Research Support Services

Biostatistical Support & Data Management
- Study Design
- Proposal Preparation
- Database Design
- Data Management
- Data Cleaning
- Data Reports
- Data Quality Control
- Basic Programming
- Statistical Analysis

Project Development & Oversight
- Study Consultation
- Budget Preparation
- CRC Effort Estimation
- Feasibility Assessment
- Finance Review
- Liaise with Contract & Regulatory Offices
- Quality and Regulatory Oversight

Research Staff Management
- CRC Supervision, Mentorship, & Training
- Employee Transitions (i.e. on/off-boarding)
- Hiring (i.e. recruiting, screening, interviewing, reference checks)
- HR Submissions (i.e. performance reviews, JIFs, business plan, time card approvals)

Clinical Research Coordinator Services

Study Start-up
- Budget & Billing Workbook
- Case Report Form
- Clinical Labs Set-up
- Consent Form
- CTRU Intake/Initiation
- Database Development
- Data Use Agreements (OSR/ICO)
- Expanded Access/Compassionate Use
- IND/IDE Submission Assistance
- In-service Staff
- Investigator/Site Initiation Meeting
- IRB Application
- OnCore
- Patient Reimbursement Set-up
- PFS Study Initiation
- Pharmacy Set-up
- Recruitment Strategies

Study Active
- Regulatory Binder
- RMG Communication
- Site Selection/ Site Qualification Visit
- Study Supply Set-up
- Recruitment Effort & Tools
- Coordinate/Schedule Visits
- Prepare Visit Documents
- Patient Screening
- Consent Patient
- Conduct Study Visit
- Screening/Enrollment tracking
- Randomization
- Administer Questionnaires
- Case Report Forms
- Pharmacy Coordination
- Drug Accountability

Study Closeout
- Final Review of CRFs
- Finance Reconciliation
- IRB Closeout
- Monitor Close-out Visit
- Record Archiving
- Study supplies Disposition