Ascension Wisconsin Research Education and Quality Management

**Participant ID Log Guidance Document**

This tool was created to document contact information for subjects enrolled in a research study to ensure they can be contacted at a later date if needed.

**Tips for GCP Documentation**

* Use black ink.
* Use proper error correction method –draw a single line through the error, initial and date with today’s date and write the correct information as close to the error as possible.
* Ensure numbers are written clearly.
* Do not put a line through the number “0” and “7” when written.
* No write overs.
* Include the month, date and year when documenting a date.
* Do not use correction fluid or “white out”.
* Data much be written in each column or row, even if it is repeats. Do not use an arrow or ditto marks.

**Tips for Completing the Form**

* Print the form and maintain in the Regulatory Binder.
* Complete Investigator Name, Study Title and IRB #.

**Complete Upon Enrollment**

* Column 1: Complete the subject’s assigned ID #.
* Column 2: Complete the subject’s full name.
* Column 3: Complete the subject’s mailing address and/or telephone number.

**Sample**

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| **Principal Investigator:** | **Joe Smith, MD** |
| **Study Title/IRB #:** | **Nursing Care Survey/IRB #0123** |

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| --- | --- | --- |
| **Assigned ID #** | **Participant Name** | **Contact Info (if needed)** |
| **001** | **Amy Smith** | **400 W. River Woods Parkway**  **Milwaukee, WI 53212** |
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**Participant ID Log**

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| **Principal Investigator:** |  |
| **Study Title/IRB Number:** |  |

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| **Assigned ID #** | **Participant Name** | **Contact Info (if needed)** |
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