**Appendix 5  
11 Month Reminder**

*(11 month reminder)*The Sponsor will send a reminder notification (Appendix 5), at 11 months from EoS asking for progress update, with further emails if no response received.

*MARK EMAIL AS URGENT*

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 only **30 days** left to submit the Final Study Report/Publication within the required regulatory timeframe.

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, via [UHLSponsor@uhl-tr.nhs.uk](mailto:UHLSponsor@uhl-tr.nhs.uk) as a matter of urgency please. We will then ensure submission to the appropriate Regulatory bodies/agencies. If you have not finalised the Report/Publication, please contact the UHL Research & Innovation Department, via UHLSponsor@uhl-tr.nhs.uk as a matter of urgency to discuss 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 **30 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