# Staff Signature Log and Site Delegation Tasks

**University of Rochester**

**Study Title:** OBSERVING THE EFFECT OF SUNSHINE ON MOOD IN ADULTS  
**Principal Investigator:** RAY LITE, MD, PhD  
**Protocol No.:** 99531  
**Sponsor:** NIH

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Study Role</th>
<th>Key Delegated study Task(s)*</th>
<th>Duration From:</th>
<th>To:</th>
<th>Signature</th>
<th>Initials</th>
<th>PI Signature</th>
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<tr>
<td>RAY LITE</td>
<td>PI</td>
<td>1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17</td>
<td>23 Sept 2013</td>
<td></td>
<td>Dr. Ray Lite</td>
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<td>Harmony Smith</td>
<td>CoP</td>
<td>1, 4, 8, 15, 17</td>
<td>23 Sept 2013 - 4 March 2014</td>
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<td>HS</td>
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<td>T. Dr. Garner</td>
<td>CoS</td>
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<td>DS Jones, RA</td>
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<td>Dr. Ray Lite</td>
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<tr>
<td>Sara Tonini, PharmD</td>
<td></td>
<td>5, 6, 7</td>
<td>23 Sept 2013</td>
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<td>Sara Tonini, PharmD</td>
<td>ST</td>
<td>Dr. Ray Lite</td>
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*Key for list of delegated study task(s)*

1. Obtain informed consent  
2. Physical Exam/ Clinical Evaluations  
3. Source document entry (i.e. Medical notes)  
4. Inclusion/ Exclusion Assessment  
5. Investigational Product Accountability  
6. Drug Dispensing  
7. Drug Accountability  
8. Case Report Form Completion  
9. Case Report Form Signature  
10. Data Query Completion  
11. Data Query Signature  
12. Resolving data queries  
13. Reviewing and Reporting Adverse Events  
14. Medical Prescriptions  
15. Maintaining Trial Master File (TMF)  
16. Archiving  
17. Other: ELECTRONIC DATA CAPTURE/SURVEY  
18. Other:  
19. Other:  
20. Other:  
21. Other:  
22. Other:  
23. Other:  
24. Other: 

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Delegation Log Template  
15-Apr-13