Accelerating Study Initiation

Presented by Ashley Waldie, MA, CCRP

Tuesday, July 30

2:15pm-3:15pm

UW Husky Union Building

Room 145

Accelerating Study Initiation: Institutional Resources to Catalyze Study Design

FRED HUTCH
UNIVERSITY OF WASHINGTON
CANCER CONSORTIUM
ITHS Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Ashley Waldie
Start-up Operations Manager
Clinical Research Support (CRS)

Learning Objectives

By the end of the session, you will be able to:

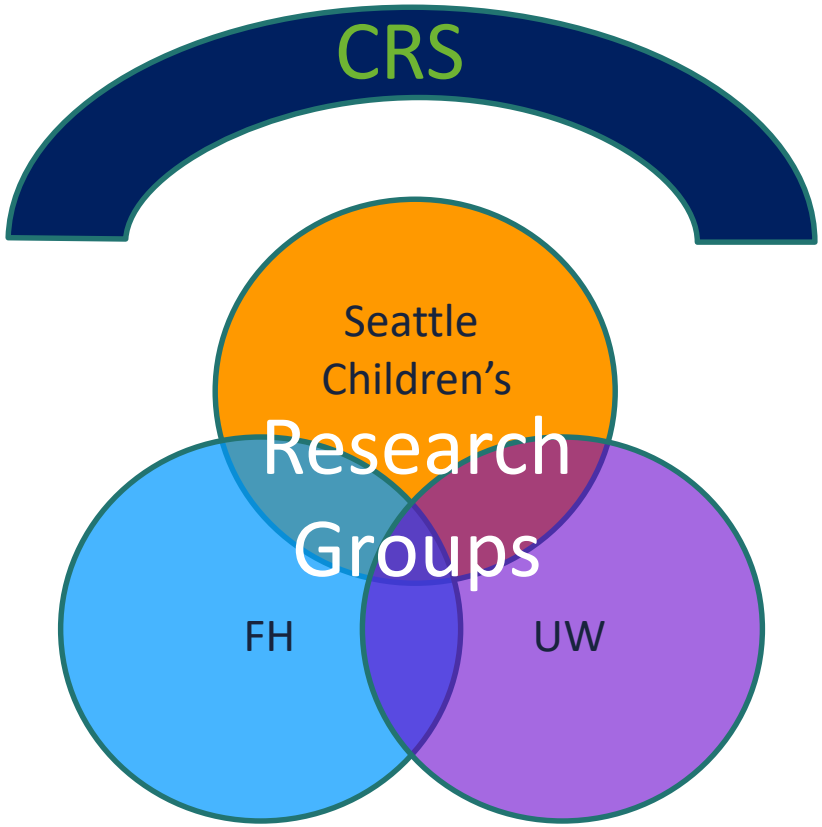
- Describe what minimum documentation or materials you will need from the sponsor
- Describe what feasibility considerations/concerns should be confirmed prior to initiating a new clinical trial
- Describe the timeline for study startup, relative dependencies and setting accurate expectations
- Identify the tools and resources needed for study initiation

Background: Fred Hutch/UW Cancer Consortium

- An NCI-designated Comprehensive Cancer Center
- A collaboration between:
  - Fred Hutch
  - UW
  - Seattle Children's
  - SCCA

Background: Cancer Consortium Clinical Research

- Clinical Research Support (CRS) is the Cancer Consortium's clinical trials office
- Consortium clinical research is organized into 14 Research Groups



14 Research Groups:

- Breast Oncology
- Gastrointestinal Oncology
- GU/Prostate Oncology
- Gynecologic Oncology
- Hematologic Malignancies
- Head & Neck Oncology
- Lung & Thoracic Oncology
- Renal Cell Carcinoma/Melanoma
- Neurologic Oncology
- Sarcoma
- Pediatric Oncology
- Stem Cell Transplantation
- Phase I
- T-Cell Immunotherapy

