

**Study specific**

**Signature and delegation/responsibility log**

***To be used only where a signature and delegation/responsibility list has not been provided by the sponsor***

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| **Local reference number: 12345** |
| **Study Title:** **EXAMPLE Study** |
| **Chief/Principal Investigator: Dr William Who** |

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| **Name** | **Initials** | **Study Role** | **Delegated study tasks** | **Signature** | **Date From:** | **PI/CI Signature** | **To:** | **PI/CI Signature** |
| **William Who** | **WW** | **Principal Investigator** | **d, f, g, j, k, l, m, n, o, r.** | **W Who** | **26/09/22** | **W Who** |  |  |
| **Florence Nightingale** | **FN** | **Research Nurse** | **c, f, h, i, j, k, l, m, p, q.** | **FNightingale** | **26/09/22** | **W Who** |  |  |
| Elvis Presley | EP | Research Manager | a, h, q, r. | E Presley | 26/09/22 | **W Who** |  |  |
| Holly Golightly | HG | Data Coordinator | b, e, q, r. | H Golightly | 26/09/22 | **W Who** | 23/01/23 | **W Who** |
| Tom Jones | TJ | Data Coordinator | b, e, q, r. | TJones | 23/01/23 | **W Who** |  |  |

**Key of tasks**

1. Coordinate approval communications/ submissions.
2. Perform database search.
3. Screen search results.
4. Assess eligibility.
5. Perform mailout/send text message invitation.
6. Contact potential participants to discuss study
7. Receive informed consent
8. Maintain screening/recruitment log
9. Registration/randomisation
10. Conduct study visit procedures (e.g. vital signs, height, weight, ECG)
11. Data Collection.
12. CRF/eCRF completion
13. Adverse event reporting
14. Assess AE/ SAE severity and causality.
15. Reviewing and reporting protocol deviations/violations
16. Resolving data queries
17. Maintain Investigator Site File
18. Archiving site trial documentation
19. Other – add any additional study specific tasks not listed.

*(To be completed by the Principal Investigator at the end of the study).*

**I confirm that the information in this form is accurate and complete.**

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| **Name of Principal Investigator *(please print)*** |  | **Signature** |  | **Date *(dd/mmm/yyyy)*** |  |