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| **Study Personnel (full name)** | **Signature** | **Initials/ paraph** | **Study Role** | **Responsibilities or delegated tasks**  **\*See codes below** | **From** | **To** | **PI signature to authorize delegation** |
|  |  |  | Principal Investigator |  |  |  |  |
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| **Key study task codes:** *(to adapt per study)*  01: Subject eligibility assessment  02: Obtain informed consent  03: Physical examination  04: Vital signs  05: Medical History  06: Inclusion/exclusion assessment  07: AE/SAE assessment | 08: Study drug dispensing  09: Study drug accountability  10: Biological samples collection  11: Biological samples shipment  12: Completion of questionnaire  13: CRF/eCRF completion  14: CRF/eCRF signature | 15: Laboratory analysis/assays  16: Site coordination  17: Maintaining Trial Master File  18: Archiving  19: Other: ………………………….  20: Other: ………………………….  21: Other: …………………………. |
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