EudraCT Reporting Tips

- **Close Down Workflow**: Create a close-down workflow. Audit the process going forward.
- **Email Specific Details**: At the end of the trial, send details to CT submissions at the MRA with heading and trial number.
- **Searching for Studies**: Use boolean operators to search databases to find variations of the sponsor number.
- **Time Lag**: Remember to allow a minimum of 15 working days from uploading to EudraCT to publicly see the results.

**Sponsor Review**
Ask the specific question WHO will undertake the EudraCT upload? Add to delegation of responsibilities agreement. Audit the process.

**Add Key R&D Staff**
Key R&D staff need to be added to facilitate the results upload process. Assign primary user agreement.

**Use latest Template**
The template has been updated since EudraCT relocated to Amsterdam.

**Terminated Studies**
Upload the end of study declaration or a file note outlining waiting MRA response.