

Memorandum of Transfer to and Receipt of Research Study Records by Research Services

Part A

To be completed by the person coordinating the transfer of research records to Research Services and signed by the principal investigator (PI). Please print names to ensure they can be read.

To: Research Services

From: _____
(Person coordinating the transfer of the boxes)

Location: _____
(Room No. and building name)

Re: Notice of transfer of research records to Research Services

This memorandum confirms that the following research records have been transferred to Research Services for storage. Details of the transfer are:

1. **Date of Transfer:** _____
(yyyy/mm/dd)
2. **Name of Study PI:** _____
3. **Number of Boxes Transferred:** _____
4. **Name of Person Making Transfer:** _____
5. **NSHA REB Number:** _____

By checking here, I confirm that these boxes contain only study-related documents and that I have followed the guide for properly preparing and packing these boxes for storage. Note: All boxes are subject to spot checks to confirm that the contents are properly packed.

Signature of PI

Date: (yyyy/mm/dd)

Part B

To be completed by Research Services and returned to the research group transferring records.

To: _____ and _____
Person coordinating the transfer PI

From: Research Services

Date: _____ (yyyy/mm/dd)

Re: Acknowledgement of Transfer of Research Study Records to Research Services

This will confirm that _____ boxes of research study documents have been received for storage with Research Services.