**Study Personnel Signatures/Responsibility Log**

**Site PI:**

**Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Study #/Study Title: \_\_\_\_**

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| **Printed Name** | **Title** | **Study Responsibilities (see Legend below)** | **Signature** | **Initials** | **Phone # & Email** | **Date began \*** | **Date ended \*** |
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| \*These dates reflect the beginning and end of individual personnel responsibilities for this protocol.  \*\*Requires annual training | | | |
|  | **Legend** |  | |
| 1. Obtain and Administer Informed Consent | 6. Complete Source Documents \*\* | 11. Assess SAE/AE | 16. Adverse Event Assessment |
| 2. Perform Study Drug Accountability | 7. Perform Physical Examinations | 12. Instruct Patient on Study Procedures | 17. PBMC collection and process\*\* |
| 3. Determine Patient Eligibility | 8. Maintain IRB/Regulatory Documents\*\* | 13. Complete & Correct eCRFs \*\* | 18. PK collection & process\*\* |
| 4. Recruit and Screen Patients | 9. Obtain Medical History | 14. Arrange & conducts study visits | 19. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5. Obtain and Process Lab Samples | 10. Dispense Study Medication | 15. Adverse Event Reporting | 20. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Signed by Principal Investigator upon **study closure:** Date: