**Instructions**

This template may be used if a research team wishes to document the reason an amendment was not filed for an Exempt or FLEX/Registration project in accordance with MCW IRB policy. A note-to-file is optional, and the below template can be modified as needed.

# Note-To-File

|  |  |
| --- | --- |
| **PRO #:** | Enter PRO # of study. |
| **Project Title:** | Enter title of study as displayed in eBridge. |
| **Principal Investigator:** | Enter name of Principal Investigator. |
| **From:** | Enter your name, include role on study.  |
| **To:** | Enter where this will reside such as Study Folder, Regulatory File, etc. |
| **Re:** | Enter brief description of what change will occur  |
| **Date:** | Enter today’s date. |
| **Effective Date of Implementation:** | Enter date this change will be implemented. |
| **Description of change:** | Enter description of change. |
| **Rationale for change:** | Enter rationale for change. |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**