**NIMH Delegation of Authority Log Template**

**Tool Summary** (*Remove Tool Summary before finalizing and distributing the document)*

***Purpose:*** *This template may be used to record and track delegation of authority.*

***Audience/User:*** *Principal Investigators and study team members who record and track delegation of authority*

***How to Use This Template***

*This template contains two types of text: instruction/explanatory and example text.* ***Instruction/ explanatory text*** *are indicated by italics and should be deleted. Footnotes to instructional text should also be deleted. This text provides information on the content that should be included.* ***Example text*** *is included to further aid in document development and should either be modified or deleted. Example text is indicated in [brackets in regular font]. Within example text, a need for insertion of specific information is notated by <angle brackets>. Example text can be incorporated as written or tailored to a particular document. If it is not appropriate to the document, however, it too should be deleted.*

***Version control*** *is important to track document development, revisions, and amendments. It is also necessary to ensure that the correct version of this document is used by all staff conducting the study. With each revision, the version number and date located in the header of each page should be updated.*

**NIMH Delegation of Authority Log Template**

PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Protocol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Study-Specific Tasks:** *Customize for Study*1. Obtain informed consent 2. Subject prescreening/recruitment3. Confirm eligibility4. Obtain medical history 5. Perform physical exam 6. Administer/Read Urine Drug Screen & pregnancy test | 7. Make study-related medical decisions8. Conduct diagnostic interviews 9. Dispense study drug10. Perform drug accountability11. Conduct C-SSRS Interview 12. Collect Samples13. Sample processing and/or shipment | 14. Randomize Subjects 15. Enter data into EDC16. Perform fMRI17. Maintain essential documents18. Regulatory submissions19. Project Management20. Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Print Name | Study Role | Study-Specific Tasks | Signature | Initials | Start date of Responsibilities | End date of Responsibilities | PI Approval (PI initials & date) |
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Note: Staff should only be delegated to tasks after they have completed any required training for that task.

PI Signature at Study **Close-out** to confirm accuracy of log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_