

**DOM CRE Research Nurse Manager (Contracts/Finances)**  
**Roles and Responsibilities**

**Contracts/Finances Goal: Improve financial processes/reporting**

1. Management of contracts, financials and special projects team members and activities (35%)
2. Oversight of CRE and study financials (20%)
3. Being a resource/primary contact for contracts/finances in CRE (15%)
4. Leading contracting/financial portions of required meetings (15%)
5. Negotiation of study budgets (15%)

1. Management of contracts, financials and special projects team members and activities (35%)
  - a. Oversight of all OSP submissions related to industry funded projects
  - b. Oversight of study startup for industry projects (aside from regulatory), including pre-site feasibility process
  - c. Oversight of educational team
  - d. Oversight of clincaltrials.gov submissions
  - e. Ensure team members tracking work completed appropriately
2. Oversight of CRE and study financials (20%)
  - a. Oversight of FBS, OnCore Financials, and other pertinent tracking systems
  - b. Effort allocation and reconciliation
  - c. Tracking of CRE study accounts, operating account, investment account, and CH20 account
3. Being a resource/primary contact for contracts/finances in CRE (15%)
  - a. Problem solve, provide solutions and guidance on contract/finance issues
  - b. Point person for overall contract/finance questions/concerns
  - c. Provide assistance/planning when necessary
4. Leading contracting/financial portions of required meetings (15%)
  - a. Lead monthly PI Report meetings
  - b. Prepare monthly CRE financial reports
5. Negotiation of study budgets (15%)
  - a. Negotiate all industry funded clinical trial budgets
  - b. Assistance with preparation of budgets when involving direct costs or effort