



National Institutes of Health
National Institute of Allergy
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Bethesda, Maryland 20892
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From: Manizhe Payton, Director, Office of Clinical Site Oversight

TO: NIAID/DAIDS HIV/AIDS Network Leadership, Operations Center Principal Investigator(s), Clinical Trial Unit (CTU) Principal Investigators, Clinical Research Site (CRS) Leaders, CTU Coordinators, CRS Coordinators, Data Management Center Directors

RE: *Minor Updates to DAIDS SCORE Manual Relating to Documentation of Training, and the Addition of an FAQ Relating to the Use of Synchronized Clocks*

DAIDS has made some minor revisions to the SCORE Manual's requirements for the documentation of training.

The CRS Personnel Qualifications, Training and Responsibilities section has been updated with following minor revisions on pages 6-7:

1. Clarification of information to be documented when a Certificate of Training is not provided.
2. Removal of requirement for documenting:
 - Role of the trainer
 - Signature of trainer
 - Training delivery method
3. Addition of language regarding alternatives to use of wet signatures.
4. Updates to optional Training template logs to remove the following fields:
 - Training delivery method (Training-specific log only)
 - Principal Investigator / Investigator of Record Name
 - Protocol Number
 - Trainer Signature and Date

In addition, a clarification on synchronization of clocks has been added to the SCORE Manual FAQ. These changes are effective immediately and are now available on the NIAID website. If you have any questions about these changes, please reach out to your OCSO Program Officer.