Assigning named individuals to standard operating procedure tasks (form R100)

Bringing medicines to life

SOP Version V1.0

Version #1 of task assignment

Task	Generic functional/Job designation	Designated responsible individual	Affiliation of responsible individual	Start date	End date
<CEO (Chief Executive Officer), delete as applicable>	Ensures <sponsor> has appropriate processes and resources in place to manage disclosure activities				
<Head of Development, delete as applicable>	Ensures <sponsor> has appropriate processes and resources in place to manage disclosure activities				
<Medical Director, delete as applicable>	Ensures <sponsor> has appropriate processes and resources in place to manage disclosure activities				
Study management	Study Leader[1]				
Managing all posting activities on applicable clinical trial registries	Disclosures Co-ordinator[2]				
Oversees local (UK) disclosure activities and responsibilities	UK disclosures responsible				
Reviewing and approving disclosure information prior to posting	Disclosure Reviewer[1]				

[1] For these roles, the linking of role and staff member/job incumbent can be done in study specific documentation.

[2] If this role is not assumed by a <Sponsor> staff member and also not outsourced to a dedicated outsourced resource, replace name of responsible with cross-reference where this is defined and documented.

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Managing the publication process of an article, poster, etc	Lead Author[1]				
Ensuring adequate review of a manuscript	Lead Reviewer[1]				
Liaison between Disclosure Co-ordinator and clinical team	Clinical Team Representative[1]				

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Version #	Activity/Task	Signature	Date
1	**Reviewed by:**		
	<Name>		
	<Position> (Job role)		
	Approved by:		
	<Name>		
	<Position> (Job role)		
	Task assignment effective on:		<Date>
	Revision due by:		<Date>
	Revision overseen/managed by:		
	<Name>		
	<Position> (Job role)		

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