Appendix 31 – BRANY IRB Standard Operating Procedures

GUIDELINES FOR DRAFTING CLINICAL TRIAL PROTOCOLS (based on the International Conference on Harmonization GCP Guidelines for Clinical Trial Protocol Development)

To promote sound scientific design of research protocols, the BRANY IRB recommends that the following elements be included when designing a research protocol:

General Information to be included in the Protocol

- Protocol title, protocol number, and version date. Any protocol amendments should also bear include the amendment number and date.
- Name and address of the sponsor and monitor (if other than the sponsor).
- Name, title, address, and telephone number of the medical expert for the trial.

Background Information may include:

- Name and Description of the investigational product.
- Summary of results from prior clinical trials
- Summary of known and potential risks and benefits, if any, to subjects.
- Description and justification for the route of administration, dosing regimen and treatment period.
- A statement that the trial will be conducted in compliance with the protocol, GCP and the regulations.
- Description of the population to be studied.
- References to literature and data relevant to the trial that also provide background for the trial.

Objectives/Purpose of the study:

- Include a detailed description of the objectives and the purpose of the trial.

Trial Design:

- State the primary and secondary endpoints, if any, to be measured during the trial.
- Include the design of the trial (e.g., double-blind, placebo controlled, parallel design) and a schematic diagram of the trial design, procedures, and stages.
- Describe measures to minimize and/or avoid bias (e.g., Randomization, Blinding).
- Describe the treatment, dosage, dosing regimen of the drug, as well as description of the dosage form, packaging and labeling of the experimental product.
- Include the expected duration of subject participation and a description of the sequence and duration of all trial periods, including any follow up.
- Describe when a subject's participation in the trial may be discontinued.
- Include Accountability procedures for the investigational product, including placebo and any comparators.
- Maintenance of randomization codes and any procedures for breaking such codes when necessary.
- Include a Risk Benefit Analysis when appropriate.
- Describe the potential risks.
- Identify steps taken to minimize risk.
- Describe possible benefits.
- Describe alternative treatments that are available to treatment the condition under study.

Selection and withdrawal of Subjects:

- Include subject inclusion criteria
- Include subject exclusion criteria. Women of childbearing potential may not be routinely excluded from participating in research; however, pregnant women should be excluded unless there is clear

justification why they should be included. Participation of adult subjects in research should not be age-restricted unless there is scientific or medical justification.

Additional restrictions may apply to research involving minors or any other category of vulnerable subjects. Provide justification for any enrollment restrictions. Research should include sufficient enrollment of persons of diverse racial/ethnic backgrounds to ensure that the benefits and burdens of research participation are distributed in an equitable manner.

- Include withdrawal criteria and procedures specifying when and how to withdraw subjects from the trial and the investigational product; the type and timing of the data to be collected for withdrawn subjects; whether and how subjects are to be replaced; and the follow up for subjects that are withdraw from the trial and/or the experimental product. If applicable, describe how subjects terminating their participation will be returned to their standard care (e.g. taper off study medication and return to prior regimen of care)

Treatment of Subjects:

- Include medications permitted (including rescue medication) and permitted before and during the trial.
- Procedures for monitoring subject compliance

Assessment of Efficacy:

- Specify the efficacy parameters
- Include the methods and timing for assessing, recording, and analyzing efficacy parameters.

Assessment of Safety:

- Specify the safety parameters
- Include the methods and timing for assessing, recording, and analyzing efficacy parameters
- Procedures for eliciting, recording and reporting Adverse Events and intercurrent illnesses.
- Identify the type and duration of follow up for subjects that experience an adverse event.

Statistics:

- Describe the statistical methods employed and the timing of any interim analysis.
- Include the number of subjects planned to be enrolled. For multi-center studies, include the total number sites expected and the total number of subjects to be enrolled across all sites. Additionally, provide the rationale for the sample size, the calculations on the power of the trial and the clinical justification.
- Include the level of significance to be used.
- Criteria for the termination of the trial.
- Procedure of accounting for missing, unused and spurious data.
- Procedures for reporting deviations from the original statistical plan.
- Include the selections of subjects to be included in the analyses (e.g. all randomized subjects, all dosed subjects, evaluable subjects).

Direct Access to Source Data Documents:

- State who will have access to the data and how the data will be used. If data with subject identifiers will be released, specify the person(s) or agency to whom the information will be released and the purpose of the release.
- Address trial related monitoring, audits, and regulatory inspections.