**Study Site Signature/Delegation of Responsibility Log**

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| **Principal Investigator:** |  | **Protocol #:** |  |
| **Study Title:** |  | | |

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| List delegated study related tasks and dates of involvement for each staff member in accordance with IRB guidelines and Good Clinical Practice (GCP). All IRB approved study staff should sign and initial this log. The PI should acknowledge delegation by signing his/her initials after each entry and at study ‘close out’ to attest to the fact that the list is complete, accurate and that all staff are accounted for. Update this log in a timely manner as new personnel are added and/or study roles change. | | | | | | | |
| Print Staff Name | Title | Signature | initials | **\***study tasks | start  date | end  date | PI Initials |
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| **Key for Delegated Study Tasks:** | | | | | | | | | |
|  | Obtain Informed Consent |  | CRF Completion |  | Maintain Regulatory Docs |  | Safety Monitoring & Reporting to Sponsor-Investigator & Overall Trial Manager |  | Oversight of research staff | |
|  | Obtain Medical History |  | CRF Queries |  | Maintain IRB documents |  | Safety Monitoring & Reporting to IRB & study sponsor |  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | Assess Eligibility Criteria |  | Query completion |  | Data Monitoring |  | Oversight of study |  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**PI Signature (Close Out): Date:**