**STUDY SITE SIGNATURE/DELEGATION OF RESPONSIBILITY LOG**

**Principal Investigator:**  
**Study Title:**  

HRC Protocol #:  

List delegated study related tasks and dates of involvement for each staff member in accordance with PHRC 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.

<table>
<thead>
<tr>
<th>PRINT STAFF NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>INITIALS</th>
<th>*STUDY TASKS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>PI INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. co-investigator</td>
<td></td>
<td></td>
<td></td>
<td>E.g. 1, 2, 5</td>
<td></td>
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<tr>
<td>E.g. research coordinator</td>
<td></td>
<td></td>
<td></td>
<td>E.g. 9, 10, 11</td>
<td></td>
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<tr>
<td>E.g. data manager</td>
<td></td>
<td></td>
<td></td>
<td>E.g. 7</td>
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</tr>
</tbody>
</table>

**Key for Delegated Study Tasks:** These are most common examples. Add/delete as necessary to meet your study needs

1. Obtain Informed Consent  
2. Obtain Medical History  
3. Perform Physical Exam  
4. Assess Eligibility Criteria  
5. Dispense Study Drug/device  
6. CRF Completion  
7. CRF Queries  
8. Query completion  
9. Maintain Regulatory Docs  
10. Maintain IRB documents  
11. Data Monitoring  
12. Safety Monitoring  
13. Other:  
14. Other:  
15. Other:  

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

Partners Human Research Quality Improvement (QI) Program  
Signature/Delegation of Responsibility Log, version date: January 2016