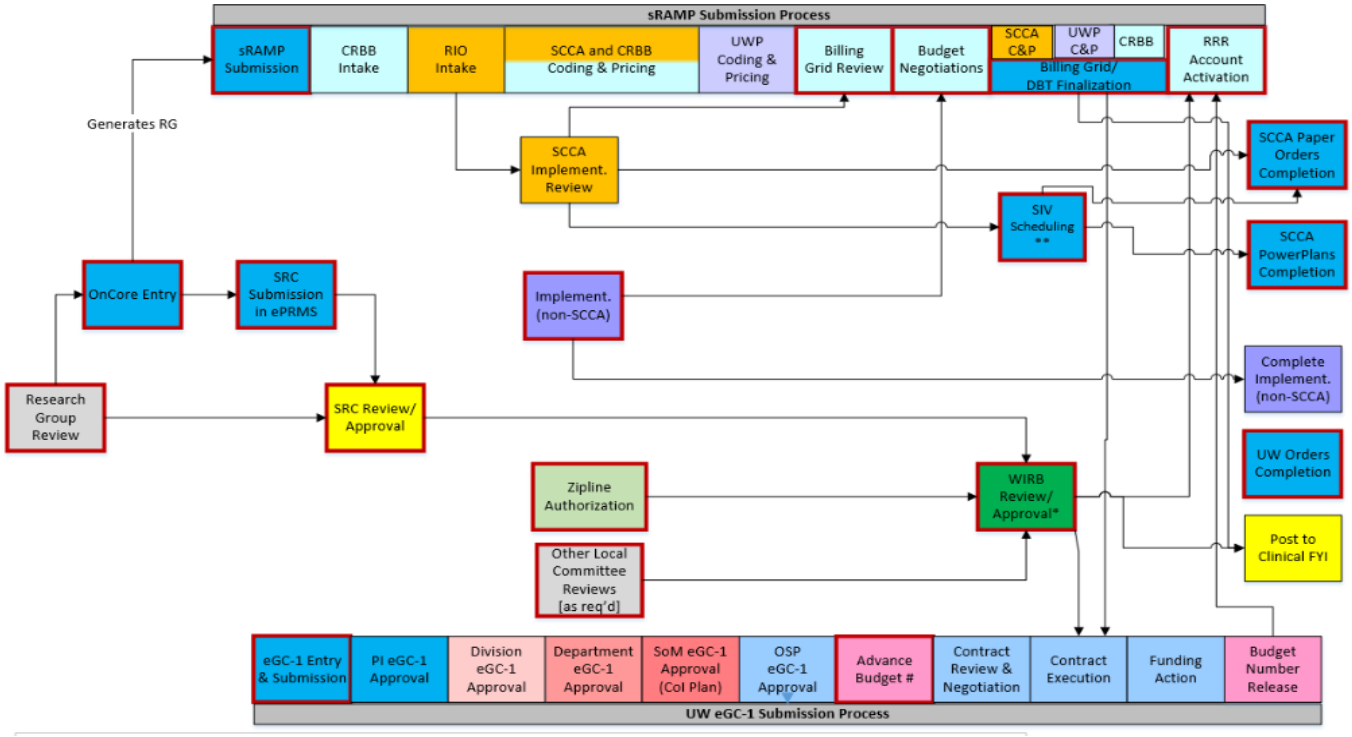
Background: Consortium Clinical Research Roles

- CRS implemented a central startup team with the goal of starting new trials in 100 days

	Study startup	Study Management	Oversight
CRS	• Scientific Review • Document management • FDA submissions • CT.gov registration/CTRP registration • FH Industry contracts	• NCI reporting • Document management • Training, tools & templates • NCTN trial management • FDA reporting	• Data & safety monitoring • Monitoring & auditing • Compliance Sub-committee review • Low accrual review • Staff training
CRS or Study Team	• **Study startup management** • **Review submissions** • **Clinic implementation** • **Regulatory submissions/ and finalization** • **Budget development & negotiation** • **Contract Finalization**	• Regulatory coordination • IND management	• Staff onboarding
Study Team	• Study-specific training	• Subject management • Data coordination • Budget management	• PI oversight • Study staff management

Background: UW-WIRB Study Startup Map

- It is a complicated process involving many departments
- Requires dedicated staff and a plan to navigate efficiently



CRS Study Startup Team Roles

Project Management

- Intake Process
- Timeline creation/monitoring
- Milestone tracking
- Review coordination
- Communications

Budget/Implementation Specialist

- Budget development
- Budget negotiation
- Clinic operations liaison
- Post award management tools
- SIV coordination and facilitation

