**Appendix 2  
 Due Date Reminder**

*(Due date reminder)*The Sponsor will send a reminder notification (Appendix 2), on the planned end date asking for progress update, with further emails if no response received.

Dear (*insert name)*

As you will be aware there is a requirement for researchers to submit an End of Study Declaration to the REC at study completion.

Our records show a planned end date for your study of DD/MM/YYYY has now been reached. We would like to take this opportunity to ask for an update on the expected date of the end of study declaration.

If you are ready to submit your End of Study Declaration we would be grateful if you could submit to the UHL Research & Innovation Department please, via UHLSponsor@uhl-tr.nhs.uk. We will then ensure submission to the appropriate Regulatory bodies/agencies.

If you have not finalised the report, we would be grateful if you could advise the UHL Research & Innovation Department, via UHLSponsor@uhl-tr.nhs.uk as to when you anticipate the completion.

Please do not hesitate to contact us if you have any queries or concerns regarding this.

Many thanks for your continued help and support in this matter