.
- This is the group that writes the proposal and enters the project into NIMSS, the website that is the portal to all projects in the multistate research portfolio.
- Once the project is uploaded into NIMSS and the objectives of the project have been posted, participants can officially join the project. This is done by the prospective participant completing an Appendix E in NIMSS.
- The Technical Committee also the group that participates in annual meetings and completes annual reports. From a technical committee standpoint, participating in annual meetings and submitting materials for the annual report are key roles for the Technical Committee.
- The governance of the Technical Committee is up to the committee. Typically, a chair, chair-elect, and secretary are elected, and an editor or editors are identified. The editors are the individuals that have full control of the proposal in NIMSS.
- The Technical Committee is responsible for planning for the annual meeting. An authorization for an annual meeting is filed in NIMSS and requires approval of the Administrative Advisor.
- The Technical Committee is responsible for filing the annual report based on the contents of the annual meeting. The annual reports include a list of participants, summary of the meeting (minutes) accomplishments, impact statements, and publications.

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[1] Rick Rhodes, Executive Director-NERA (rcr3@uri.edu), February 20, 2023

Advice for the Technical Committee:
- Use resources that are available.
- Check the [Guidelines for Multistate Research Activities](#). (These are posted on the ESCOP website, under [Resources](#)>ESCOP Guidelines.)
- Familiarize yourself with the NIMSS Guide. That's posted on the NCRA website under Multistate & AA Resources>[NIMSS Manual](#).
- For the leadership of the Technical Committee, get to know your Regional System Administrator (RSA). For the South, that's [Cindy Morley](#).

Administrative Advisors:
The roles and responsibilities of an Administrative Advisor (AA) falls into two broad categories. AA's manage and lead.

Roles and responsibilities for Administrative Advisors
*Management***:**
Broadly, AA's ensure that the Technical Committee has done what they've proposed and...
- Authorize annual meetings.
- Ensure that annual reports are submitted on time.
- Complete mid-term reviews (in 3rd year of the project).
- Assist in renewal of the project.
- Acts as a consultant for the project.

Leadership
- Encourage development of research proposals (leverage the work.)
- Encourage strong impact statements (nominate the project for a multistate research award
- Serve as an advocate for the project

Advice for AAs:
- Readily use the service of the local RSA.
- Lean on fellow AAs to seek advice.
- Lean on the Regional Executive Directors.

Other Resources:
Regional System Administrators
- North Central ([NCRA](#)) – Christina Hamilton (christina.hamilton@wisc.edu)
- Northeast ([NERA](#)) – David Leibovitz (david_leibovitz@uri.edu)

- South ([SAAESD](#)) – Cindy Morley (cmorley@uark.edu)
- West ([WAAESD](#)) – Jenn Tippetts (jennifer.tippetts@waaesd.org)

Executive Directors and Assistant Executive Directors
- ARD – Alton Thompson (athompson1@ncat.edu), Lisa Williamson (lmwilliamson1@ncat.edu)
- NCRA – Jeanette Thurston (jthurston@ksu.edu), Christina Hamilton
- NERA – Rick Rhodes (rcr3@uri.edu), David Leibovitz
- SAAESD – Gary Thompson (gat009@uark.edu), Cindy Morley
- WAAESD – Bret Hess (bhess@unr.edu), Jenn Tippetts