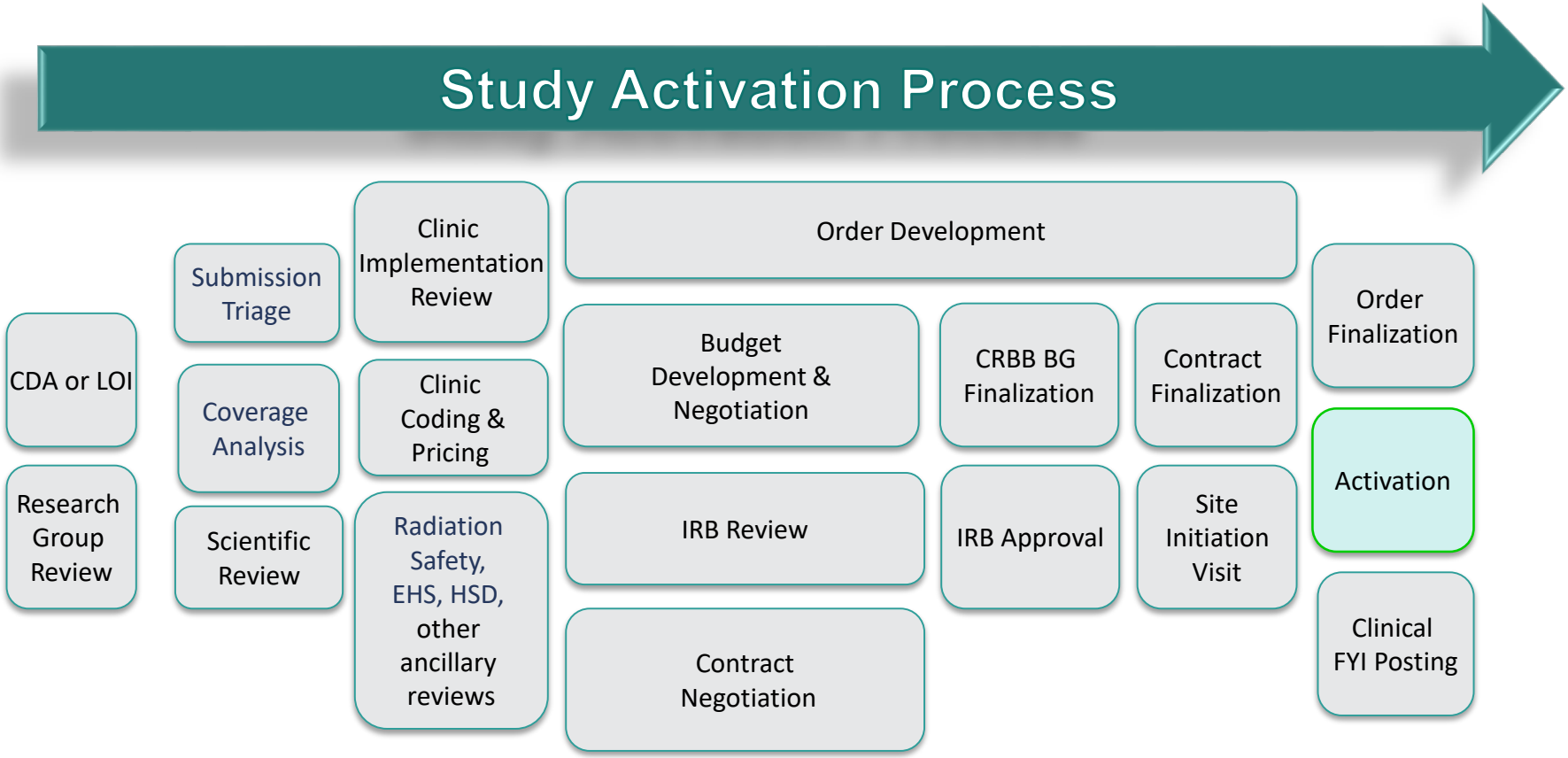
Regulatory Coordination

- Ancillary review submissions/approvals
- ICF writing/finalization
- IRB submission/approval
- Site documentation (training logs, CVs, licenses, Delegation of Authority Log, etc.)

Site Staff Coordination

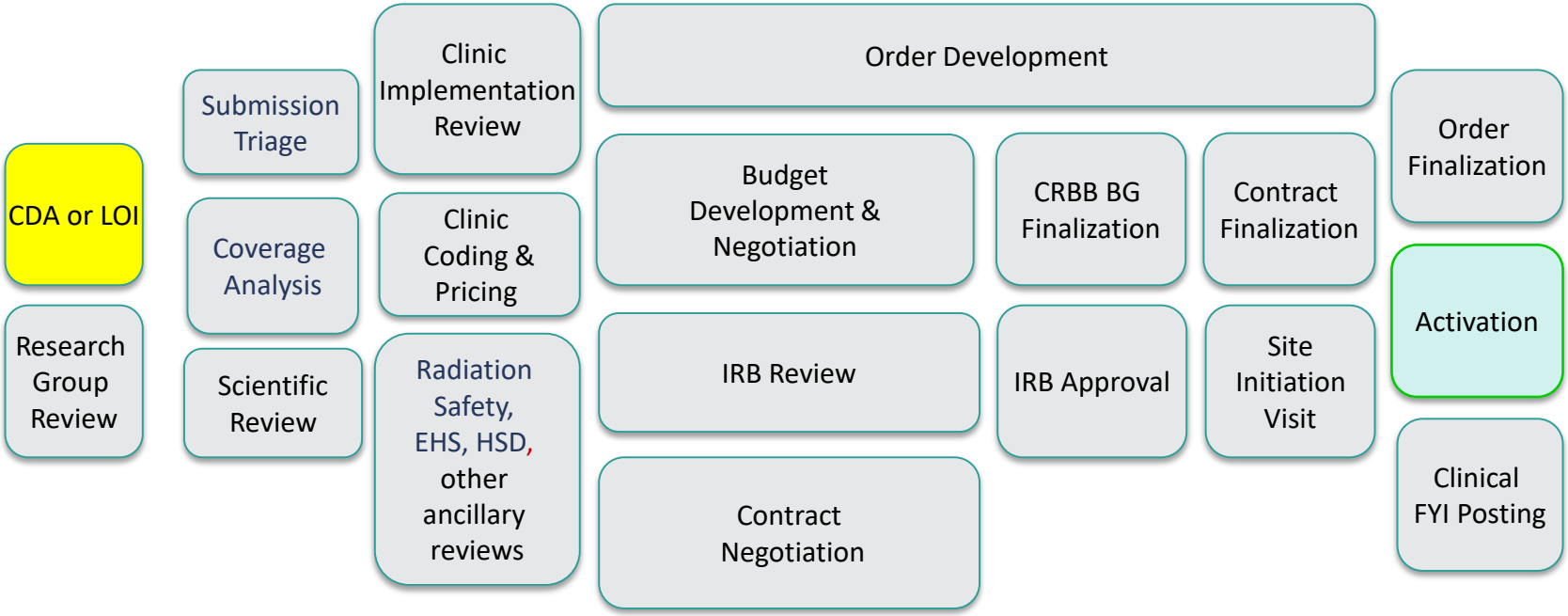
- Vendor certs/portal access
- Coordinator tools/resources
- Supplies and equipment
- Internal registry with required service areas (pathology, specimen processing, disease assessment, etc.)

