**Appendix 11
Request for Completion of Sponsor Green Light Checklist
2 month reminder – multi-site**

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

*MARK EMAIL AS URGENT*

*Attach Appendices 1A and 1B SOP S-1045*

*(EDGE XXXX Study Title: End of Sponsor Green Light Checklist request )*

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). We request that you send End of Sponsor Green Light Checklist 1B to the Principal Investigators for all collaborating centres for completion.

Once all completed 1B checklists are received from the collaborating centres, please complete End of sponsor Green light Checklist 1A.

Please forward all completed documents to the UHL Research & Innovation Department via UHLSponsor@uhl-tr.nhs.uk for our Sponsor records within 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/s, please feel free to contact us.