**COORDINATING TEAM DELEGATION LOG**

**Key for list of duty categories:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | Generating and updating study documents | | **9.** | Data entry / Data Management | | **17.** | IMP Management | |
| **2.** | Submitting and maintaining regulatory approvals | | **10.** | Issuing Data Queries | | **18.** | Financial Management***\*\**** | |
| **3.** | Location and Central Facility selection | | **11.** | Data Analysis | | **19.** | TMF Maintenance | |
| **4.** | Location Management (monitoring, correspondence) | | **12.** | Database design and maintenance | | **20.** | Archiving | |
| **5.** | Central facility management (monitoring, correspondence) | | **13.** | Set-up and communication with Trial Committees | | **21.** | Location and Central Facility Audit ***\*\*\**** | |
| **6.** | Participant Registration | | **14.** | Pharmacovigilance Management***\**** | | **22.** | Distribution of trial supplies | |
| **7.** | Participant Randomisation | | **15.** | Unblinding | | **23.** | Resolving clinical queries | |
| **8.** | Participant Allocation | | **16.** | Production and submission of Annual Reports | | **24.** | CRF design | |
| **Other study-specific duties (provide details):** | | | | | | | | |
| **25.** | |  | **26.** | |  | **27.** | |  |

***\*SUSAR reporting to MHRA performed by JRMO Governance Team***

***\*\*Contract negotiation and execution performed by JRMO Pre-Award Finance Team; Budgets held and managed by JRMO Post-Award Finance Team***

***\*\*\* This does not include audits performed as part of the JRMO audit program***

**COORDINATING TEAM DELEGATION LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **Study Title** |  | | |
| **REC Reference:** |  | **IRAS Number:** |  |

**Following regulatory submissions *no tasks or duties may be performed prior to log completion and Chief Investigation sign off.***

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| **Name (print)** | **Job title** | **Signature** | **Signed Initials** | **List duty categories** | **CI signature ONLY & date** | **Start date** | **Stop date** |
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