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| Form number | **51.019A** | Version  | **1.0** |
| Title | **Project Status E-Mail Template** |

*Passed end of study date email to PI/CI:*

Dear [PI/CI],

Study Title: [Study title]

R&I Ref: [R&I Ref]

Study End date: [Study end date]

The above study has now passed its end date. If the study is completed could you please inform us of the study end date? If you wish to extend the study, this needs to be agreed with any funders and an amendment needs to be submitted.

In the absence of an update on project status, it will be escalated to the Research Governance Manager and reported as a non-compliance and a determination will be made by R&I co-sponsor if the project is to be closed.

Yours Sincerely,

Senior Research Administrator

*End of study declaration/ Submission to REC (Non-CTIMPs)*

Dear [PI/CI],

Study Title: [Study title]

R&I Ref: [R&I Ref]

Study End date: [Study end date]

Please can you complete the end of study declaration form attached and submit this to the REC who gave a favourable opinion within 90 days of the study ending (defined in the protocol). Please copy myself and [SRC’s email] into this correspondence and send us the acknowledgment correspondence from the REC, so we are able to file this and update SReDA.

Yours Sincerely,

Senior Research Administrator

*End of study declaration (CTIMPs submitted through combined review)*

Dear [PI/CI],

Study Title: [Study title]

R&I Ref: [R&I Ref]

Study End date: [Study end date]

Please can you complete the end of study declaration form and submit this via IRAS within 90 days of the study ending (defined in the protocol) using the form attached. This automatically submits the notification to the REC and MHRA. For CTIMP and IMP/Device trials that were not submitted through combined review, you will need to complete the form available on the MHRA website and email this to the MHRA and REC. Please send myself and [SRA’s email] into this correspondence and send us the acknowledgment correspondence from both REC and MHRA so we are able to file this and update SReDA.

Yours Sincerely,

Sponsor Research Coordinator

*End of study declaration for studies with HRA/HCRW approval (No REC review)*

Dear [PI/CI],

Study Title: [Study title]

R&I Ref: [R&I Ref]

Study End date: [Study end date]

Please can you complete the end of study declaration form and submit this to HRA directly at approvals@hra.nhs.uk within 90 days of the study ending (defined in the protocol) using the form attached. Please copy myself and [SRA’s email] into this correspondence so we are able to file this and update SReDA.

Yours Sincerely,

Research Facilitator

*End of Study Acknowledgement and final report*

Dear [PI/CI],

Study Title: [Study title]

R&I Ref: [R&I Ref]

Thank you for sending the end of study acknowledgement from REC/MHRA/HRA (Delete as appropriate). The final report should be submitted within 12 months of the End of Study deceleration form using the following link: <https://www.hra.nhs.uk/approvals-amendments/managing-your-approval/ending-your-project/final-report-form/>.

Yours Sincerely,

Senior Research Administrator

**Form signatories**

|  |  |
| --- | --- |
| Prepared by |  |
| Signature | Shanice White | Date |  |
| Approved by |  |
| Signature | Melissa Robert | Date |  |

**Document history**

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| --- | --- | --- |
| **Version** | **Date** | **Description** |
| 1.0 | 22/04/2025 | First Release  |

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