Date: **XX/XX/XXXX**

Study Name:

Protocol/IRB Number:

Principal Investigator:

RE: Transition to electronic investigator site file, Veeva SiteVault

This note to file is to document that this study has transitioned to a 21 CFR part 11 compliant electronic investigator site file, Veeva SiteVault. As of **XX/XX/XXXX**, the study team will stop adding documents to the paper investigator site file (ISF).

The documents filed in the paper ISF prior to the listed date **will/will not** be uploaded to Veeva SiteVault and will be available for review per study requirements.

Documents initially completed with wet ink signature(s) will continue to be maintained in their original format. These documents will be available for review per study requirements.

Once applicable, all paper files will be archived in accordance with regulations.

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**Signer name**

**Signer position/role on study**