



NCI, DCP Delegation of Tasks Log

Study Information I		
Study Title:	Local Protocol No:	
	DCP Protocol No:	

◆ A separate Delegation of Tasks Log must be completed by each Study Staff member.

Study Information II			
Protocol Lead Investigator Name	Site	Protocol Lead Investigator Signature	Date

◆ I have delegated to the staff member below the authority to perform the task(s) indicated, under my supervision. As of the start date, the staff member was qualified to perform the delegated task(s) on the basis of education, training or experience.

Delegations						
Staff Member Name	Staff Member Position	Staff Member Task Code(s)	Staff Member Signature	Staff Member Start Date	Staff Member End Date	Protocol Lead Investigator Initials

The Protocol Lead Investigator will sign above at the beginning of study and sign below when study is complete. If the staff member's position or tasks change during the study lifecycle, use additional lines to record new position/tasks. (Reference: FDA Guidance for Industry Investigator Responsibilities – Protecting the Rights, Safety and Welfare of Study Subjects, 2009)

Study Information III			
Protocol Lead Investigator Signature at conclusion of the study:		Date:	

Task Codes

- | | | | | |
|---|--------------------------------------|----------------------------------|---|-----------------------|
| 1. Obtain & Administer Informed Consent | 5. Obtain/Prepare Lab Samples | 9. Maintain Regulatory Documents | 13. Instruct Patients on Study Procedures | 17. Data Analysis |
| 2. Perform Study Drug Accountability | 6. Complete Source Documents | 10. Obtain Medical History | 14. Complete Case Report Forms | 18. Research Analysis |
| 3. Determine Patient Eligibility | 7. Review & Correct Source Documents | 11. Dispense Study Medication | 15. Review & Correct Case Report Forms | 19. Other (specify): |
| 4. Recruit Patients | 8. Perform Physical Examinations | 12. Report SAEs | 16. Sign/Approve Data Correction Forms | |