# Assent and Parental Permission Enrollment Log *-* Instructional

|  |
| --- |
| **Purpose/Guidance:**An enrollment log is used to document chronological enrollment of subjects by trial number. An enrollment log is required for both observational and interventional clinical research studies and provides a comprehensive list of all subjects 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. |

|  |
| --- |
| **Customization:*** Study information table can be revised to include more relevant information, including but not limited to:
	+ Sponsor name
	+ Study identifier (protocol number)
	+ Site #
* Log can be revised to include name of person obtaining consent/assent
* If parent is also enrolling as a participant themselves, log can be revised to include date and version of parental consent
* “Notes” column can be removed if not needed
* Add and delete columns/rows as needed
 |

***The template starts on the next page.***

# Assent and Parental Permission Enrollment Log

|  |
| --- |
| **Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_****Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

| **Participant ID** | **Date of Assent** | **Version of Assent Form** | **Date of Parental Permission** | **Version of Parental Permission Form** | **Notes** |
| --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|  |  |  |  |  |  |

# Assent and Parental Permission Enrollment Log

|  |
| --- |
| **Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_****Study Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

| **Participant ID** | **Date of Assent** | **Version of Assent Form** | **Date of Parental Permission** | **Version of Parental Permission Form** | **Notes** |
| --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|  |  |  |  |  |  |