



National Institutes of Health  
National Institute of Allergy  
and Infectious Diseases  
Bethesda, Maryland 20892  
**5601 Fishers Lane**

Date: August 30, 2021

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 CenterDirectors

RE: ***Minor Updates to DAIDS SCORE Manual: DAIDS Delegation of Duties Log Template***

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DAIDS has made minor revisions to the DAIDS Delegation of Duties (DoD) Log Template contained in the Clinical Research Site (CRS) Personnel Qualifications, Training and Responsibilities Section of the DAIDS SCORE Manual.

The minor revisions to the Significant Study-Related Duties Section of the DoD Log Template include:

1. Removal of the following study-related duty which was repeated in items #5-7 on page 3
  - Obtain and Document Medical History (source documents). *This study-related duty now appears only once as item #4 on the DoD Log Template.*
2. Addition of study-related duties:
  - Enters/Manages Data (#5)
  - Manage Regulatory Documents/Submissions (#6)

The DoD template is currently being revised and we anticipate the revised template will be available under the Personnel Qualifications, Training and Responsibilities Section of the SCORE Manual on the NIAID website within the next month.

If you are using the DAIDS DoD template, you are not required to transition existing DoD logs to this new template. However, if you are using the DAIDS DoD template, we recommend you use this updated template for all new studies to be started at your site.

If you have any questions about these changes, please reach out to your OCSO Program Officer.