**NIMH Master Investigational Product Dispensing and Accountability Log Template**

***Tool Summary*** *(Remove Tool Summary before finalizing and distributing the document)*

***Purpose:*** *This template may be used to record and document drug dispensing and accountability of investigational product.*

***Audience/User:*** *Principal Investigator and study team members who are delegated to manage investigational products*

***How to Use This Template***

*This template contains two types of text: instruction/explanatory and example text.* ***Instruction/ explanatory text*** *are indicated by italics and should be deleted. Footnotes to instructional text should also be deleted. This text provides information on the content that should be included.* ***Example text*** *is included to further aid in document development and should either be modified or deleted. Example text is indicated in [in brackets regular font]. Within example text, a need for insertion of specific information is notated by <angle brackets>. Example text can be incorporated as written or tailored to a particular document. If it is not appropriate to the document, however, it too should be deleted.*

***Version control*** *is important to track document development, revisions, and amendments. It is also necessary to ensure that the correct version of this document is used by all staff conducting the study. With each revision, the version number and date located in the header of each page should be updated.*

| Date IP dispensed to Participant | Participant ID | Lot No. | Expiry Date | No. of tablets dispensed To Participant | IP Dispensed By  (Initials) to Participant | Date IP returned from Participant | No. of tablets returned by Participant | IP Received By  (Initials) | Verification by CRA  (Initial and Date) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**NIMH Master Investigational Product Dispensing and Accountability Log Template**

**PROTOCOL TITLE:**

**PROTOCOL NO.:**

**INVESTIGATIONAL PRODUCT:**

**PRINCIPAL INVESTIGATOR:**

**SITE NAME:**