# Veeva SiteVault Free — Study eBinder Quick Reference Card

*24 Jun 2021*
*(SiteVault Free Version 21R1.3.02)*

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| Key Study Materials | Clinical Study Report, Site Contact Details, Sponsor/CRO Contact Information |
| Protocol - ICF - IB | Informed Consent Form (blank), Investigator Brochure, Marketed Product Material, Protocol, Protocol Clarification, Protocol Summary of Changes |
| Manuals & Procedures | Decoding Procedures, Procedure Manual, Sample Case Report Form |
| Participant Facing | |
| Recruiting & Consenting | Advertisement for Recruitment, Informed Consent Form (blank)*, Participant Information Sheet |
| Study Conduct | Diary (blank), Participant Materials - Other, Participant Questionnaire (blank), Study Participation Card |
| Participants | |
| Logs | Participant Adverse Event Log, Participant Enrollment Log, Participant ID Code List, Participant Screening Log, Protocol Deviations, Specimen Tracking |
| Source | Informed Consent Form (signed), Source |
| CRFs | Completed CRFs |
| IRB/IEC | |
| Submissions | IRB/IEC Response, IRB/IEC Submission |
| Compliance & Qualifications | IRB/IEC Compliance, IRB/IEC Composition, Reliance Agreement |
| Reg Authority Submissions | Regulatory Authority Response, Regulatory Authority Submission |
| Other Committees | Ancillary Committee Response, Ancillary Committee Submission |
| Monitoring | Monitoring Visit Confirmaton Letter, Monitoring Visit Follow Up Letter, Monitoring Visit Log |
| PI Oversight | 1572 or Equivalent, Acceptance of IB, Acceptance of Marketed Product Materials, Delegation of Authority, Protocol Signature Page |
| Staff | |
| Qualifications | Biosketch, CV, Medical License, Signature & Initials, Training Evidence (non study-specific) |
| Financial Disclosures | Conflict of Interest, Financial Disclosure Form |
| Study Training | Training Evidence (study-specific), Training Material |
| Safety | Adverse Event Report, Expedited Safety Report |
| IP & Supplies | Equipment Log, Investigator Brochure*, IP & Supply Shipping, IP Accountability, IP Destruction, IP Excursions, IP Instructions for Handling, IP Sample Label, Marketed Product Material* |
| Lab | Lab Certification, Lab Director Qualifications, Lab Normal Ranges |
| Correspondence & Notes to File | Correspondence, Note to File, Site Activation |
| Contracts & Budgets | Budget, Confidentiality Agreement, Contract, Data Privacy Form, Insurance, Internal Budget, Invoice |
| Feasibility | Feasibility Questionnaire, Protocol Synopsis |

** = secondary filing location for this record*