### 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

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