



# VCU

## Research and Innovation

### Note to File – Template

**Date:** *[include date of NTF creation]*

**Protocol Title/IRB Number:** *[Include short title and IRB number]*

**Participant Number (if applicable):** *[Add participant number or N/A]*

**RE:** *[Topic of NTF i.e., ICF process change, missing signatures on DOA]*

*[Body of NTF: include a detailed description of the observation or occurrence, the root cause or reason for the observation or occurrence, the outcome including the corrective action to prevent the observation or occurrence from happening again and planned actions to resolve the problem.]*

*Include dates of corrective action (can be the same or different date as NTF) and any additional comments or information not covered above.*

*The format of this section can be in a paragraph, numbered list or bulleted list.]*

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*[Type name of CRC or Research Nurse; signature line]*

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**Date**

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*[Type name of PI; signature line]*

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**Date**