**Note to file**

*Please follow the instructions below to complete this document; once completed, please remove all comments highlighted in yellow and send this document* ***as pdf*** *to the Sponsor of the study using following Email example: “Since database related documents are stored outside of the Trial Master File, please file this attached document in the Database section of the Trial Master File/ study documentation.”*

**Subject:**

Trial Master File or study documentation: Storage of database related documents during trial conduct.

**Study name**:

|  |
| --- |
| *### - Study name* |

**Storage of documents**:

|  |  |
| --- | --- |
| **Documents** | **Place** |
| * Codebook/Data dictionary (incl. any update) * CRFs | *Please delete the non-applicable URL:*  <https://redcap.ctu.unibe.ch> <https://secutrial.insel.ch/> <https://secutrial.insel.ch/DC2>  Note: if restricted user rights prevent to export yourself contact CTU Data Management to provide the needed file. |
| * CDMS user manual | *Please delete the non-applicable URL:*  <https://redcap.ctu.unibe.ch> <https://secutrial.insel.ch/> <https://secutrial.insel.ch/DC2> |
| *Please delete if not applicable*   * Database Approval Sponsor | *Please delete if not applicable*  CTU Bern  Mittelstrasse 43  3012 Bern |

Data Manager:

*Name*