



Identification Code List Guidance

Updated June 12, 2023

This guidance document outlines the procedure to follow when maintaining a confidential list of names of all subjects' allocated study numbers upon enrollment into a clinical research study conducted at the GWU MFA. This Guidance Document applies to research team members involved in maintaining a confidential list of names of all subjects' allocated study numbers upon enrollment into a clinical research study conducted at the GWU MFA. The principal investigator retains this responsibility unless the investigator has expressly delegated this duty to a research team member and the delegation is documented on a study specific Delegation of Authority Log.

IDENTIFICATION CODE LIST

- Maintain a confidential list of names of all eligible subjects given study numbers at the screening/enrollment visit.
- Maintain the list in such a manner that allows the investigator/ institution to reveal the identity of any subjects and contact such subjects, if needed.
- Maintain the Identification Code List in a secure location at the GWU MFA.
- Maintain the Identification Code List separate from the Source Documents (ie. in the Regulatory Binder).

ATTACHMENT

- Sample Identification Code List

