

Role of the Office:

The **Research Coordinator Support Service (RCSS)** is a pool of research coordinators that are available for hire on a part-time basis by Johns Hopkins researchers.

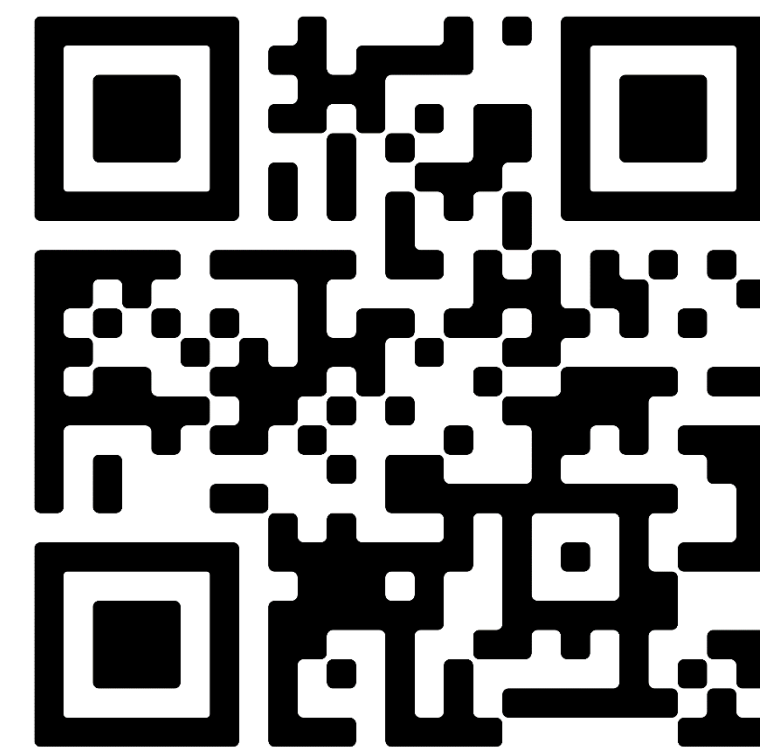
All coordinators are well trained in general clinical research knowledge, federal and university guidelines and regulations, phlebotomy, and other clinical skill prior to beginning work assignments.

Before a work assignment begin, a study start up meeting will take place that includes the PI, the RCSS coordinator assigned to the study team, an RCSS manager, and any other key individuals from the study team.

This meeting is to ensure that all responsibilities, and expectation are clear. It also allows for the study team to meet the RCSS coordinator in person and to identify any protocol specific training that the RCSS coordinator will need to complete, prior to beginning the work assignment.

Research Coordinator Support Service (RCSS)

Scan to Learn More



It is recommended that you apply for Research Coordinator Support as early as possible – RCSS tends to have a waitlist

Applications can be submitted for RCSS through ICTR Connection Request

Services Provided:

RCSS Coordinators are available to work with study teams at all stages of research.

They can assist with the following:

- eFormA
- eIRB applications
- recruitment
- consenting
- running study visits
- completing and creating source documents and case report form
- creating databases
- data entry
- and much more!

Work assignment schedules are specific to each study – coordinator time is not based off of effort sharing – So every team knows the exact times and days that they have RCSS support

RCSS is an hourly fee for service program. There is no HR process with RCSS – just an application through the ICTR connection request system. This eases the difficulty of finding a part-time coordinator. To ensure a simple billing process, hourly rates include fringe, and invoicing is sent to the study team quarterly.