***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Coordinator, Research, Project Lead**

Job Family: Research Sub Family: Program Support

**Job Summary:**

Independently manages and provide the most complex support to designated research studies or clinical trial protocols involving considerable responsibility, variety, and to manage and coordinate activities of a designated research project. Serves as the primary liaison to other departments, outside organizations, government agencies, and product representatives to promote effective and efficient operation and use of resources. Provide the highest level guidance and direction to personnel engaged in research studies or clinical trials to ensure compliance with protocols and meet clinical objectives.

**Essential Functions:**

* Plan, develop, administer, and coordinate new or revised project goals, objectives, work flows and policies through the duration of the research study or clinical trial. Implement approved study or trial policies and procedures.
* Assists Principal Investigators and regulatory staff in the preparation of new protocol submissions, protocol amendments, and renewals of ongoing research studies or clinical trials.
* Ensure that goals and objectives specified for the research project are accomplished in accordance within priorities, time and funding limitations, or other specifications.
* Evaluate project effectiveness in order to develop and implement new or improved methods. Devise and implement evaluation methodologies.
* Oversee subject enrollment to ensure that informed consent is properly secured and documented. Assess eligibility of potential subjects through methods such as screening interviews, reviews of medical records, and discussions with research personnel.
* Coordinate research project activities through delegation of assignments to staff.
* Monitor activities to ensure compliance with protocols and all relevant local, federal, and state regulatory and institutional policies. Continuously educates and trains personnel on compliance and protocol. Identify protocol problems, informs investigators, and assist in problem resolution efforts.
* Manage complex study or trial data. Develop methods for collection, database storage, tracking, analysis, and interpretation of data.
* Develops and prepares study or research related documentation such as protocol worksheets, procedural manuals, adverse event reports, case report forms, and institutional review board documents. Responsible for developing and producing custom and routine reports.
* Coordinate budget development, expenditure adherence, grant applications, and maintenance of inventory on equipment and supplies.
* Recommend additional equipment and resources for the program.
* Review proposed study protocols to evaluate factors such as sample collection process, data management plans, and potential subject risks. Conducts quality assurance audits on data and regulatory documentation.
* Obtains tissue and blood samples as necessary and collects information through interviews, questionnaires, test results, and charts.
* Provide training and guidance to less experienced personnel.
* Attend research study or clinical trial related meetings, conferences and teleconferences, as well as participating in any additional planning and development related activities.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in nursing, chemistry, biology, public health, psychology or another scientific discipline appropriate to position required.

Experience: Three (3) years of research coordination experience of research coordination experience with two (2) years in research specialization.

Supervisory:

Licensure/Certification:

Other: May consider a combination of directly related experience and education.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E3314E

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213201

USM eCode: E40333 AAP Code: 3A