

Douglas Research Centre Job Posting Request

Return completed form to : Centre de recherche Douglas (research.centre@douglas.mcgill.ca)

Information required	Please complete below
Title of position	Research Coordinator
Summary of position (for Web posting, 200 words max.)	The Research Coordinator will implement and co-ordinate Health Canada regulated PET imaging studies. This position involves assisting with protocol and grant preparations for several funding organizations (NIH/CIHR), as well as their submission; setting up projects to meet Health Canada regulations, organizing and preparing correspondence with Research Ethics Board and Health Canada; assistance in recruiting and screening study participants; bringing study participants through all study procedures (i.e. PET and MRI scanning), including associated handling of blood samples gathered; conducting data analysis, including image analysis, organizing and completing data storage both locally and in data storage sites like NIH databases. The Research Coordinator will also monitor case report forms (CRFs) to assess regulatory and REB compliance, both for projects they lead and other projects in the lab.
Description of tasks	Additional responsibilities include ensuring milestone compliance and preparing progress reports to demonstrate this, tracking project expenses, supporting the preparation of presentations and project reports for scientific and non-scientific audiences, and assisting with onboarding and training new trainees.
Required qualifications	Msc neuroscience or related field, and clinical trials research experience
Required skills	Management of regulated studies such as clinical trials. Health Canada submissions, NIH submissions.
Required abilities	Coordination of trainees and lab financial operations
Location of work (please indicate pavilion)	
Will be required to travel for work?	NO/OCCASIONALLY/REGULARLY
Date of posting	September 16, 2020
Duration of posting (maximum 10 business days)	September 29, 2020
Instructions for submitting application	research.centre@douglas.mcgill.ca