

# Guidance Note for Submitting End of Study Reports

## 1. CREATE END OF STUDY REPORT FORM:

From your Work Area in LEON you should select the title of the relevant project.

- Select 'Create Sub-form'  on the left-hand side and select 'end of study report' from the drop-down list.
- Select 'create'.

## 2. COMPLETE THE END OF STUDY REPORT FORM:

Add details of your study to the end of study report form.

- Part One of the form 'Study Details' will be partly prepopulated from the original submission – please use this to ensure that you have selected the correct study and add the actual study end date.
- Part Two of the form should be completed as indicated.

## 3. SIGN END OF STUDY REPORT FORM:

Once completed the form should be signed by the applicant.

## 4. SUBMISSION:

Once signed by the applicant the form will automatically be submitted to the Ethics Approvals Sub-Committee. You will receive confirmation of submission by email.