The Clinical Research Unit at the Montreal Neurological Institute in the Faculty of Medicine at McGill University invites applications for an Academic Associate position (Medical Writer and Project Developer).

**Specific duties include:**

- Facilitate, coordinate, enhance and promote McGill’s research and development activities by working with investigators, academic researchers, granting agencies and industry partners to develop and write protocols for investigator initiated trials at the Clinical Research Unit at the MNI, in addition to writing grant proposals to fund them.
- Develop and structure budgets for investigator initiated trials in the context of grant submission or request for other source of funding.
- Ensure continuous support to investigators, physicians and industry partners, in the delivery of up-to-date activities and information, confirming priorities and timelines of project and grant opportunities and ensuring deadlines are met.
- Ensure that grants and publications are developed and written in accordance with University and other parties, including sponsors, policies and procedures.
- Communicate information to physicians, researchers, granting agencies and pharmaceutical companies on the proposals and publications that are generated by and through the CRU.
- Prepare and submit documents required for approval or revision of investigator initiated study and trial protocols by the institutional ethics board.
- Create, edit and compile the documents required for submission to Health Canada, the FDA and other external regulatory authorities for approval of investigator initiated clinical trials, and carry out the submission process. This may include but is not limited to submissions in order to obtain no objection letters’ for phase 1-4 trials.
- Provide training to new coordinators in the unit on issues pertaining to internally developed protocols as necessary.
- Provide training/mentoring to new team members in the project development and medical writing core of the CRU.
- Participates in the development and maintenance of standard operating procedures as necessary.
- Provide assistance in the research, writing, editing and submission of posters, publications, dossiers and presentations for clinicians and principal investigators associated with the clinical research unit.
- Provide information and advice to researchers, project managers and coordinators on the preparation of investigator initiated trial proposals.
- Liaison between researcher, clinical research unit and pharmaceutical companies as requested.
- Liaison between members of the CBIGR team at the Clinical Research Unit, MNI Clinical Health Professionals and Academic Researchers to facilitate provision of biospecimens for pre-clinical research.
- Assist in the development of local and national initiatives to facilitate pre-clinical and clinical research in neurological diseases.
- Assist in the preparation of annual reports of the activities of the Clinical Research Unit, as necessary.
- Assist in writing documents as required in conjunction with the development office for donor and other funding opportunities, as necessary.
- Perform other administrative duties as required.
- Attend national and international research conferences and meetings in order to network with key individuals required for project and trial development, and to remain current on research and trial design advances in key diseases areas for which projects and protocols are being developed.
This position is a contract position for one (1) year, with possibility of renewal. The salary will commensurate with experience.

**Education/Experience**
Minimum qualifications: PhD in a life science-related field (neuroscience, biology, microbiology, etc.)
Experience: Minimum three (3) months in a clinical research setting.

**Application Process**
Letters of application should be accompanied by a curriculum vitae and sent by email to Hr-CRU.neuro@mcgill.ca by March 6, 2020.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*

*All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.*