# **Delegation of Responsibilities Log**

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| **Principal Investigator:** | **Protocol:** | **IRB Number:** |

List staff to whom the Principal Investigator (PI) has delegated significant study-related duties.

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| **Name** | **Study Role** | **Responsibilities\*** | **Initials** | **Signature** | **Start Date** | **End Date** | **PI Initials/Date** |
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By initialing above, I, the PI, declare that during the conduct of the above study, I have delegated the following study-related activities:

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| **\*Responsibilities Legend** | | |
| 1. Obtain Informed Consent 2. Screen subjects 3. Recruitment (approaching & contacting potential subjects 4. Abstract information from the medical/dental record 5. Obtain medical/dental history | 1. Perform physical exam 2. Randomize subjects 3. Collect biological specimens 4. Drug accountability 5. Assess adverse events 6. Administer surveys/questionnaires 7. Complete source documents | 1. Complete study forms 2. Provide discharge instructions 3. Conduct follow-up phone calls 4. Access to research records/specimens 5. Data analysis 6. De-identified biostatistics |

Signature of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_