**RESPONSIBILITIES LOG**

R&D ref no: Study title:

Chief/Principal Investigator:

Site location:

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| **Procedure Responsibilities Table** | **A =** Overall responsibility for the study at this site  **B =** Obtaining ethics and Board approval (protocol and amendments)  **C =** Informed consent  **D =** Study assessments | **E =** CRF completion/data collection form completion  **F =** Eligibility assessment  **G =** Site file creation and maintenance  **H =** Study prescriber(s) | **I =** Safety reporting  **J =** Annual progress report  **K =** End of study documentation(archiving, final report)  **L =** Data protection  **M =** Other (specify) |

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| **Study personnel**  **(print)** | **Signature** | **Initials** | **Study responsibility(ies) from above table** | **Period of study involvement**  **From To** | **CI or PI signature and date** |
| Name:  Study role: |  |  |  |  |  |
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**I confirm that the above individual(s) are appropriately qualified to perform the delegated study related duties**

Chief or Principal Investigator signature at study closure: Date: