

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%)
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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 clinicaltrials.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