**Appendix 10
Request for Completion of Sponsor Green Light Checklist – 2 month reminder- Single Site**

*(EDGE XXXX Study Title: request for Completed Sponsor Green Light Checklist – 2 month reminder)*

*Attach Appendix 1A and SOP S-1045*

*MARK EMAIL AS URGENT*

Dear *(insert name)*

Thank you for submitting your Final report for the study.

To enable the Sponsor to complete the end of Sponsor Green Light Process as per Sponsor SOP S-1045 (attached). Please complete the End of Sponsor Green Light Checklist 1A and return to the UHL Research & Innovation Department for our Sponsor records, via UHLSponsor@uhl-tr.nhs.uk. We ask that you do so within the next **30 days.** If you have not finalised the checklists please contact the UHL Research & Innovation Department, via UHLSponsor@uhl-tr.nhs.uk as a matter of urgency to discuss when you anticipate the checklists being completed.

Should you have any queries with regards to the completion of the form, please feel free to contact us.