**SITE PERSONNEL LOG**

Protocol Title: Protocol\_Title\_Example

Site Name: Investigator Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Name (printed)** | **Signature** | | I**nitials** | **Trial Function**  **(ex. PI)** | **Coding for Key Delegated Tasks**  If tasks change during the trial, make a new entry on a new line | | **FROM**  **(dd-MON-yyyy)**  Date Trained | **TO**  **(dd-MON-yyyy)**  Completed at study closure or departure from site | **Investigator Initials\*** |
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| **Coding for Key Delegated Tasks** | | | | | | | | | |
| **A =** | | **E =** | | | | **I =** | | | |
| **B =** | | **F =** | | | | **J =** | | | |
| **C =** | | **G =** | | | | **K =** | | | |
| **D =** | | **H =** | | | | **L =** | | | |

Examples: Determine subject eligibility; obtain IC; medical care of subjects; make CRF/EDC entries/corrections; collect, prepare, archive trial documents; break randomization code; clinical assessment of SAEs & AEs (Investigator)

**\*If there is no investigator, this should be the lead CRA.**

**TO BE SIGNED AT SITE CLOSURE**

I confirm that this list accurately reflects the delegation of responsibilities during the trial:

Investigator Signature\*: Date: