

R&D Inventory Checklist

Study Identification (Record as much information as possible)

Study Name

R&D Reference No.

IRAS No.

REC or EudraCT No.

List of box contents

Evidence to Archive and retention period from Sponsor

One study only per archive box unless the sponsor is the same then multiple studies may be archived in the same box

**To be completed by the Research Delivery Team or record holder and placed in the archive box
(One inventory for each box) for Quality Control check by R&D**