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| **Study-Specific Tasks:** *Customize for Study*1. Obtain informed consent 2. Subject prescreening/recruitment3. Confirm eligibility4. Obtain medical history 5. Perform physical exam 6. Administer/Read Urine Drug Screen & pregnancy test | 7. Make study-related medical decisions8. Conduct diagnostic interviews 9. Dispense study drug10. Perform drug accountability11. Conduct C-SSRS Interview 12. Collect Samples13. Sample processing and/or shipment | 14. Randomize Subjects 15. Enter data into EDC16. Maintain essential documents17. Regulatory submissions18. Project Management19. Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Print Name | Study Role | Study-Specific Tasks | Signature | Initials | Start date of Responsibilities | End date of Responsibilities | PI Approval (PI initials & date) |
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Note: Staff should only be delegated to tasks after completion of any required training for the task.

PI Signature at Study **Close-out**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_