**TPL007 FILE NOTE TEMPLATE**

**File Note**

|  |  |
| --- | --- |
| **Study** | **P0XXXX [INSERT TITLE]** |
| **Chief Investigator/Principal Investigator** |  |
| **Date** |  |
| **File** | **[e.g. Site File, Sponsor File, Pharmacy File etc. Document which TMF section number]** |
| **Subject** |  |

[Insert a description of the file note here and actions (if any are required) taken]

**Author (Print Name + role) Signature Date**

Is PI review required Y/N

If yes

**PI (Print Name + role) Signature Date**