**Appendix 3  
9 Month Reminder**

*(9 month reminder)*The Sponsor will send a reminder notification (Appendix 3), at 9 months from EoS 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 a Final Study Report/Publication and update EudraCT/ISRCTN/Clinicaltrials.com within 12 months of the End of Study Declaration.

As you submitted your End of Study Declaration for **EDGE \*\*\*\*\*\*\*\*** (*Insert study title*) on **\*\*/\*\*/\*\*\*\***, you now have **90 days** left and we would like to take this opportunity to ask for an update on how your Final Study Report/Publication is progressing.

If you have already produced your Final Study Report/Publication, we would be grateful if you could forward a copy to the UHL Research & Innovation Department for our Sponsor records 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/Publication, we would be grateful if you could advise the Research & Innovation Department via [UHLSponsor@uhl-tr.nhs.uk](mailto:UHLSponsor@uhl-tr.nhs.uk) as to when you anticipate the Report/Publication being completed.

Once you have submitted your Final Study Report/Publication you need to ensure that EudraCT/ISRCTN/Clinicaltrials.com and any other relevant public databases are updated and upload a copy of the Final Study Report/Publication.

If you have already updated all relevant databases and uploaded your Final Study Report/Publication we would be grateful if you could confirm this to the UHL Research & Innovation Department for our records please, via [UHLSponsor@uhl-tr.nhs.uk](mailto:UHLSponsor@uhl-tr.nhs.uk)

If you have not yet had the opportunity to update all relevant databases and/or upload you Report/Publication can we ask that you do so within the next **90 days** and provide the UHL Research & Innovation Department with confirmation when this has occurred please, via [UHLSponsor@uhl-tr.nhs.uk](mailto:UHLSponsor@uhl-tr.nhs.uk)

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