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| Delegation of Authority Log |

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| Study Title | |
| Protocol Version No | Study Site |
| Principal Investigator | |

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| Name | Study role | Study specific tasks | Signature | Date of study responsibility | | Principal investigator approval | |
| Start date  dd /mm/yyyy | End date  dd /mm/yyyy | Initials | Date  dd /mm/yyyy |
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| Principal investigator  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Study roles**  Principal investigator Staff nurse Data Operator Imaging Technician Finance /budget officer  Resident investigator Research coordinator Statistician Regulatory coordinator Safety officer /SAE coordinator  Co-investigator Medical Monitor lab technician Quality control officer |
| **Study tasks**  1 Patient screening 8 Enter data on case report forms 15 Maintaining essential documents  2 Obtain inform consent 9 Enter data on computer system 16 Regulatory submissions  3 Confirmation of eligibility criteria 10 Perform data safety tasks 17 Finance / billing  4 Patient enrollment 11 Dispense study drugs 18 project management  5 Obtain History taking 12 Evaluate /asses AEs/ SAEs 19 others\_\_\_\_\_\_\_\_\_\_\_\_  6 Perform General physical examination 13 perform Study end-points assessment 20 others\_\_\_\_\_\_\_\_\_\_\_\_\_  7 Perform study interventions 14 Reporting adverse events |

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| **General instructions** ⚠  Only authorized staff is allowed to perform the trial specific tasks  This template serves as guidance document: study roles and study tasks should be modified and customized according to particular study requirements  The principal investigator and for multicenter studies principal investigator at the site should sign and stamp this log after completion of the study  Create more rows if required  This log should be maintained in the essential documents’ binder |