





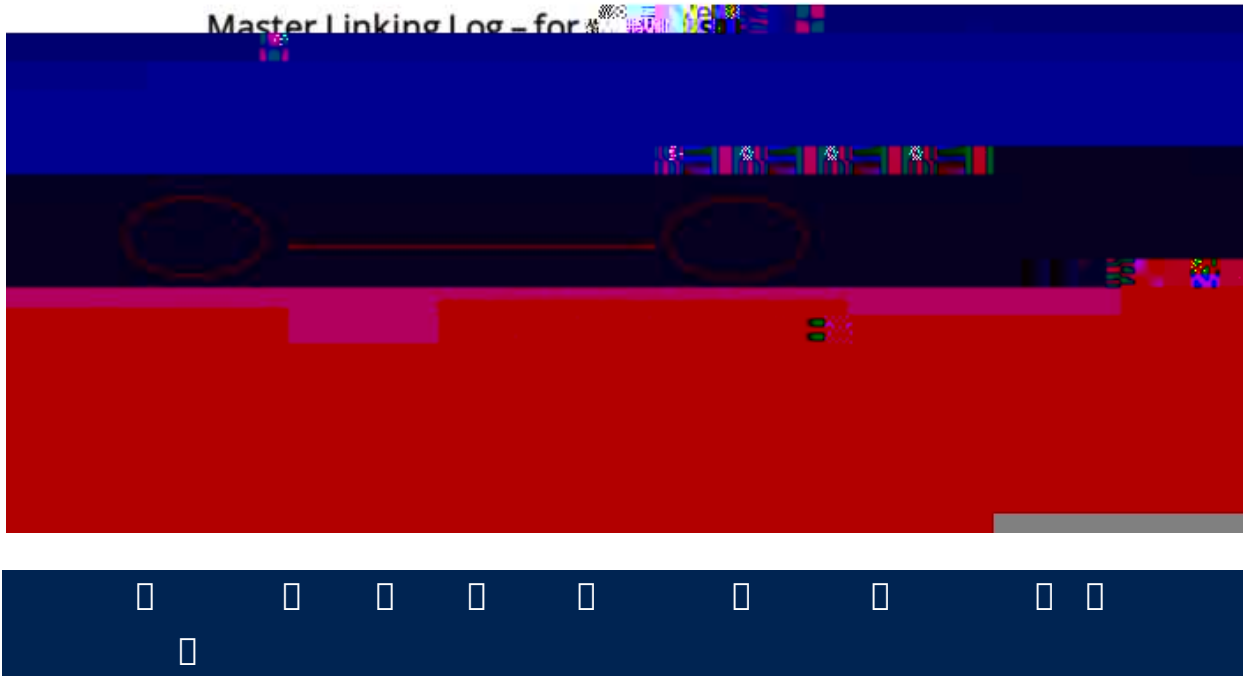
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Key information that must be present in the Master Linking Log includes:

1. Study title and PI information.
2. Study ID: A unique code assigned to each enrolled participant. This code is used consistently throughout the study to avoid confusion and ensure data accuracy.
3. Version date of the document and page number (located in the footer).
4. Direct participant's identifier: A



Master Linking Logs that do not use MRN as the identifier (i.e. for some health care related studies where no access to medical information is necessary, or studies submitted to GREB) the master linking log might contain more than 1 identifier (example, collection of full name AND phone number for contact purposes). However, each identifier added to the master linking log must be justified to the REB. The onus is on the researcher to justify to the REB the use of more than one identifier.



Data collection sheets are used as a record keeping tool during the study to track participant's collected data. Participant's study data must be entered using the unique study ID (assigned in the master linking log – see above)

- d. Status Updates: Updates on the participant's progress within the study, including completed visits, missed appointments, discontinuations, withdrawals, or completion of the study.
- e. Participant's Contact/Follow-up: Plans for contact or follow-up activities during the study.
- f. Other relevant study information (as applicable).

Note to researcher: do not use any identifiable information on the data collection sheets; only study IDs must be used. Data can be linked back to identifiable information through the master linking log.

