**DIVISION OF RESEARCH AND INNOVATION**

**Note to File**

|  |  |
| --- | --- |
| **Protocol Title:** |  |
| **R&D Number:**  |  |
| **Principal Investigator:** |  |
| **Note to File Title:**  |  |
| *Guidance text – please delete from final Note to File** *Be clear, concise, concrete, correct, considered, complete, courteous and consistent.*
* *The SBARD (Situation, Background, Assessment, Recommendation, Decision) format can be helpful.*
* *Remember that the issue or event may also need to be reported on Datix or as a deviation to the Sponsor and R&D.*

Summary: Explanation / description:Corrective action:Preventative action:  |
| **File Note Author** |
| **Name:** |  | **Role:** |  |
| **Signature:** |  | **Date:** |  |
| **Principal Investigator** |
| **Signature:** |  | **Date:** |  |