**Screening, Enrollment, & Withdrawal Log Template**

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| **Purpose/Guidance:**An enrollment log is used to document chronological enrollment of subjects by participant ID. An enrollment log is required for both observational and interventional research studies and provides a comprehensive list of all participants who were screened for eligibility and/or enrolled into the study. It is recommended the contents of the enrollment log are completed in a timely manner. Add enrollment data to the log in real-time so the information is as accurate as possible. Also, review the log periodically with research staff to ensure its accurate completion. If fields routinely go unanswered, consider revising the form so the log accurately reflects the study's enrollment status.Complete every applicable filed within the enrollment log. If an entry is unknown or not available at the time of enrollment, please add N/A to the field so anyone reviewing the materials knows the field was intentionally skipped. |

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| **Customization:*** Include any relevant study information, including but not limited to:
	+ Sponsor name
	+ Study identifier (protocol number)
	+ Site #
* Revise the log to capture additional enrollment information that may be needed, for example:
	+ Demographics
	+ Location
	+ Randomization
	+ Blinding
 |

***The template starts on the next page.*Screening, Enrollment, & Withdrawal Log**

**Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_**

**Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| Participant ID | **Date of consent** | **Date of****screening *(if applicable)*** | **Participant enrolled*****(yes/no)*** | **If not enrolled,** **reason for exclusion** | **Date of participant withdrawal *(if applicable)*** | **If withdrawn, reason for withdrawal** |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |
|  |  |  | Y [ ]  N [ ]  |  |  |  |