**Supplementary Materials**

Table 1 Roles & Responsibilities of CRCs by Level

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| **CRC I (entry level)** |
| * Responsible for administrative activities associated with clinical trial conduct * Completes source documents/case report forms and performs data entry * Maintains and stores research data * Assists with participant scheduling |
| **CRC II (entry level)** |
| * Manages research project databases, developments study related documents, and completes source documents/case report forms * Interfaces with research participants and study sponsors * Determines eligibility and consents study participants according to protocol |
| **CRC III (intermediate level)** |
| * Independently manages significant and key aspects of a large clinical trial or all aspects of one or more small trials, or research projects * Trains and provides guidance to less experienced staff * Interfaces with research participants and resolves protocol issues * Interacts with study sponsors and monitors and reports SAEs * Resolves study queries * Provides leadership in determining, recommending, and implementing improvements to policies and procedures * Monitors IRB submissions |
| **CRC IV (advanced level)** |
| * Functions as a team lead to recruit, orient, and supervise research staff * Independently manages the most complex research administration activities * Determines effective strategies for promoting/recruiting/retaining research participants * Responds to requests and questions throughout the study life cycle |