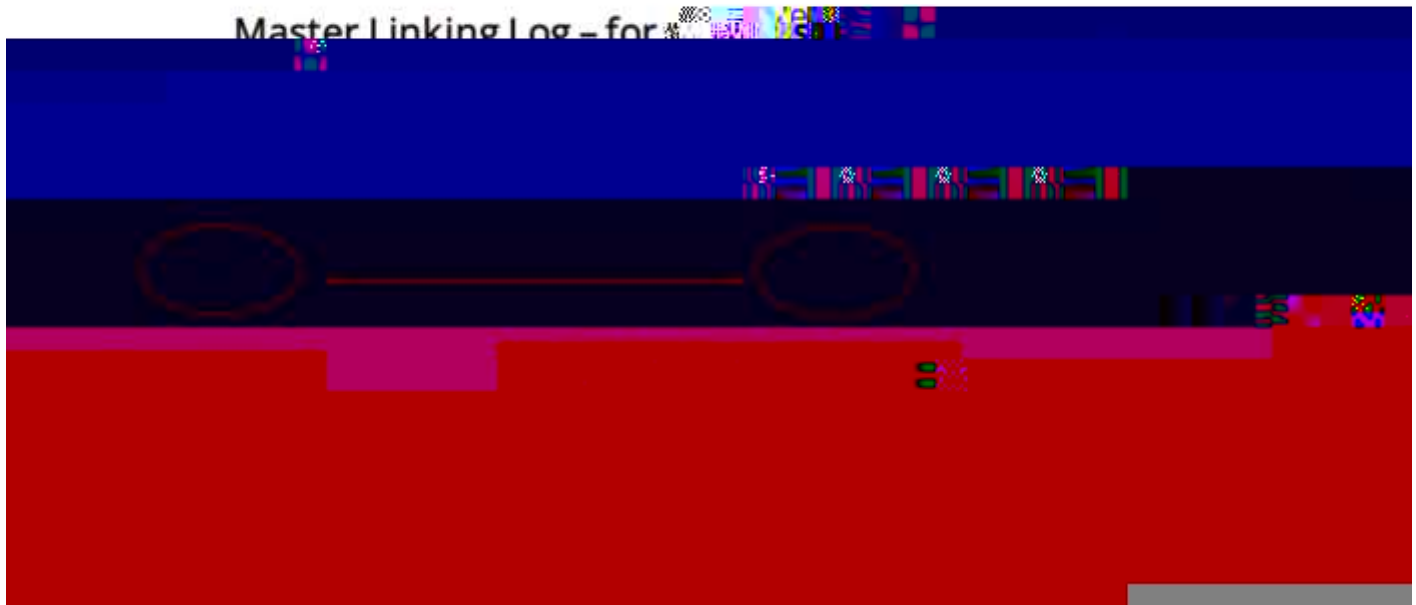


1. When a participant is enrolled in the study, assign a unique Study ID to them, and include one piece of identifiable information that will be used for the master linking log.

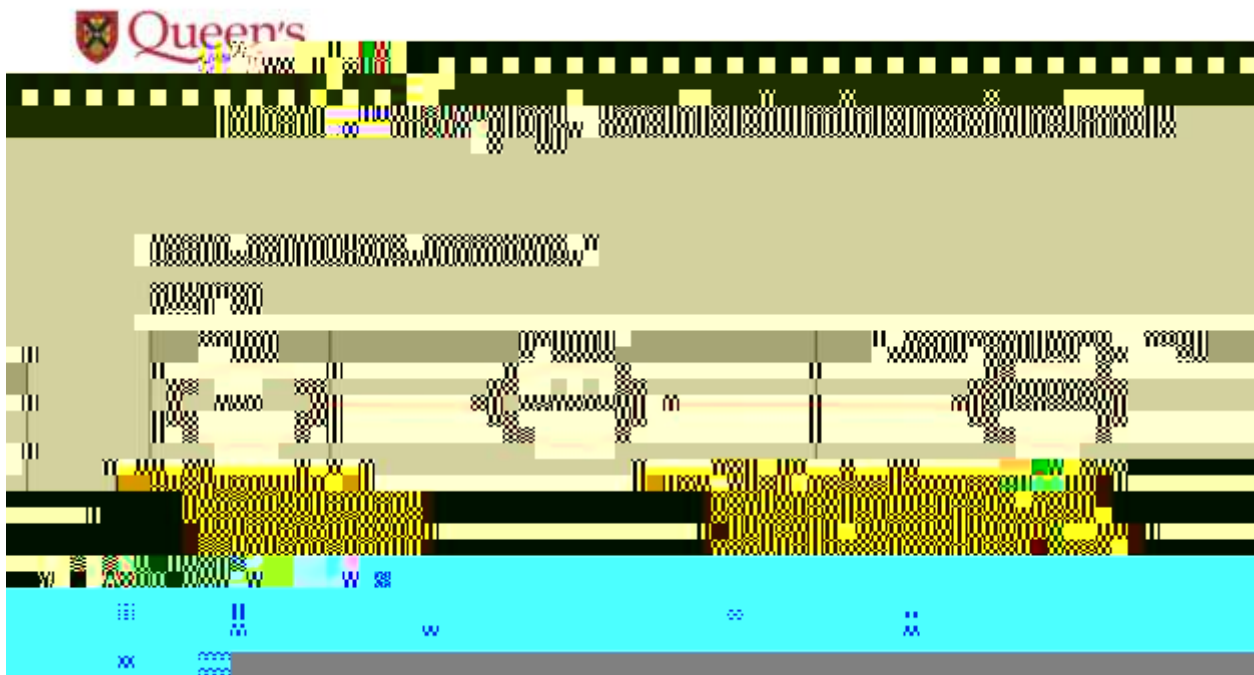
Two examples are provided below; note (as indicated by the arrows) that you can link back any study information recorded with study ID to each individual participant through the use of the Master Linking Log:

Example A: In this scenario, MRN is used as unique identifier for participant, and a combination of letters and numbers was used as study ID. As noted above, the MRN provides access to the participant contact information, therefore this information should not be included in the linking log.





Example B. In this scenario, no MRN is collected, thus access to contact information is not possible through medical records. In this case, a unique identifier (full name) is stored in the master linking log along with phone number, for contact purposes. Phone numbers can be considered identifiable information, and justification must be provided to the REB.



2.