[insert study name] Newletter

[Insert Study Name] Study Update for Site Investigators and Coordinators

[Insert Issue Date/Number]

# [Insert cover story headline]

**Newsletter Purpose**:

A site team newsletter should communicate study progress and appreciate site teams for their work and effort on the study.

**Newsletter Style Tips:**

Use 12-point or larger font size.

Select font and background colors that are highly contrasted and consistent throughout the newsletter. Avoid colors that are difficult colors to read (e.g. yellow and green).

Inside this Issue

[Article title] [Page #]

[Article title] [Page #]

[Article title] [Page #]

Contact

[Insert contact name]

[Insert contact number]

[Insert contact email]

OR

[Insert Study Website URL]

Be sure to leave plenty of space between content on the page for maximum readability.

Select high-quality images that do not appear blurry.

**Suggestions for Cover Story Content (more on page 3):**

Select a cover story that speaks to the study’s progress since last reported. Consider including a study progress timeline or table.

Express your appreciation to site teams for their work in achieving the latest trial milestone.

Remind sites about the study’s goals and the study’s contribution to [insert research area] research and impact on the [insert research area] community.

Consider formatting your headline story as a letter from the study’s principal investigator to site teams to provide a more personal touch.

 [*Note: Be sure to replace the above text with your lead story.*]

# [insert study name] statistics

Consider including graphs or tables to illustrate study progress. Be sure graphs/tables have clear trends that can be easily interpret.



[*Note: Be sure to replace the above images with your study graphs/tables.*]

#  Study superstars Study Timeline

Use this section to call out sites that have been successful at achieving study milestones.

During the recruitment period, this section may include a list of top enrolling sites.

During the retention period, you may highlights sites that respond to data queries promptly. Consider featuring a site that was able to persuade a participant to remain in the study.

# [insert inside story headline]

 **Suggested Cover/Inside Stories:**

* A feature with a study participant or patient advocate sharing why this study is important to the [insert research area] community
* A feature about a recent event for individuals living with [insert research area] (fundraisers, educational events, etc.)
* A feature about the next key milestone for the study and what is required to achieve it
* A feature about a standout site explaining how they have been successful
* An articles highlighting a recent development in [insert research area] research

[Replace this text with a quote from the inside story or a summary of an interesting point. You can position the text box anywhere in the document.]

#  Don’t Forget! fun facts!

Use this section to call out important reminders. Consider providing tips to remember these tasks and explain why it is important to the study’s success

Reminders may relate to:

* Data completeness
* Site payments
* Eligibility criteria
* Protocol amendments
* Important reminders for study participants

Use this section to call out fun facts about study leadership or sites.

Consider surveying study leadership and/or site investigators and coordinators about their pets, favorite foods, movies, vacation spots, and present the top responses.

Show a lighter side of the study and allow sites to get to know study leadership or one another.

Thank you for your time and effort on the [Insert Study Name] study!

Your work is critical to improving the lives of people with [insert research area] disease.