

### Sponsor Study Sample End of Study Notification Form

Provisional Form
                                 
  Final Form

**Section A**

UOL study reference number	< Sponsor to populate >
IRAS reference	< Sponsor to populate >
Edge Reference	< Sponsor to populate >
Study Title	< Sponsor to populate >
Chief Investigator	< Sponsor to populate >
Contact Name for person in the department that manages samples	< Sponsor to populate >
Contact email	< Sponsor to populate >
Study Completion date	< Sponsor to populate >
Date End of Study declaration form submitted to REC	< Sponsor to populate >
Date any HTA samples must be moved to HTA licensed area	< Sponsor to populate >

**Section B**

<b>Are samples being kept for future use?</b>	YES/NO
If Yes, please confirm that valid consent forms exist for all samples and will be kept for the duration of sample storage and complete section C below.	
If No, please confirm the date samples have been disposed of in accordance with local policy and go to section F	
Are these arrangements the same as declared in the IRAS form?	YES/NO

**Section C**

Number of samples to be stored for future use (Please insert further lines as required)	Type of Sample	Please tick if relevant material under HTA 2004 (see website for details)

**PLEASE NOTE THAT LONG TERM STORAGE OF ANY RELEVANT MATERIAL MUST BE IN A HTA LICENSED AREA**

Section D

Current Freezer location	Long Term Storage Freezer Location
Site	Site
Building	Building
Address	Address
Freezer Asset ID	Freezer Asset ID
	Date Moved

Section E

Location of consent forms	
Do you have a Sample Storage Log?	Yes / No
If yes, please confirm location of the Sample log:	
Do you have full temperature logs for the duration of the sample storage?	Yes/No
If no, please give details.	
Have there been any temperature excursions or freezer breakdown that may have compromised the integrity of the samples?	Yes/No

Section F

I confirm that the above information is accurate:	
CI Name:	
Signed:	
Date:	

**Internal Office Use Only**

<i>Provisional Form Actions</i>	
• <i>EDGE updated</i>	<i>Date</i>
• <i>PD notified</i>	<i>PD Name/Date</i>
• <i>Reminder for Final Form set up</i>	
• <i>Reviewed by RGM or HTA Governance Officer</i>	<i>Signature/Date</i>
• <i>Acknowledgment email sent</i>	<i>Date</i>
<i>Final Form Actions</i>	
• <i>EDGE updated</i>	<i>Date</i>
• <i>PD notified</i>	<i>PD Name/Date</i>
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