Standard Operating Procedure CCTU/SOP021

Pre Trial Procedures for Investigators (CTIMPs)

1. Scope

This SOP applies to all Chief Investigators (CI) running clinical trials of investigational products (CTIMPs) sponsored by the Trust.
This SOP does not apply to commercially sponsored trials or research sponsored by an external non-commercial organisation.

2. Purpose

To ensure that trials are planned, organised and commenced in accordance with Trust, Regulatory, Research Governance and GCP requirements.

To ensure that Investigator's are fully informed of their responsibilities and that staff involved in a Trust sponsored CTIMP are trained in the study procedures.

3. Definitions and Abbreviations

The headings below contain the definitions of terms and meaning of abbreviations used within the document.

Common abbreviations and definitions can be found in CCTU/INF001 Common Abbreviations and Definitions.

3.1. Definitions

Term	Definition
Trust-Sponsored	Sponsored by Cambridge University Hospitals NHS Foundation Trust (CUH) or sponsored by CUH jointly with The University of Cambridge

3.2. Abbreviations

Abbreviation	Meaning
CI	Chief Investigator
CRF	Case Report Form
CTO	Clinical Trials Officer
CTM	Clinical Trials Monitor
GCP	Good Clinical Practice
IMP	Investigational Medicinal Product
MHRA	Medicines and Healthcare Products Regulatory Agency
PI	Principal Investigator
PIS & ICF	Patient Information Sheet and Informed Consent Form
REC	Research Ethics Committee
SSI	Site Specific Information

4. Undertaken by:

Chief Investigators (CI) and Principal Investigators (PI) within the Trust working on Trust sponsored EU CTIMPs

5. Items Required

None

6. Summary of Significant Changes

GP Letter and Participant Identification Card Templates

7. Method

The following sections provide a description of the processes to be followed when implementing this document's procedures.

Pre-trial procedures include everything from trial idea conception to trial initiation.

7.1. Initial Trial Contact

- The CI/PI or designee should contact the CCTU via cctu@addenbrookes.nhs.uk with an outline of their trial idea/proposal
- The trial will be allocated to a CTO who will contact the CI to arrange an initial trial meeting at a mutually agreed time

7.2. Initial Trial Meeting

- The meeting attendees should include the trial team (CI and Coordinator if available), CTO and CCTU Statistician
- The CTO will lead the meeting with the CI describing their idea in detail
- Items to be discussed/decided at the meeting include;
    - trial design (randomised, crossover, blind etc)
    - funding options available (including NIHR Portfolio Adoption)
    - patient populations
    - additional sites
    - IMP status/supply
    - Trust facilities required
    - REC, MHRA, R&D & GCP requirements for a Sponsored CTIMP trial costing support
    - Sponsorship arrangements (joint or sole sponsored)
    - insurance provision (joint sponsorship only)
    - Use of MACRO as the trial database or eCRF system where relevant
- The CTO will provide a meeting follow-up email to the CI/PI confirming the discussions and a list of actions to be completed
- The CTO will provide the CI/PI with appropriate documentation

7.3. Trial Grant/Funding Costing & Applications

- The CTO in collaboration with the relevant Trust departments are responsible for providing CCTU costs to be included in the grant/funding applications for all trials
- The CTO will facilitate obtaining costings for trial team resources, patient assessments and intervention costs for the CI
- Grant/funding applications should be reviewed by the CTO prior to submission to ensure that all associated costs are included, which will include a review by the relevant contact in Finance A final signed copy of the grant/funding application and all subsequent communications should be provided to the CTO for inclusion in the Sponsor file.

7.4. Protocol and Patient Document Generation & Review

- The CI/PI is responsible for developing the protocol, PIS/ICF, GP Letter and Participant ID Cards using the templates provided and interacting with the relevant departments as necessary to ensure that the relevant information is included (e.g. radiology for timings and duration of scans etc)
- CCTU Statistician can provide the relevant statistical information required for the protocol
- Once a final draft of these documents has been produced, they should be provided to the CTO to review
- Any/all changes required by the CTO will be written using the 'tracked changes' mode where appropriate to allow the easy review and implementation of the changes by the CI

