

## Study Coordinator Tasks to Consider for the Budget

### Pre-study

Write/review/read protocol

Prepare budget

Prepare submission to HREC and Governance

Train study staff

Organise start-up meeting

### During study

Screening

Consenting

Enrolling participants

Participant visits and procedures

Time spent with monitor

Data collection

Data entry

Safety reporting

### Close out

Preparation for site close-out

Time spent with monitor

Thank-you letter to participants

Letter to HREC

Archiving documents