# Delegation of Authority (DOA) Log Completion Policy

**Appendix 4:** Note to File

The Study-Specific Delegation of Authority (DOA) Log, as per revised HDFCCC policy titled “Delegation of Authority (DOA) Log Completion Policy” (Revision 1 – Effective 12/01/2018) will be created as per the following processes:

1. Site Committee Administrator for each site committee will have all research staff sign the Study Personnel Master Signature Page at their Site Committee Meeting. The Site Committee Administrators will upload into Complion.
2. Trials opening to accrual on or after December 01, 2018:
   1. Study-Specific DOA log will be created by the study assigned staff and signed by the Principal Investigator before any study specific tasks are completed. Sponsor provided DOA logs will no longer be completed.
   2. Study assigned staff will ensure all staff listed on the Study-Specific DOA log have a Master Signature Page uploaded in Complion. If no Master Signature Page is available, the staff will ensure the page is signed and uploaded.
3. Trials currently open to accrual (i.e. open to accrual before December 01, 2018):
   1. Study-Specific DOA log will be created by the study assigned staff and signed by the Principal Investigator by **February 01, 2019**.
   2. Study assigned staff will ensure all staff listed on the Study-Specific DOA log have a Master Signature Page uploaded in Complion. If no Master Signature Page is available, the staff will ensure the page is signed and uploaded.
   3. The staff will decommission any previous versions of the DOA log by putting the end date for all staff as the date the new Study-Specific DOA log was signed by the PI. The staff should ensure any other relevant signatures are. The staff will file this Note to File with the decommissioned and complete the bottom section of this Note to File with the relevant details.
   4. The decommissioned DOA log, Note to file and new Study Specific DOA log will be filed in the study specific regulatory binder.
4. Trials currently open (i.e. in follow-up) but closed to accrual (i.e. closed to accrual before December 01, 2018):
   1. Study-Specific DOA log will be created by the study assigned staff and signed by the Principal Investigator by **April 01, 2019**.
   2. Study assigned staff will ensure all staff listed on the Study-Specific DOA log have a Master Signature Page uploaded in Complion. If no Master Signature Page is available, the staff will ensure the page is signed and uploaded.
   3. The staff will decommission any previous versions of the DOA log by putting the end date for all staff as the date the new Study-Specific DOA log was signed by the PI. The staff should ensure any other relevant signatures are. The staff will file this Note to File with the decommissioned and complete the bottom section of this Note to File with the relevant details.
   4. The decommissioned DOA log, Note to file and new Study Specific DOA log will be filed in the study specific regulatory binder.

CC# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date new Study Specific DOA log effective (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date previous DOA log was decommissioned (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_