[insert study name] Newletter

[Insert Study Name] Study Update for Participants and their Families

[Insert Issue Date/Number]

# [Insert lead story headline]

**Newsletter Purpose**:

A participant newsletter should communicate study progress and appreciate participants for their contribution to 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.

Avoid scientific jargon and define unfamiliar terms.

**Suggested Cover Story Content (more on page 3):**

Select a cover story that speaks to the study’s progress since last reported (e.g., recruitment completed; all participants completed X visits; study complete, etc.).

Express your appreciation to study participants for their contribution in achieving the latest trial milestone.

Remind study participants about the study’s goals and the importance of clinical research participation.

Consider formatting your headline story as a letter from the study’s principal investigator to study participants 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, such as number of participants who completed X visits or the study. Be sure graphs/tables have clear trends for study participants to easily interpret.



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

# Study timeline Don’t forget!

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:

* Taking the study drug on a regular schedule
* Avoiding prohibited medications
* Bringing certain materials (drug kit, [insert research area] medications) to study visits

# [insert inside story headline]

**Suggested Lead/Inside Stories**

* A feature about the study’s principal investigator(s) including a photograph to familiarize your audience with study leadership
* A feature with a 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 story about the value of research participation
* A feature about the next key milestone for the study and what is required to achieve it

[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.]

# FAQs fun facts!

# 

Use this section to call out fun facts about the study teams.

Consider surveying site investigators and coordinators about their pets, favorite foods, movies, vacation spots, etc.

Show a lighter side of the study and allow participants to become familiar with the study team.

Use this section to answers questions frequently asked by study participants or address confusing aspects of the study.

**Q: [Insert questions]?**

A: Be sure answers are written in a lay friendly manner.

**Q: [Insert questions]?**

A: Remember to avoid complex scientific terms.

Thank you for your participation in the [Insert Study Name] study!

You are making an important contribution to [insert research area] research.