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| --- | --- |
| Note to FileA note to file should describe the error/omission/deficiency and the reason for the occurrence(s) referencing relevant protocol/policies/procedures. Be sure to note any corrective action or follow-up when applicable. Notes to file should be filed with project documentation and kept for 3 years after project closure. v09.20.17 | C:\Users\cbcholka\AppData\Local\Microsoft\Windows\INetCache\Content.Word\UNM_OfficeInstitutionalReviewBoard_Horizontal_RGB.PNG1805 Sigma Chi NE | Tel: (505) 277-2644 Website: irb.unm.edu | Email: IRBMainCampus@unm.edu |

IRB #:

Project Title:

Written By: (include name and role in research)

Date Noted:

Subject:

Note:

*(Be case specific unless the error/omission/deficiency is the result of a certain re-occurring erroneous task OR when it refers to a prospective change in process/practice such as a revision to a data collection sheet that has been in use but is being modified due to an identified error or to provide clarity)*