**Note to file**

**Subject:**

**To:**

**Date:** Month Date, Year

**Prepared by:** [addName, Degree, Title]

The purpose of this note to file is to [add the details of the purpose here]

Summary:

Provide a summary of the incident/situation here.

Corrective Actions:

List the corrective actions taken to remedy the incident/situation here.

Preventive Actions:

List the preventive actions to prevent similar incident/situation from happening in the future.

[If applicable, include a summary of how this incident/situation impacted the implementation of the relevant MATRIX study, including but not limited to informed consent, participants’ safety, completion of study procedures, data integrity, and sample collection, processing or analysis]

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[add Title of Signatory] Signature Date (mm/dd/yyyy)

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[add Title of Signatory] Signature Date (mm/dd/yyyy)