Background: Consortium Study Startup Overview



Site Selection

Q: How have your site and/or investigator(s) typically been identified and selected to conduct a clinical trial?



Site Selection: Fundamental Requirements

Site Selection: Investigators and Institutions

- ✓ Qualified and experienced investigators
- ✓ Adequate site resources to properly conduct the trial
- ✓ Investigators/Institutions agreeance to conduct the trial in compliance with GCPs, regulatory requirements and IRB/EC-approved protocol requirements.
- ✓ Verify that potential investigator(s) are not listed on FDA's Debarment List or Disqualification Proceedings List
- ✓ Absence of Financial Conflict -or- Existing bias minimization plan in place

Site Selection: Other Considerations

Other Site Selection Considerations:

- ❑ Relevant authorship
- ❑ Previous study participation
- ❑ Known similar clinical trial portfolio (i.e. ClinicalTrials.gov)
- ❑ Specialty clinics or sites
- ❑ Presentations or attendance at scientific meetings
- ❑ Referrals
- ❑ Familiarity with investigational product

Site Selection: Site Qualification

Site Qualification Visits and Questionnaires

Q: Does anyone have any recent experiences with site qualification they may be willing to share?

Site Selection: Site Qualification Processes

Common Types

1. Meeting remotely - by phone or email with questionnaire(s)
2. Meeting in-person (onsite with facility tours)

Which is better?

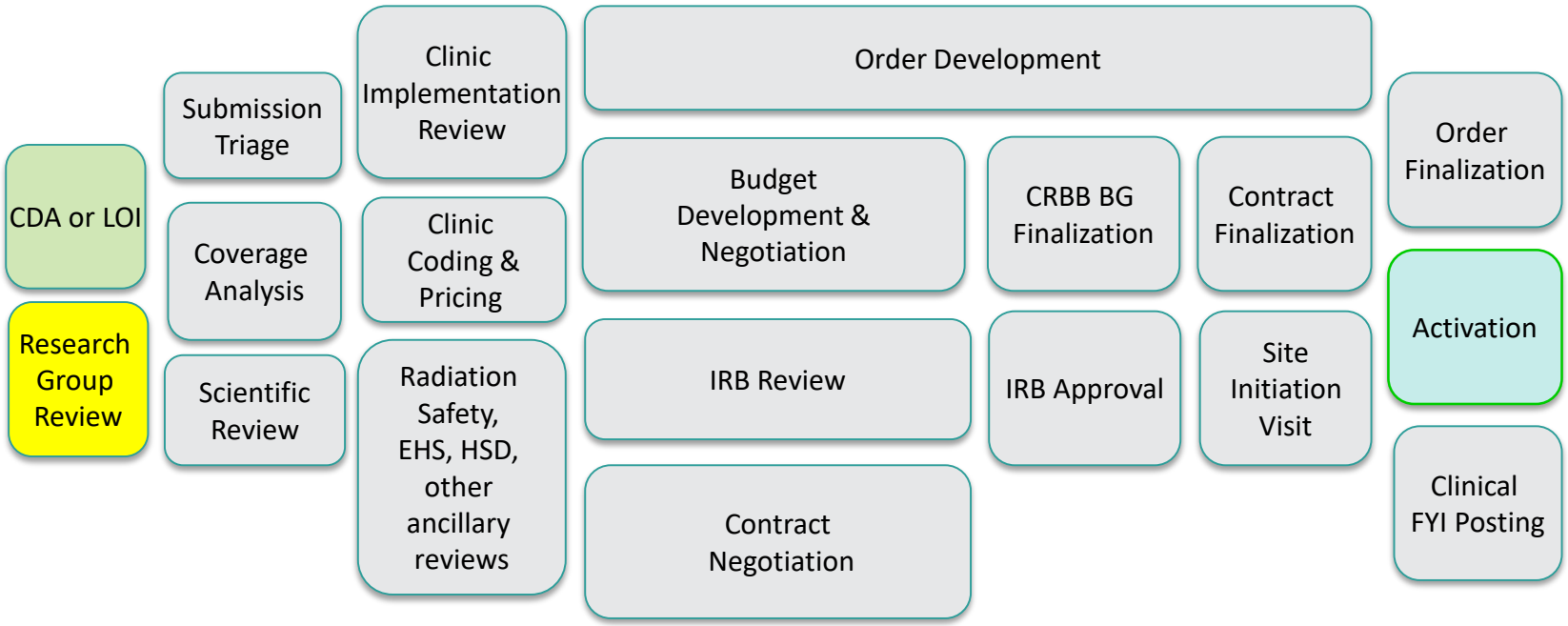
✓ The one that is THOROUGH

Tips:

- Provide as many applicable Institutional SOPs as possible
- Get the right people in the room
  - ✓ Service Area Managers
  - ✓ Clinic/Nurse Managers
  - ✓ IT team (NO GUESSING)
  - ✓ Safety officers

Study Selection

Q: How does your investigator, research team, site or department decide to do a study?



