Standard Operating Procedures for elegation of Roles & Responsibilities

This is a controlled document Any printed versions of this document will be classed as uncontrolled

SOP Reference:	SOP/R©0
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1.0	15 April 2021	

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SOP foDelegation of roles and responsibilities

SOP Reference: SOP/R/G Date: 26 March 2021

- 3.2 The CI must also ensure that the Principal Investigators at each participating research site undertake their duties delegate them appropriately.
- US Reearch Ethics, Integrity and Governance Office (REIGO)
- 3.3 The US Office Research Ethics, Integrity and Governance Offices is followed and the duties expected to be conducted by the department, are performed.

4.

SOP foDelegation of roles and responsibilities SOP Reference: SOP/R/G

Date: 26 March 2021

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ility/Role	REIGO		

Date: 26 March 2021

Responsibility/Role	REIGO	CTU	CI	PI	Other
Reporting of Serious			X		- CC.
Breaches & Urgent Safety	,		,		
Measures to RIGO					
(SOPRG03 and SOPRG1	6)				
Reporting of Serious	<u> </u>		Χ		
Breaches & Urgent Safety	,				
Measures to MHRA & RE					
Reference Safety			Х		
Information check					
End of the research study					
Notification of the end of					
the study to REC, Resear	ch				
Governance Office and					
MHRA when applicable					
(SOPRG09a)					
Submission of the clinical					
study report within one					
year of the end if study					
the MHRA					
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Archiving of the research sites study documentation (SOPRG33)

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Appendix 1
HRADelegation Log TemplateNon-

STAFF SIGNATURE AND DELEGATION OF RESPONSIBILITIES LOG

Study Sponsor:	IRAS Project ID:	
Protocol / Study Number:	Principal Investigator:	
Keyto tasks		
Coordinate approval communications/ submissions	2. Screen/ recruit study participants	
Obtain informed consent	4.	

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STAFF SIGNATURE AND DELEGATION OF RESPONSIBILITIES LOG

Study Sponsor: