Duke University School of Nursing
Job Description
HR Job Title: Associate in Research
Job Code: 1420
Job Level: 00
Updated: 03/16/2026

Position Summary

The Associate in Research position contributes to the conceptualization, coordination, implementation, and dissemination of a portfolio of Principal Investigator (PI)-initiated research studies. This role functions in multiple capacities including grant development, study management, regulatory compliance, data analysis, and research dissemination. In addition to supporting the management and implementation of PI-initiated research studies, the position also includes responsibilities pertaining to the development of an independent research portfolio, including leading peer-reviewed publications and identifying and pursuing opportunities for independent research funding.

Supervisor

This position reports to the Research Practice Manager for the School of Nursing with a dotted line to the study Principal Investigator.

Position Responsibilities

1. Grant Development and Management. Contribute to the conceptualization, development, and submission of PI-initiated federal, foundation, and internal grant proposals. **Responsibilities may include:**

- Conducting literature reviews and synthesizing evidence to inform proposal development and study design.
- Providing substantive intellectual contributions through co-development and editing of proposals; including developing substantial portions of grant proposals (e.g., significance, research strategy, approach, and preliminary studies).
- Serving as Co-Investigator (Co-I) on multiple pilot and externally funded research projects.
- Providing support throughout the grant lifecycle, including proposal preparation and submission, sponsor documentation, and compliance requirements.
- Acting as NCBI delegate for multiple collaborator accounts to coordinate required sponsor documentation.
- Coordinating with Duke pre-award teams to update and revise grant materials as needed.
- Preparing and maintaining ClinicalTrials.gov registrations and protocol documentation, when applicable.

2. Research Protocol Development, Regulatory Compliance, and Study Coordination. Lead the development of research protocols and regulatory materials necessary for study implementation, and support the management of multiple PI-initiated research projects, including international and multi-site studies. **Responsibilities may include:**

- Using scientific proposals from PI-initiated projects to develop study protocols including for complex, multi-site, and international research studies.
- Using expertise in research design to provide significant contribution to protocols and research proposals.
- Generating associated study materials, including consent forms, recruitment materials, survey instruments, intervention materials, and programming electronic data collection tools.
- Developing study procedures including recruitment strategies, consent processes, and data management plans.
- Leading preparation and submission of IRB protocols, amendments, continuing reviews, and closures through the DUHS iRIS system.
- Coordinating regulatory documentation for multi-site and international studies and may communicate with international collaborators and community partners to facilitate this.
- Recognizing when regulatory agreements (e.g., MTAs, CDAs, DUAs) are required and coordinating with relevant institutional offices.
- Co-leading the transition of funded research projects from NYU to Duke, including the development of new IRB protocols and regulatory documentation for these studies.
- Leading or co-leading multidisciplinary meetings involving investigators, collaborators, and research staff, when appropriate.
- Serving as liaison between investigators, research staff, institutional offices, and community partners.
- Knowledgeable in regulatory and institutional policies and processes; applies appropriately in study documentation, protocol submissions, and standard operating procedures (SOPs).
- Maintaining study level documentation for all studies, including those that are complex in nature (e.g., interventional studies).
- May engage in independently navigating conversations with foreign agencies and study teams to develop or obtain the required documentation for compliance with international regulations.

3. Statistical Analysis and Data Management. Lead and support quantitative and qualitative analysis activities across multiple PI-initiated research studies. **Responsibilities may include:**

- Leading or supporting the developing analytic plans aligned with study objectives.
- Developing data collection tools and instruments, and using Electronic Data Capture (EDC) systems, technologies, and software necessary for study operations; may also train or supervise others in the use of these technologies
- Scoring measurement scales, entering data according to study protocols, and preparing datasets for analysis.
- Detecting and addressing issues related to data capture, collection or management.
- Ensuring data quality, accuracy, and compliance with institutional standards for data security and data provenance.
- Conducting qualitative and quantitative analyses using appropriate statistical and qualitative software (e.g., SPSS, R, NVivo, etc.).
- Using statistical tools (e.g. SAS, R, SPSS) to perform statistical analysis on a variety of data formats and coding data using statistical tools to prepare for analysis under direct supervision from Biostatistician and/or PI.
- Leading or supporting the analysis of data and interpretation of findings for manuscripts, grant proposals, and conference presentations.
- Creating statistical analysis plans and providing mentorship and education for various tools used for statistical analysis.

- Preparing data tables, figures, and visualizations for research dissemination and reports to study sponsors.

4. Scholarship and Research Dissemination. Lead and contribute to the dissemination of research findings including via peer-reviewed publication and conference submissions. **Responsibilities may include:**

- Leading or contributing as co-author or senior author to peer-reviewed manuscripts, conference presentations, and other research outputs.
- Working with academic and community partners on the conceptualization and development of dissemination materials for a multitude of audiences and stakeholders including community members, policy makers, public health officials, and others.
- Independently reviewing articles and synthesizing the literature to assist in the development of manuscripts and other research outputs.
- Providing significant contribution or leadership on accepted, peer reviewed publications or conference presentations; and mentoring others in this area.

5. Leadership. Support the professional development of students and junior research personnel involved in the research program and advances own skills. **Responsibilities may include:**

- Proactively seeking opportunities to add relevant skills and certifications to own portfolio, including in relevant uses of AI for research.
- Keeping current with research updates by attending key external offerings (i.e. Research Wednesday, RPN, events outside of Duke, etc.) and applying the learned material to the job.
- Navigating processes and people involved in Duke clinical research, demonstrating organizational awareness, and having the interpersonal skills necessary to get work done efficiently.
- Demonstrating resilience and ability to adapt to change.
- Communicating effectively with others, regardless of reporting relationship, to accomplish shared work objectives.
- Managing, mentoring, and training students and junior team members on the above tasks, including but not limited to data entry, data analysis, literature reviews, systematic reviews, manuscript writing, grant writing, and regulatory compliance.

6. Independent Research Development. Develop and lead independent research projects. **Responsibilities may include:**

- Serving as Principal Investigator (PI) or multi-Principal Investigator (mPI) on independent grant proposals and pilot funding applications.
- Leading first-authored manuscripts and other scholarly outputs arising from both independent and collaborative research activities.
- Identifying and pursuing external funding opportunities that support research independence.
- Independently conceptualize research questions, design studies, and develop analytic plans that advance research independence.
- Participating, when relevant, in reviews for peer-reviewed publications and/or grant agencies

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training
See job description for education requirements.

Experience
See job description for education requirements.

Skills

- Strong scientific writing and communication skills
- Proficient in competitive grant writing and development
- Experience in quantitative and qualitative data management, cleaning, and analysis
- Understanding of human subjects research regulations and IRB compliance
- Strong quantitative and qualitative data analysis (R, SPSS, SAS, NVivo) skills
- Experience in multi-site and international research coordination
- Experience in project management and interdisciplinary team coordination
- Candidate must be able to work in a fast-paced, deadline-focused environment, be motivated, organized, and detail-oriented, and possess the necessary skills to complete tasks efficiently and in a timely manner.