Study Selection: Discussion

Group Session Part I:

QI. What are the minimum requirements of your site or institution to initiate the study startup process?

- Site and institutions often vary in their minimum requirements for initiating study startup activities. What are your site's requirements?

Study Selection: Discussion

Group Session Part II:

QII. What documents are required to evaluate clinical trial feasibility?

- What documents you would like to review from an Industry Sponsor to evaluate the feasibility of a new clinical trial? Why?

Other Considerations…

Are the documents required by your site or institution to start the startup process the same or different than what you would like to review for feasibility?

Does the your site or institution ensure a study is feasible before you can initiate study startup process?

Study Selection: Create Intake Requirements

★ Set Minimum Requirements with Sponsors

Study Information	
Internal Study ID #	
Sponsor Protocol ID #	
Priority in research group portfolio	
Sponsor Name	
CRO Name (if applicable)	
PI Name / Appointment	
PI Administrative Coordinator Name	
NCT #	
Site Qualification Visit (SQV) Date	
Does this study permit enrollment of subjects < 18 years of age?	
Minimum Requirements	**Completion Date**
*Sponsor Pre-approval of coverage analysis and required Institutionally Required Fees	
Fully Executed CDA	
Signed RGR Form (approved by disease group director/designee)	
Final Protocol	
Investigator Brochure(s) (if applicable)	
Sponsor ICF(s)	
Draft Budget	
Draft Contract	
Final Pharmacy/Product Handling & Administration Manuals	
Final Lab Manual	
*CRS SSU Team Requirement	

Study Selection: Investigator Perspective

Investigator Considerations in Study Selection:

- Scientific interest
- Authorship
- Scientific collaborators
- Study design
- Patient population and anticipated accrual (Recruiting/Retention)
- Treatment/Competing trials

Study Selection: Conduct a Feasibility Review

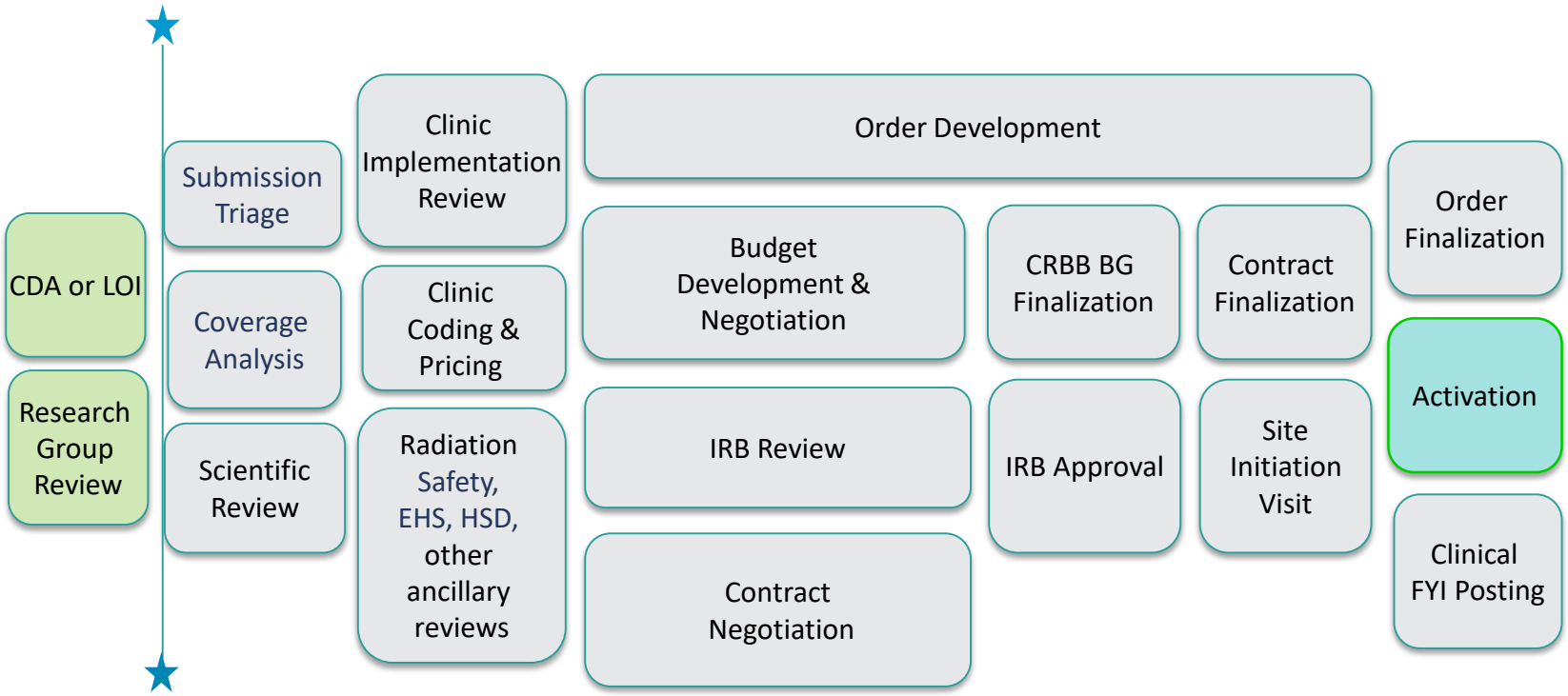
★ **Ensure feasibility before committing time, money and institutional resources to a clinical trial.**

