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# Example of Clinical Research Manager Job Description

Our innovative and growing company is looking for a clinical research manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for clinical research manager

* May assist in the preparation of grant proposals and other written materials
* Prepares activity and budget reports for use by the principal investigator (PI)
* Acts as liaison between PI and sponsors on regulatory quality control and quality assurance matters
* Interfaces with regulatory bodies and other department management as needed
* Manage study start-up and logistical challenges for high-profile, complex clinical trial
* Act as key liaison between internal and external partners
* Recruit, hire, and train new research staff
* Ensure adequate staffing and resources, including back-up coverage, equipment and supplies
* Establish best practices relating to budget development, project monitoring and feasibility assessment, and staff utilization and workflow
* Work with finance specialist to track study budgets

## Qualifications for clinical research manager

* Provide ongoing evaluation of project progress, staff utilization and satisfaction, and systems
* Provide regulatory support, guidance, and hands-on assistance to ensure optimal study-start up and adherence to Good Clinical Practices and all applicable regulatory guidelines
* Troubleshoot recruitment and project barriers, and help address personnel concerns
* Provide ongoing training and guidance to research staff
* Provide mentorship, career advancement, and support to ensure an engaged, high-performing staff
* Oversee roll-out of SCCR initiatives and tools