7.5. Protocol Peer Review

- The scientific quality of the study should be reviewed by an external expert in this field and by someone who is not involved in the study
- The CTO will liaise with R&D to arrange for a suitable peer review of the protocol if not already completed by external Funders and Charities
- Internal Trust Committees include the Scientific Advisory Board (SAB), the R&D Oncology Committee Meeting, Wolfson Research Advisory Committee (WRAC), by a member of the Trust's Research Advisory Committee (RAC) or by the RAC itself (both of which are organised by an R&D Officer)
- Peer review can take up to 4 weeks to complete

7.6. IMP Supply & Agreements & Contracts

- The CTO will liaise with pharmacy for any IMP supply issues including importing IMP and manufacture of IMP
- Once a supplier has been identified, the CTO will liaise with the R&D Legal Team and the CI to ensure that the relevant Agreements are negotiated and implemented (including Technical Agreements)
- Any funding agreements will need to be reviewed by the R&D Legal Team

- Only a representative of R&D Legal Team can negotiate agreements on behalf of any trial within the Trust
- Only an R&D signatory can sign any trial related agreements

7.7. IRAS Completion

- REC, MHRA & R&D forms are generated from the IRAS system and all information included in this should be correct, in a lay language and sufficiently detailed
- The CI is delegated the responsibility for obtaining the approval from MHRA and the Research Ethics Committee for their trial
- Once a final draft of this document has been produced, it should be provided to the CTO to review
- The CTO will arrange for the CTA submission to be reviewed by the relevant pharmacy team prior to submission
- The CTO will review the IRAS dataset in full and provide a listing, usually by email, of all changes that are required to the CI and re-review once the changes have been made

7.8. All Submission Documents

- Once the CTO is satisfied that all required changes have been made to all the submission documentation, the final draft versions will be provided to R&D for their review and signature
- Only a representative of the Sponsor from R&D can sign/electronically sign the sponsor declaration page of the REC application form
- The final CTA Submission to the MHRA can be signed by the CI
- The R&D and SSI applications must be signed by the CI (SSI signed by the PI if different to the CI)
- Once all documents have been signed by the relevant parties the submissions can be made
- Other signatures will be required for NHS Permission purposes however the CTO will facilitate this process
- Copies of all final signed and submitted documents must be provided to the CTO by the CI within 5 working days of submission
- Copies of all correspondence with the REC & MHRA should be forwarded to the CTO.
- Any changes required by the REC, MHRA or R&D to the submitted documents should be reviewed and agreed for re-submission by the CTO

7.9. CRF Design & Trial Database

- The CCTU will work with the trial team to finalise the CRF in advance of the Trial Initiation Meeting
- All CRFs and Trial Databases must be compliant with relevant CCTU SOPs

7.10. REC & MHRA Approvals

- Once received, all approval documentation must be forwarded in a timely manner to the CTO to ensure R&D review and approval of the trial

7.11. Pre Initiation

- Approximately 3 -4 weeks in advance of the planned initiation meeting the CTO will provide relevant documentation for completion by the CI and trial team
- This documentation needs to be completed and returned to the CTO as soon as possible to allow the pre-initiation checks to be completed
- At this point, the CI will be notified of their allocated CTM
- Any outstanding documentation will be requested and must be provided prior to the meeting in order for the meeting to proceed as planned

7.12. Trial Initiation Meeting

- The CI is responsible for ensuring that all relevant trial team members attend the Initiation meeting as required
- The CTO, CTM and a representative from Pharmacy as a minimum will also attend the meeting. The meeting will be chaired by the CTO
- The initiation meeting will only proceed if all documentation and responses to queries have been provided
- The CI will sign the final CCTU/FRM012 Trial Initiation Form either at the meeting of shortly thereafter if any changes are required
- Upon CI signature of the CCTU/FRM012 Trial Initiation Form, the R&D Approval and Sponsorship letters will be provided
- Once the CCTU/FRM012 Trial Initiation Form has been signed by the CTO a copy will be provided for inclusion in the TMF

8. Monitoring Compliance with and the Effectiveness of this Document

a. Process for Monitoring compliance and Effectiveness

As part of routine monitoring visits, audit and inspection

b. Standards/Key Performance Indicators

This process forms part of a quality management system. Documents are reviewed every two years

9. References

The Institute of Clinical Research, 2008, Abbreviations used in Clinical Trials.

10. Associated Documents

None

11. Equality and Diversity Statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

12. Disclaimer

It is the user's responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

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