**SIGNATURE AND DELEGATION OF AUTHORITY LOG**

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRB No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Protocol Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Print Name** | **Study Role** | **Delegated Tasks** | **Signature** | **PI**  **Initials** | **Dates of Involvement** | |
| **Start** | **End\*** |
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I confirm that the above information is accurate and complete and that I authorized the delegation of study-related tasks to each individual as listed above.

Principal Investigator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be signed at study closure)

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| **Delegated Study Tasks**   1. Obtain informed consent 2. Confirm eligibility 3. MD Medical Oversight 4. Obtain medical history 5. Physical Exam 6. Study product accountability | 1. Study product administration 2. Perform biopsy procedures 3. Insert IV catheters 4. Sample collection- venipuncture 5. Sample collection – non-invasive 6. Sample processing 7. Adverse event assessment | 1. Regulatory submissions 2. Other procedures:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Instructions for the completion of the Signature and Delegation of Authority Log**

The purpose of a Signature and Delegation of Authority Log is to follow Good Clinical Practice that requires: *The Investigator to maintain a list of appropriately qualified persons to whom the investigator has delegated study related duties.*

This Signature and Delegation of Authority Log is provided as a template; it should be modified according to the specific tasks of your study. Add any study task not listed on the log. The log is used to maintain signatures of individuals performing study procedures and collecting or recording study data so that study tasks can be attributed to specific staff members.

The log should include research staff who have been delegated study-related tasks.

Each member of the research staff entered onto the log should print and sign their names to acknowledge acceptance of the duties delegated by the Principal Investigator.

The Principal Investigator (PI) and research staff should record the same signature and initials on the log as is done when signing and initialing research records.

The Principal Investigator should initial the entries on the log prior to the commencement of the assigned tasks. By initialing an entry, the Principal Investigator is acknowledging the delegation of the tasks and is confirming that the individual is qualified to perform the work associated with the assigned task.

The information entered into all sections of the log should be legible.

The log should be updated in a timely manner as new research staff are added or removed and/or roles or tasks change.

The log should be signed and dated by the Principal Investigator at the end of the study.

The log should be maintained with the regulatory documents for the study and a copy should be submitted to the IRB.