

**Report of Research Staff Members and
Certification of Training(s) and Delegation of
Authorities Log**

Date:

PI Name:

Study Title:

Site(s):

All personnel performing protocol procedures with this study must be listed on this log for the period during which staff is directly involved with conduct of study procedures. This form indicates that Research Administration has determined the staff member to be delegated and trained for their responsibilities listed. Maintain this roster with study Essential Documents and update as staffing changes occur.

This log serves as verified delegation of research trial responsibilities for regulatory responsibilities, protocol management and oversight. When staff roles and/or responsibilities change, add an end date to the current line listing if they are removed, and add the staff member to a new line and list all responsibilities with the new start date.

Role Codes¹:

PI	Principal Investigator	BS	Biostatistician	RA	Research Assistant	Other	
Co-PI	Co- Principal Investigator	DM	Data Manager	RC	Regulatory Coordinator	Other	
Co-Invest.	Co- Investigator	L	Lab Manager	RN	Research Nurse		
		LT	Lab Technician	SC	Study Coordinator		
		P	Pharmacist				
		PT	Pharmacy Technician				

Responsibility Codes²:

	HUMANS		BIOSAFETY		ANIMALS
1	Administers Behavioral Interviews	12	Collects Human Specimens	18	Contact with Animals (Listed on an ACORP)
2	Assess Adverse Events/AE CRF review	13	Processes Human Specimens	19	Driver (i.e. animal transporting)
3	Data management	14	Ships Specimens	20	
4	Document Protocol Deviations	15	Works in a Research Lab	21	
5	Evaluation of Trial Lab Results	16	Work with Radioisotopes	22	
6	Obtain Medical/ Medication History	17	Xrays (i.e. Pixmus)	23	Other
7	Obtain/Review Informed Consent				
8	Perform Physical Exams				
9	Randomization				
10	Regulatory/Essential Documents Management				
11	Study Drug Dispensing				

I certify by signature that the individuals listed on this log are properly qualified and have received appropriate training related to their respective tasks for this protocol. I assert that these duties may be/are performed under my direct supervision.