Study Team/Clinic Operational Feasibility Considerations:

- Send Service Area SOPs to sponsor for review/approval EARLY
- Clinic requirements
- Product or Devices requirements
- Schedule requirements
- Reporting/data collection requirements
- Site services/equipment/resources
- Research staff resources
- Budget/financial support
- Previous experience with sponsor

Creating a Plan

★ **Create a plan and timeline for completion of each required activity and review so that you can communicate accurate expectations**



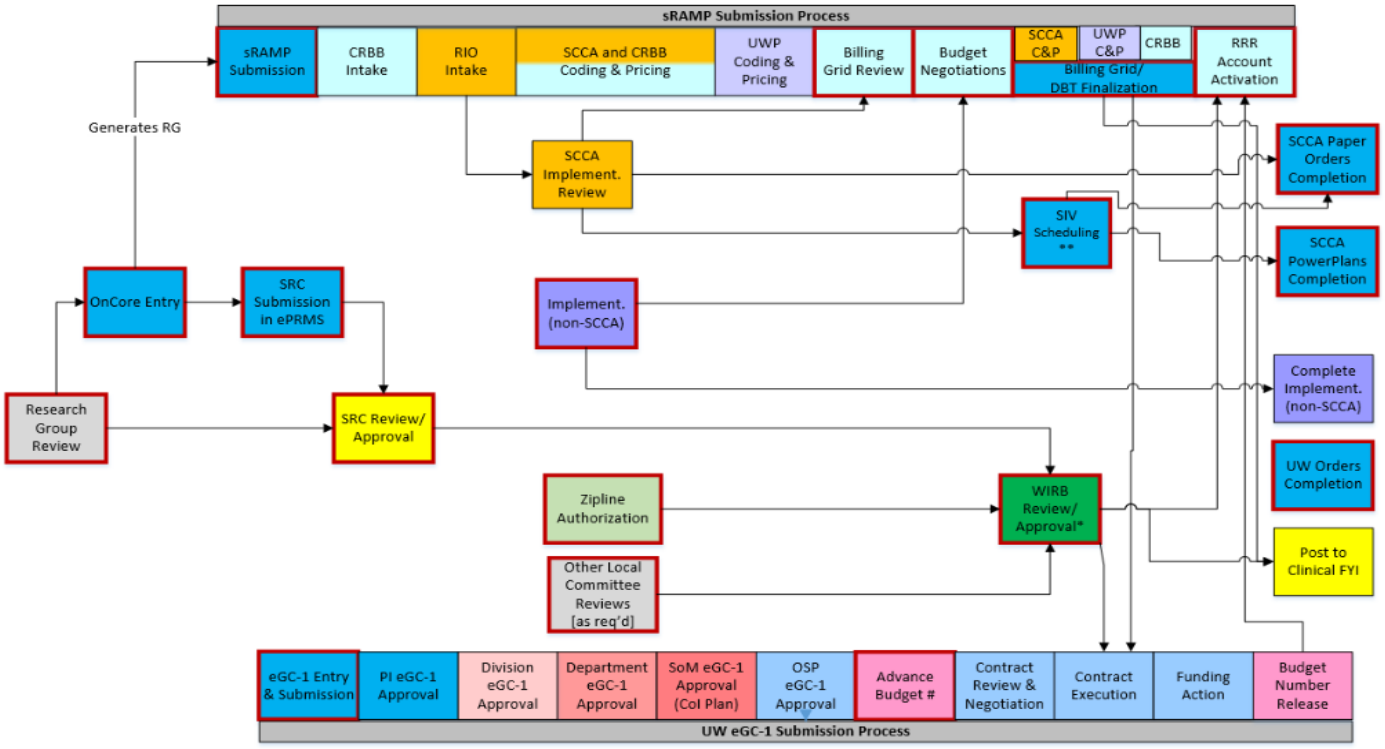
Creating a Plan: Considerations

Steps to Creating a Plan

- ❑ What does your site or institution require to open a clinical trial
- ❑ What internal reviews will be required by your institution
- ❑ What are the financial requirements of opening and running a study
- ❑ What are the regulatory requirements for a clinical trial
- ❑ Map the required activities and milestones into a realistic timeline

