**DIVISION OF RESEARCH AND INNOVATION**

**Note to File**

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| --- | --- | --- | --- | --- |
| **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:** |  |