



**UNIVERSITY OF LEICESTER, UNIVERSITY OF LOUGHBOROUGH  
&  
UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST  
JOINT RESEARCH & DEVELOPMENT SUPPORT OFFICE  
STANDARD OPERATING PROCEDURES**

**University of Leicester (UoL) Research Governance Office  
SOP S-1038 UoL**

Version 3, October 2016

**End of Study Reporting Requirements for Research Studies  
Sponsored by the University of Leicester (UoL)**

OFFICE BASE

Research Governance Office  
Research & Enterprise Division  
University of Leicester  
Fielding Johnson Building  
University Road  
Leicester  
LE1 7RH

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## **1. INTRODUCTION**

This Standard Operating Procedure (SOP) describes the processes required at the end of a research study. There are reporting obligations in addition to ensuring transparency of research study data.

There is an expectation that clinical study data be published including a summary of results on a publically accessible register. In addition, there are regulatory requirements to submit final study reports to the UoL Research Governance office, the REC, HRA and the MHRA as appropriate.

## **2. SCOPE**

This SOP applies to all research studies that are sponsored by the University of Leicester (UoL).

## **3. DEFINITION**

The reporting requirements are triggered from the date of the end of the study which should be provided in the protocol. In most cases it will be the date of the last visit of the last subject undergoing the study. The end of the recruitment period does not automatically signify the end of the study.

## **4. END OF STUDY NOTIFICATION**

It is the responsibility of the CI to complete the appropriate forms and submit these to the Sponsor of the end of the study. The Sponsor will then forward the information to the REC which gave a favourable opinion of the research, the HRA and the MHRA as appropriate.

### **4.1 Notification to the REC**

There are separate forms for use in clinical trials of investigational medicinal products (CTIMPs) and all other research. The appropriate form should be sent within 90 days of the end of the study. The Sponsor does not have a separate form to complete. The forms published on the HRA website should be used.

### **4.2 Declaration of the End of a Clinical Trial of an Investigational Medicinal Product to MHRA**

A 'Declaration of the end of a Clinical Trial' form should be sent to the MHRA within 90 days of the end of the study. Once the declaration of the end of a clinical trial form has been received by the MHRA, only the end of trial study report will be accepted. After this stage it is not possible to submit any further amendments to the trial.

## 5. EARLY TERMINATION OR ABANDONED STUDIES

If a study is terminated early for any reason, including lack of recruitment or lack of funding, the Sponsor must notify the REC, HRA and the MHRA (as appropriate) within 15 days of the date of termination with an explanation of the reasons for the early termination. Where it is necessary to seek ethical review of related actions such as informing subjects and arranging continuing care and follow up outside the study, a notice of substantial amendment could be submitted alongside the declaration of early termination.

If a study is abandoned prior to commencement the CI or Sponsor should notify the main REC, HRA and MHRA as appropriate in writing, outlining the reasons for abandoning the study.

## 6. FINAL REPORT ON THE RESEARCH

A summary of the final research report should be sent to the REC, HRA and MHRA for CTIMPs, within 12 months of the end of the study. Production of the report is the responsibility of the CI who should submit it on completion to the Sponsor who will then forward it to the REC, HRA and MHRA as appropriate. There is no standard format for final reports. As a minimum, it should include information about whether the study achieved its objectives, the main findings, and arrangements for publication or dissemination of the research, including any feedback to participants.

## 7. PARTICIPANTS AT THE END OF STUDY

At the end of the research study it is expected that all commitments made to the participants as described in the IRAS application, the protocol and the Patient Information Leaflet will be fulfilled. This may include care after research and/or providing information about the outcome of a study.

## 8. PUBLICATION AND DISSEMINATION

Researchers and Sponsors are expected to ensure, as a minimum that research is registered and summary results are published on a suitable publicly-accessible register. Reference to the IRAS ID number should be made in publications and reports to allow tracking of transparency commitments made to the funder and REC /HRA.

<http://www.hra.nhs.uk/research-community/end-of-study-and-beyond/publication-and-dissemination/#sthash.oYlqr1IA.dpuf>


## 9. RESPONSIBILITIES

Responsibility Undertaken by		Activity	
1	CI	CI or delegate	Complete End of Study Notification form and submit to Research Governance Office (All studies)
2	CI	CI or delegate	Complete Declaration of the end of a Clinical Trial Form if applicable (CTIMPs) and submit to Research Governance Office.
3	Sponsor	Research Governance Manager (RGM) or delegate	Submit End of Study Notification forms and Declaration of the end of a Clinical Trial Forms to the REC and MHRA respectively within 90 days of the end of study.
4	CI	CI or delegate	Produce a final research report and submit to the Research Governance Office.

Responsibility Undertaken by		Activity	
5	Sponsor	RGM or delegate	Submit the final research report to the REC (and MHRA if applicable) within 12 months of the end of the study.
6	CI	CI or delegate	Fulfil obligations made to participants regarding the end of the study.
7	CI	CI or delegate	Fulfil the requirements of the Health Research Authority (HRA) regarding transparency of research results.

This table is used to track the development and approval of the document and any changes made on revised / reviewed versions:

### Development and approval Record for this document

<b>Author/Lead Officer:</b>	Joanne Thompson
<b>Job Title:</b>	Medical Writer, Clear Clinical Research Ltd
<b>Reviewed by:</b>	Research Sponsorship Management and Operations Group
<b>Approved by:</b>	Professor Nigel Brunskill 
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### Review Record

Date	Issue Number	Reviewed By	Description Of Changes (If Any)
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Oct 2016	3	Diane Delahooke	Change of logo and RGO address. Consistency checks with UHL and HRA updates.

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