

Delegation of Responsibilities Log

This log should include the principal investigator, co-investigator(s), trial/study coordinator(s), and all other staff who routinely see participants or who have specific data collection duties. Add new or replacement staff as appropriate.

Project Identification							
Study Number:		Study Title:					
Name (Please print)	Role	Responsibilities*	Initials	Signature	Dates of Duties		Principal Investigator Initials
					From	To	

*Responsibilities Legend		
1. Recruitment of participants 2. Administer informed consent 3. Determine participant eligibility 4. Administer surveys/questionnaires	5. Conduct study procedures 6. Maintain IRB/regulatory documents 7. Maintain study records 8. Submit reportable events to IRB	9. Other: _____ 10. Other: _____

By initialing above, I, the PI, declare that during the conduct of the above study, I have delegated the above study-related activities.

Signature of Principal Investigator: _____ Date: _____