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