**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
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| **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
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| **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
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