**Follow-Up Report Template**

* + - * Serious Adverse Events reports to clinical trials evaluation department (CTE department).
      * They must be reported to (CTE deparment) within [7 days] of the

Principal Investigator becoming aware of them.

* **Interim follow-up report to clinical trials evaluation department:**

-Interim **follow-up report** of clinical trials areexpectally to be received at **three monthly** intervals.

-For trials of **less than one year duration**, an interim report at about **half way** through the trial should be provided.

**The interim follow-up report should include:**  
- Numbers of participants enrolled to date.  
- Numbers of participants who have completed the study.  
- Number of enrolled participants that have left the study.  
- Number of doses of each trial medicine used to date.  
- List of Serious Adverse Reactions - report with causality.  
- List of all adverse reactions.  
- List of any changes to trial personnel - including full CV and Declaration.  
- List of Monitor and Audit reports to date.

-List of any change regarding Clinical Trial package data.

**Date:**

**To:**

**Protocol Title:**

Follow Up report covering from \*\*\* to \*\*\*

Study Status: Pending/Recruiting/Completed

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| **Site Name** | **PI** | **Site Activation Date** | **Total Screened Subjects** | **Enrolled** | **Screening Failure** | **SAE** |
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