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| **Study-Specific Tasks:** *Customize for Study*  1. Obtain informed consent  2. Subject prescreening/recruitment  3. Confirm eligibility  4. Obtain medical history  5. Perform physical exam  6. Administer/Read Urine Drug Screen & pregnancy test | 7. Make study-related medical decisions  8. Conduct diagnostic interviews  9. Dispense study drug  10. Perform drug accountability  11. Conduct C-SSRS Interview  12. Collect Samples  13. Sample processing and/or shipment | 14. Randomize Subjects  15. Enter data into EDC  16. Maintain essential documents  17. Regulatory submissions  18. Project Management  19. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_