**APPENDIX 6**

**Template email text for final reminder Annual SAE Line Listing for UHL Hosted studies:**

Dear (insert name of PI)

We wrote to you on xx/xx/xx reminding you of previous request on xx/xx/xx for a line listing of all Serious Adverse Events for your study:

EDGE ID xxxxx

Study Title xxxxx

You may have overlooked the emails (attached for your information) but now require that you urgently give the request your attention.

Please respond with the line listing by XX/XX/XX. Please note that failure to comply with these requests may require that the UHL SOP C-2013 UHL Non Compliance be implemented at a Major finding which may affect your research applications in the future.

Kind regards