

September 15, 2023

TO: ALL NATIONAL CLINICAL TRIALS NETWORK MEMBERS; CTSU  
FROM: SWOG Quality Assurance Department ([qamail@swog.org](mailto:qamail@swog.org))  
RE: SWOG Delegation of Task Log (DTL) Template Updates

---

**MEMORANDUM – Delegation of Task Log (DTL) Template Updates**

The purpose of this memorandum is to inform sites that the Delegation of Task Log (DTL) Templates for SWOG Studies in CTSU have been updated to include Non-Physician Investigator (NPIVR) for Eligibility Assessment and End Point Assessment.

The following is a summary of the changes:

1. Updated the allowed registration types for Eligibility and End Point Assessment tasks on all DTL templates. Note that the version date for the templates will not change.
2. Updated DTL will include a comment at the bottom of each template, “CTSU expanded allowed registration types for the Eligibility and End Point Assessment tasks to included NPIVR per SWOG request and CTEP approval.”
3. All newly created DTLs will allow Eligibility Assessment and End Point Assessment to be assigned to NPIVRs.

Sites will not be required to take any action; they can leave their site-level DTLs as they are. If sites do want to make new assignments to NPIVRs, they may do so, and they will need to obtain Clinical Investigator sign-off per the usual procedure for these two tasks.

For any questions, please review the DTL help pages or contact CTSU.

This memorandum serves to notify the NCI, and SWOG Statistics and Data Management Center.

cc: PROTOCOL & INFORMATION OFFICE