UNIVERSITY OF LEEDS

The Leeds Teaching Hospitals NHS
NHS Trust

End of Trial Procedures for CTIMP's Sponsored by LTHT or UoL.

1) When is the end of my clinical trial?

Chief Investigators (CIs), working on Clinical Trials of Investigational Medicinal Products (CTIMPS) sponsored by the University of Leeds or Leeds Teaching Hospitals NHS Trust, are required to track and notify the Sponsor QA Office when a trial meets its "end of trial definition".

The definition of end of trial should be clearly defined in your protocol and IRAS application form. Common definitions include "the last participant's last visit" or "last participant's last data point".

Any changes to the **definition** of end of trial have to be approved through the submission of a substantial amendment to the Sponsor and relevant regulatory bodies.

To prompt timely submissions of end of trial reports to the Sponsor Office, MHRA and REC, the Sponsor QA team will issue an email reminder to the CI and research team when the end of trial notification/report is due.

It is the CI's responsibility to keep the QA Office informed of any delays in reaching the end of trial definition.

2.) What happens when I reach my end of trial definition?

When the end of trial definition is reached, the Chief Investigator (CI) must notify:

- The Sponsor QA Office
- The approving REC
- The MHRA

CIs / research teams are also required to:

- Make arrangements for the final report on the research to be submitted to the REC and MHRA (**within** one year of the end of trial definition being met)
- Make arrangements and notify the relevant bodies of the future use of the data collected in the trial
- Fulfil commitments to study participants, such as informing them of the outcomes of the trial
- Arrange archiving for the Trial Master File

The local trial team is also responsible for notifying local NHS Trust services and any commercial services of the end of the trial, including NHS pharmacy services and other local support departments.

3.) How do I inform the Sponsor? (LTHT and UoL Sponsored Trials)

Once the end of trial definition has been met, the CI and research team are required to complete the "Notification of end of trial declaration from". A copy of the template form can be located on the MHRA website.

A draft copy of the form must be sent to the Sponsor QA Office for review prior to submission to the REC and MHRA. This allows the QA Office to check the information for completeness, but also triggers the Sponsor's end of trial procedures, specifically regarding the Sponsor File , and arranging monitoring close out visits (as required).

4.) How do I inform the REC?

The REC committee which originally gave a favourable opinion of the trial must be notified of the trial's conclusion **via email.**

This email submission must include a copy of the Declaration of End of Trial Form, and a cover letter notifying the REC in writing that the end of trial definition has been met.

This form must be emailed to the REC within **90 days of the end of the study (or within 15 days if the trial was terminated early).**

5.) How do I inform the MHRA?

The MHRA must be notified of the trial's conclusion via CESP. Please contact the QA Office to arrange access to the CESP system.

The CESP submission must include a copy of the Declaration of the End of a Trial Form (the same form used to inform the REC), and must be sent to the MHRA within **90 days of the global end of the trial (15 days if the trial was terminated early).**

6.) What do I need to do next?

It is good practice to start planning for the final analysis and report writing as soon as the end of trial form is submitted.

Within a year of the end of trial definition being met (or six months for paediatric trials), the CI is responsible for submitting a **final clinical study report** to the **Sponsor, REC and MHRA**.

As it is a regulatory requirement to submit this information within a year, it is the CI's responsibility to ensure the data base is locked and all required analysis is complete **prior** to this deadline. This should be accounted for when defining your end of trial definition during protocol development.

QA will issue a reminder to the research team at the start of the month in which the final report is due. However earlier submissions are encouraged.

7.) How do I submit the final clinical study report to the MHRA?

The MHRA mandate that the sponsor is responsible for uploading the end of trial summary results to the EudraCT database. **For LTHT/UoL Sponsored trials, this task is delegated to the CI or trials unit managing the study.**

The EudraCT database is the European Medical Agency's preferred format for ensuring future potential trial participants are able to view transparent clinical data online. Every trial is registered on the system at the time of requesting a EudraCT number.

To update the end of trial results, the trial record must be transferred to you as CI via either a letter of assignment, or by the Sponsor transferring the record to your EMA account. Please contact the QA Office for assistance.

To upload results the following information is required:

- General trial information (number of subjects enrolled, start date, trial objectives etc.)
- Subject Disposition (how many patients were screened, how long the results were analysed, how the patients were randomised)
- Study End points (primary and secondary endpoints)
- Adverse Events (any SAE's/SUSAR's which occurred on the trial)

- More trial information (any amendments or interruptions)

You must ensure before beginning the upload you have enough information to satisfy the above information requests and all study analysis is complete, as you cannot proceed with the submission if any fields have been left blank.

Once a data upload is completed and submitted via the EudraCT database, you do not need to submit a separate clinical summary report to the MHRA. However, you must send a confirmation email to CT.Submission@mhra.gov.uk once completed, with 'End of trial: result-related information: *EudraCT XXXX-XXXXXX-XX'* as the subject line. You will **not** get an acknowledgment email or letter.

If you have any issues with the upload to the EudraCT database, and for more detailed guidance, please contact the QA Portfolio Coordinator, who will be happy to share any associated guidance on uploading studies to the database, and is also available for 1-to-1 demonstration sessions of the system if required.

7.) How do I submit the final clinical study report to the REC

There is no standard format for final reports to the REC; however LTHT/UoL as sponsor has received confirmation from the REC that a PDF copy of the EudraCT upload is sufficient. Once the Eudract Upload has been completed, please email a copy to your approving REC, copying in the Sponsor QA Office.

8.) How do I submit the final clinical study report to the Sponsor

There is no need to send separate addressed letters to the Sponsor; instead all documentation should be forwarded to the QA Office alongside submission to the regulatory authorities.

An end of trial documentation pack will consist of the following: this should be mirrored in the Trial Master File.

- 1x End of trial notification form, fully signed by the CI and evidence of review by the Sponsor
- 1x Cover letter to the REC
- 1x PDF copy of the end of trial summary report
- Confirmation of submission of all the above

All associated correspondence related to the above should also be filed where appropriate.

Key Resources & Further Reading

http://www.hra.nhs.uk/research-community/end-of-study-and-beyond/

http://www.hra.nhs.uk/resources/during-and-after-your-study/end-of-study-notification-studies-other-than-clinical-trials-of-investigational-medicinal-products/

http://www.hra.nhs.uk/research-community/end-of-study-and-beyond/notifying-the-end-of-study/

http://www.hra.nhs.uk/research-community/during-your-research-project/preparing-for-the-end-of-the-study/

https://www.gov.uk/guidance/clinical-trials-for-medicines-manage-your-authorisation-report-safety-issues

http://www.ema.europa.eu/ema/index.jsp?curl=pages/special_topics/general/general_content_000489.jsp

* **Should you have any queries or concerns, or would like further information regarding the content of this bulletin, then please do not hesitate to contact the Sponsor Quality Assurance Office on Tel: 0113 30 60464** *