**Appendix A: FILE NOTE TEMPLATE**

**File Note**

|  |  |
| --- | --- |
| **Study**  | **P0XXXX [INSERT TITLE]** |
| **Chief Investigator/Principal Investigator** |  |
| **Date** |  |
| **File**  | **[e.g. Site File, Pharmacy File etc]** |
| **Subject** |  |

[Insert a description of the file note here]

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