**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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