**DELEGATION OF AUTHORITY LOG**

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| **STUDY NO.** | **STUDY TITLE** | **SITE ID** | **SITE NAME** | **PRINCIPAL INVESTIGATOR** |
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| **NAME** | **INITALS** | **SIGNATURE** | **ROLE IN  THE STUDY** \*see table | **START DATE** | **PI  SIGN AND DATE** | **END DATE** | **PI  SIGN AND DATE** |
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| **ROLE IN THE STUDY** | | | | | | | | |  | |
| **CODE** | **RESPONSIBILITY** | | | **CODE** | **RESPONSIBILITY** | | | | |  |
| 01 | Screening and Enrolling Participants | | | 08 | Laboratory Sample Collection | | | | |  |
| 02 | Taking Medical History and Vitals Data | | | 09 | IRB Communication | | | | |  |
| 03 | Data Collection | | | 10 | Other, specified | | | | |  |
| 04 | Data Collecting and Storage | | |  |  | | | | |  |
| 05 | Query Resolution | | |  |  | | | | |  |
| 06 | Informed Consent Processing | | |  |  | | | | |  |
| 07 | CRF Completion and Correction | | |  |  | | | | |  |
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|  | **Signature of Principal Investigator** | | | **Date** | *\*To be signed at the end of the study* | | | |  | |

**Disclaimer:** It is considered best practice for all research projects to have a delegation log. This template is provided for informational purposes only and does not constitute legal or compliance advice. Users are responsible for determining the necessary information to meet their specific objectives and for ensuring compliance with local requirements.