**AHU Delegation of Authorization Log (DOA)**

**This form substitutes the HRP-201 Research Personnel form.**

**This form is to be completed upon initial submission and renewal and upon any changes to the study team.**

**List the name of each research team member, then enter the email, role(s) abbreviation, and duties. Check the legend of Roles and Duties below.**

**Multiple roles and duties may be entered for each team member.**

**This document must be a comprehensive list of ALL team members, INCLUDING the Principal Investigator (PI).**

|  |
| --- |
| 1. **Contact Information**
 |
| **Proposal Title:** | Click or tap here to enter text. |
| **Principal Investigator's Name:** | Click or tap here to enter text. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Email** | **Degree Program and Department** | **If faculty, describe status (full-time, part-time, adjunct, affiliated) and the highest degree earned.**  | **OPID or Student ID** | **Role in the Study Abbreviation (see legend below)**  | **Duties (see legend below)** | **Date of request to add personnel after initial approval (May not conduct research until IRB Approved)** | **Date of request to remove personnel** |
| **Joe Cool** | **Joe.Cool@ahu.edu** |  |  |  | **PI** | **A, B** |  |  |
| **Jane Doe** | **Jane.Doe@ahu.edu** |  |  |  | **SUB** | **B** |  |  |
| **John Doe** | **John.doe@ahu.edu** |  |  |  | **STUD** | **B** |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |  |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |  |  | Click or tap here to enter text. | Click or tap here to enter text. |  |  |

\*Add rows as needed.

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| **Investigator Attestation** |
| **By submitting this form, the investigator attests to compliance with "POLICY: Investigator Obligations (HRP-070)."** |

**Legend Roles:**

|  |  |  |
| --- | --- | --- |
| **Role abbreviation**  | **Role Full Name** | **Role Definition** |
| **PI** | Principal Investigator | Assumes full responsibility for overseeing the study, including study design and conduct, ensuring other team members are properly trained to fulfill their duties and functions, and ensuring that all regulatory and ethical requirements are met |
| **SUB** | Sub-Investigator | Assists in the study design and conduct under the leadership of the principal investigator. Assumes the responsibilities of the principal investigator if needed |
| **STUD** | Student | Participates in the study as part of an academic requirement |
| **STAT** | Statistician | Responsible for data analysis |
| **REG** | Regulatory | Responsible for preparing and maintaining regulatory documents and/or complete IRB submissions |
| **VOL** | Volunteer  | Acting as a volunteer (AH or AHU volunteers must upload their volunteer job description) |
| **OTHER** | Other  | Indicate Role |

**Legend Duties:**

|  |  |
| --- | --- |
| **Letter Duties Designation** | **Duty** |
| **A** | Study Oversight |
| **B** | Data Collection and Verification |
| **C** | Contact or Communication with Subjects OR Access to identifiable information |
| **D** | Statistical Analysis |
| **E** | Academic Mentor |
| **F** | Preparation of Regulatory Documents |
| **G** | Complete IRB submission-Maintain Regulatory Documents |
| **H** | Consenting |