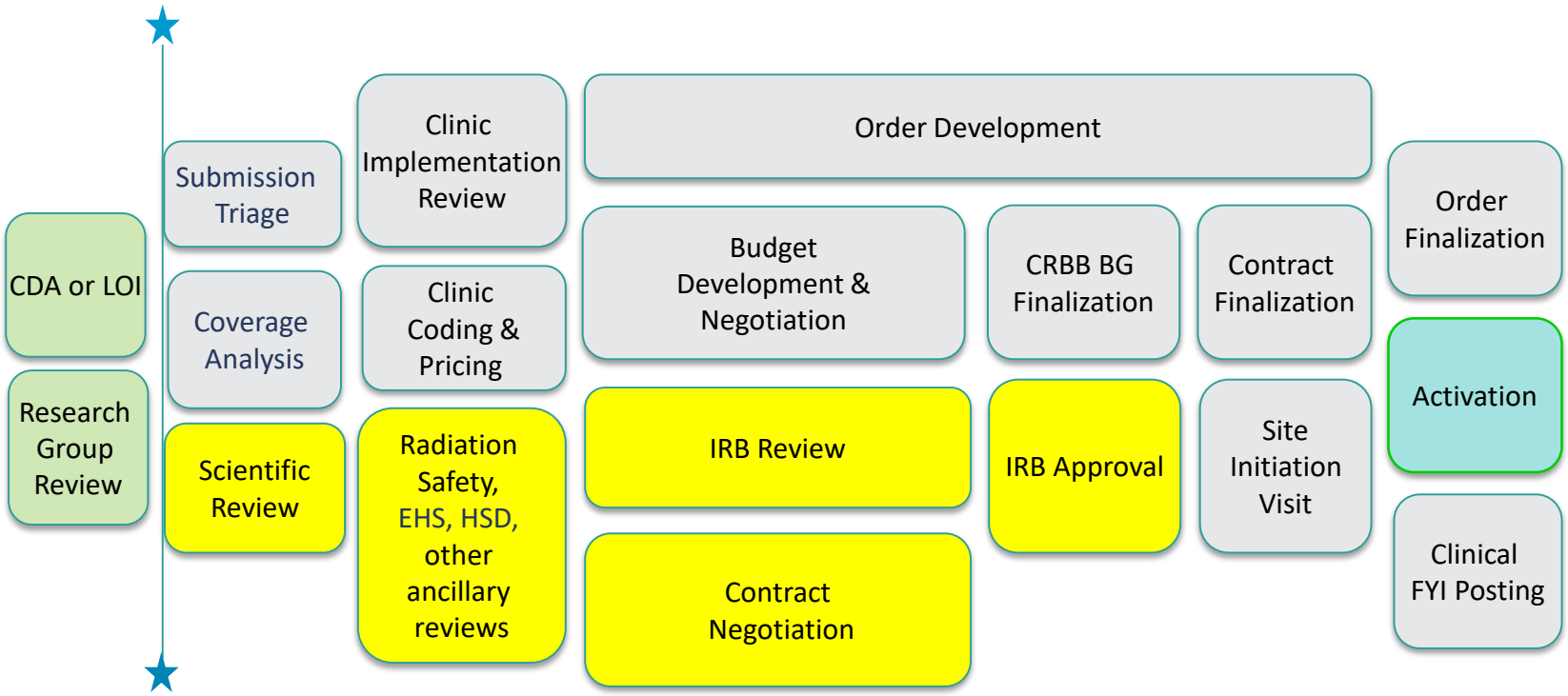
Creating a Plan: Institutional Requirements

✓ **Understand what is required by your institution to open a clinical trial**



Creating a Plan: Regulatory Requirements

★ **Understand what internal reviews will be required for the study, what dependencies exist between these reviews and when these reviews take place**



Creating a Plan: Regulatory Requirements

Internal/External Reviews

- ❑ **Scientific Review Committee (SRC)**
  Required for clinical intervention study involving cancer or relating to cancer.
- ❑ **Human Subjects Division (HSD)**
  Required for clinical intervention study involving cancer or relating to cancer prior to IRB submission.
- ❑ **Environmental Health and Safety (EHS)**
  - □ Biological
  - □ Chemical
  - □ Environmental
  - □ Radiation
  - □ Research & Lab
- ❑ **Institutional Review Board Approval (IRB)**
  Required for clinical trials involving intervention on human subjects prior to activation.

