**INSTRUCTIONS: NOTE TO FILE – PI Privileges**

**Purpose:** To document all sites where a PI has privileges to conduct research activities.

**Useful to:** Clarify for the FDA why the address of the PI on the Form 1572 may vary from study site addresses.

**Instructions:**

* Complete this template on a case-by-case basis for a principal investigator.
* The template will be signed and dated by the individual who is completing the note-to-file.

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| **NOTE TO FILE** |
| **PI:** Click or tap here to enter text. | **Date** Click or tap here to enter text. |
| **Study Title:** Click or tap here to enter text. |
| The purpose of this note to file is to clarify that the study PI, Enter PI Name, Credentials, Title, has a primary appointment with LSU Health Sciences - New Orleans located with an office located at Enter PI Office Address at LSUHSC. He/she also has privileges at the following site(s): * Enter Site Name(s), Address

The site(s) serve as training grounds and medical practice locations for LSUHSC physicians. His/her privileges there cover both clinical and research activities. Therefore, the PI’s CV will state an affiliation with his/her home institution and the FDA 1572 will list the practice site(s) for the study.  |

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| **Signatures:**  |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *PI Signature*  *Date* |
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