**Purpose:** This template may be used to record and track delegation of authority.

**Responsibility:** To be used byPrincipal Investigators and study team members who record and track delegation of authority.

**Procedure:**

* This template contains two types of text: instruction/explanatory and example text.
* **Instruction/explanatory text** are indicated by italics and should be deleted. Footnotes to instructional text should also be deleted. This text provides information on the content that should be included.
* **Example text** is included to further aid in document development and should either be modified or deleted. Example text is indicated in [brackets in regular font]. Within example text, a need for insertion of specific information is notated by <angle brackets>. Example text can be incorporated as written or tailored to a particular document. If it is not appropriate to the document, however, it too should be deleted.

**Delegation of Authority Log**

**PI Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Protocol:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **IRB Number:**

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| **Study-Specific Tasks:** *Customize for Study*[1. Obtain informed consent 2. Subject prescreening/recruitment3. Confirm eligibility4. Obtain medical history 5. Perform physical exam 6. Administer/read urine drug screen & pregnancy test | 7. Make study-related medical decisions8. Conduct diagnostic interviews 9. Dispense study drug10. Perform drug accountability11. Conduct C-SSRS Interview 12. Collect Samples13. Sample processing and/or shipment | 14. Randomize subjects 15. Enter data into EDC16. Perform fMRI17. Maintain essential documents18. Regulatory submissions19. Project management20. Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ] |

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| Print Name | Study Role | Study-Specific Tasks | Signature | Initials | Start Date of Responsibilities | End Date of Responsibilities | PI Approval (PI initials & date) |
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Note: Staff should only be delegated to tasks after they have completed any required training for that task.

PI Signature at Study **Close-out** to confirm accuracy of log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_