

MADCaP study Project Manager roles

MADCaP study project manager and lab researcher roles

There are many different tasks that the project manager/study coordinator/laboratory researcher is undertaking for this study. We would like to obtain information on who is the responsible person from each center for the tasks indicated below. Please can one member from each center complete the following information?

*1. Name of person completing this survey

Name

Institution

City/Town

Country

Email Address

Phone Number

*2. Please complete the name of those responsible for each of the tasks below. There may be more than one person designated as responsible.

Grant administration

Budget development

Invoicing/Reconciliation/Financial manager

Meeting organizer/calendaring (with clinic staff, study team, MADCaP investigators)

Medical record patient review

Eligibility screening for cases/controls

Interview of subject (consent, questionnaire delivery)

Form labeling

Data entry into databases

Storage of participant folders

Medical record abstraction

Phlebotomy/biospecimen sampling

Sample labeling

Delivery of specimens for DNA extraction

DNA extraction, QC and storage

Plating of DNA for delivery to CPGR

Shipment of packages

Overall person responsible for making sure project moves forward/goals are met

3. If there are any additional roles undertaken by the project manager/research coordinator/laboratory researcher please indicate the task and name of person undertaking the task below.

***4. Please enter the contact email for anyone listed with a role above.**