

IRSO INTERDISCIPLINARY RESEARCH SUPPORT OFFICE



Who We Are

IRSO provides flexible and responsive project management and research administration for Rice faculty, institutes, and centers pursuing interdisciplinary research at any scale.

Why IRSO?

- A dedicated team of 10 professionals with decades of collective experience in research administration as well as administrative and event support.
- Successfully supported over 40 stakeholders at Rice, including institutes, centers, faculty, and large-scale research initiatives.
- Proven track record in managing complex portfolios across a wide range of sponsors, project scopes, and funding levels.
- Delivers flexible, customized services designed to meet both immediate and long-term research administration needs.
- Developed and implemented standardized protocols and tools to streamline operations and enhance project management efficiency.
- Committed to maintaining strong partnerships throughout the Rice campus and delivering high-quality, responsive support.

Stakeholders

- AMDC
- Carbon Hub
- CTBP
- DRA
- eQMA
- OESI
- R-STEM
- RAMI
- Rice Space Institute
- Rice Sustainability Institute
- RSBI
- RWI
- TIE-NGMM



Our Services

Administrative Support

Comprehensive assistance for launching and sustaining research entities, including operational setup and ongoing coordination.

Events & Strategic Engagement

Expert planning and execution of research-focused events, workshops, and VIP visits to foster collaboration and visibility.

Human Resources

End-to-end support for recruitment processes, including application screening, interview coordination, offer facilitation, and onboarding.

Post Award & Financial Management

Oversight of sponsored awards and general ledger accounts, budget monitoring and forecasting, monthly financial reporting, and procurement support.

Student Intern Program

Intern support for communications, event coordination, website maintenance, award reporting, and graphic design.



LET'S BUILD TOGETHER

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