Site Delegation Log

**Study Title:**

**Name of the Study Site for This Log:**

**Instructions and Guidance:**

* The Principal Investigator for this site remains ultimately responsible for all aspects of the research study conducted at this site, regardless of whether study tasks are delegated to others or who serves as lead PI for the overall study.
* Do not include the Principal Investigator in this log.
* Please see page 2 for a list of study tasks.
* A copy of this log signed by this site’s PI must be submitted to the lead study team, who will submit it to the IRB of record with the new application or amendment, as appropriate.
* This log must be updated in a timely fashion as key personnel are added or removed. Updated logs must be submitted to the lead study team and submitted to the IRB of record for review.

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| Name | Title | \*Study Tasks | Start Date | End Date |
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**Delegated Study Tasks**

1. Participate in design of the study protocol
2. Identify potential subjects (e.g., chart review to identify potentially eligible subjects)
3. Conduct recruitment activities (e.g., drafting and mailing letters to potential subjects,
4. Screen/assess potential subjects in accordance with eligibility criteria
5. Obtain informed consent
6. Perform physical exam or other study-related physical interventions
7. Perform other study-related interventions (e.g., administer survey or questionnaire)
8. Dispense study drug/device
9. Administer study drug/device
10. Case report form completion and/or queries
11. Maintain regulatory documentation, including IRB documentation
12. Data and/or sample analysis
13. Data monitoring
14. Safety monitoring
15. Other (Describe)

**PI Signature: Date:**

**FOR LOCAL IRB POINT OF CONTACT (POC) USE ONLY**

The personnel listed above

* Have adequate education, training, and qualifications to perform the research and safeguard the rights and welfare of research subjects; AND (check one option below):

[ ]  No personnel have a potential financial conflict of interest associated with this study

[ ]  Some personnel have a potential financial conflict of interest associated with this study and are identified below.\*\*

Personnel with potential conflicts of interest

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| **Name of person** |
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**IRB Point of Contact Name: Date:**