

# EudraCT Reporting Tips

## 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



## 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 MHRA response



## Close Down Workflow

Create and add to close down workflow. Audit the process going forward



## Email Specific Details

At the end of the trial send explicit email to CT submissions at MHRA with heading end of trial results and EudraCT number



## Searching for Studies

Use boolean operators or search moderators to find variations of the sponsor eg AND, OR, \*, ""



## Time Lag

Remember that it takes a minimum of 15 working days from uploading to EudraCT to publically seeing the results