



Nutritional Improvement
for children in urban
Chile and Kenya

BRIEFING PAPER 10

NICK

(Nutritional Improvement for children in
urban Chile and Kenya)

Administering the NICK Project: an international multicultural project to improve child nutrition

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In October 2010, I took on the role of project administrator for the ESRC funded NICK project. This involved overseeing and monitoring all aspects of the project in the UK, Chile and Kenya.

Finance

I monitored and reviewed all partner financial reports from the University of Valparaiso and International Centre for Reproductive Health in line with the award schedule and IOE finances (including studentships for the Kenyan and Chilean doctoral students).

Meetings

I serviced team management and research team meetings regularly throughout the project, enabling the team to discuss project activities.

Publications

The team produced literature reviews and briefing papers for all three phases of the project. Each of the publications were proof read and formatted before being uploaded on to the bilingual project web presence on the IOE website and as outputs on the ESRC project website. The team also collaborated in the production of two newsletters.

Advisory Group

I communicated with the Advisory Group informing them of the latest project activities.

Bilingual website

I developed and updated an English and Spanish web presence on the IOE website using Red Dot.

Social Media

I created a twitter account for the project and used it to advertise relevant and useful updates.

UK Data Archive

At the end of the project I will be liaising with the Principal Investigator and the rest of the team in depositing data with the UK DATA Archive.

General administration

At the start of the project, I created publication templates for briefing papers and literature reviews, a logo for the project. I also managed the population of the folders created to house the project documentation on the shared drive.

The main challenge Time management was the greatest challenge with 1 day per week allocated to administering the project. I was continuously multi-tasking and managing uneven workloads between different projects for different departments to meet deadlines.

Lessons learned for future projects

The need to ensure that detailed records are created and maintained, including:

- excellent finance records
- good online and manual filing systems
- a realistic timeline and record and monitor deadlines
- a project logo and templates early in the project

During the last 6 months of the project, I had the following deadlines to meet.

- Proof read and format the workshop reports and upload them on to project and ESRC website
- Assist the PI in finalising the annual ESRC report
- Proofread and format the final annual newsletter
- Send tweets to disseminate information about the project
- Deposit data with UK Data Archive
- Conduct a full overview of the IOE and partner finances