



INSTITUTIONAL ETHICS COMMITTEE (IEC)

Bharatiya Vidya Bhavans Sardar Patel Institute of Technology
Munshi Nagar, Andheri (West), Mumbai 400 058
(91)-(022)-26707440, 26287250

Annexure 3

Delegation of Responsibilities of Study team

Date: _____

Study Title:

Name	Role	No.
	Principal Investigator	1
	Co-Investigator	2
	Co-Investigator	3
	Co-investigator	4
	Co-Investigator	5
	Study co-ordinator *	6
	Study co-ordinator *	7
	Laboratory Technician	7
		8

* Study coordinator may preferably be a person specifically appointed for coordinating the clinical trial; other than the staff member (assistant / associate professor).



INSTITUTIONAL ETHICS COMMITTEE (IEC)

**Bharatiya Vidya Bhavans Sardar Patel Institute of Technology
Munshi Nagar, Andheri (West), Mumbai 400 058
(91)-(022)-26707440, 26287250**

(Please place tick marks against assigned duties for each member in the following table).

Code	TASKS	Role 1	Role 2	Role 3	Role 4	Role 5	Role 6	Role 7	Role 8
A	All relevant documents pertaining to protect blinding.								
B	Research participants selection/ Screening.								
C	Obtain informed consent.								
D	Evaluate inclusion/ exclusion criteria.								
E	Conduct the visit assessments.								
F	Physical examination.								
G	Complete the source documents.								
H	Complete Case Record Form .								
I	Final review and sign Case Record Form.								
J	Collect laboratory safety test samples.								
K	Review & sign of the lab reports.								
L	Person to whom research participants should contact in case of adverse event.								
M	Report all serious adverse events								
N	Follow up of Serious Adverse Event								
O	Maintaining study site master file								
P	In-charge of inventory & supplies								
Q	Archiving of study documents								
R	Resolution of queries								
S	Overall coordination and supervision								

Signature with date of Principal Investigator: _____