Creating a Plan: Regulatory Requirements

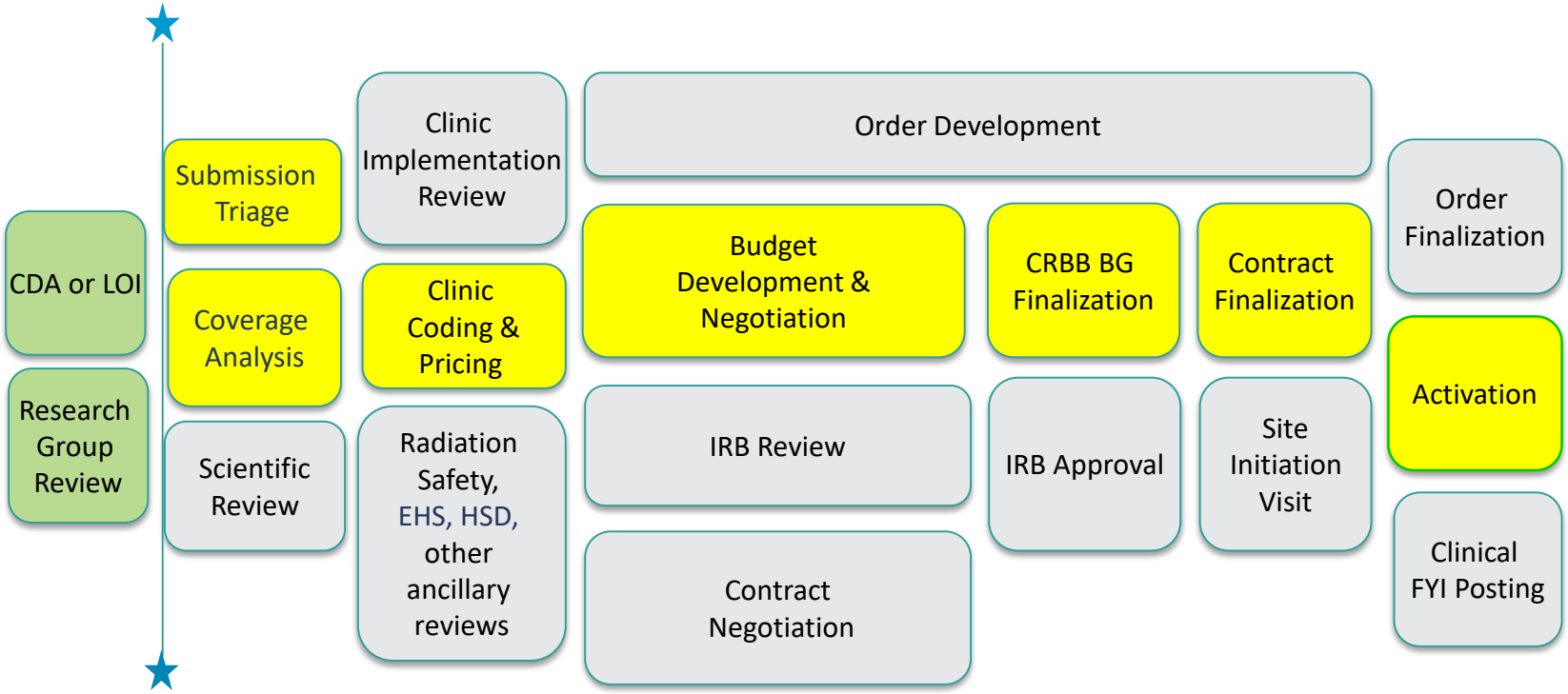
★**Understand the regulatory requirements for opening a clinical trial**

Regulatory Requirements

- ❑ **Essential Regulatory Documents**
  Including but not limited to: 1572, FDFs, PI Signature pages, GCP, DOA, MLs, CVs, CAPs/CLIAs, etc.)
- ❑ **ICF(s)**
- ❑ **Training documentation**
  Always required

Creating a Plan: Budget Development & Implementation

★ **Understand relevant institutional fees, research billables items/procedures, and other administrative costs for opening and operating a clinical trial.**



Creating a Plan: Budget Development & Implementation

Budget Development

- ❑ **Coverage Analysis**
  Required for all therapeutic trials with procedures potentially billable to the patient or the patient's insurance provider in order to maximize institutional compliance with the Medicare Clinical Trial Policy.

- ❑ **Clinic Implementation Review**
  Required to determine patient flow and resolve internal inquiries regarding protocol requirements.

- ❑ **Coding and Pricing**
  Required prior to Billing Grid Finalization

- ❑ **Budget Development and Negotiation**
  Required prior to Contract Execution and SIV scheduling

- ❑ **Clinical Research and Billing Office (CRBB) Billing Grid Finalization**
  Required to ensure research budget and consent align with coverage analysis prior to contract execution.

- ❑ **Office of Sponsored Programs (UW) or CRS Contracts Fiscal Management (FH)**
  Required to negotiate and facilitate execution of clinical trial agreements.

- ❑ **Activation**
  Requires institutional approval to confirm all required startup activities are complete.

Creating a Plan: Budget Development

Relevant Costs

- ❑ **Institutional Fees**
  - □ Indirect rate
  - □ Human Subjects Division (HSD) Fee
  - □ Protocol Office Fee
  - □ IRB Fee(s)
  - □ Technology Fee
  - □ Work-day Fee
  - □ Department Fee(s)
  - □ Service Area Fees
  - □ Pathology Fees
  - □ Investigational Drug Services Fees
  - □ Archive/Record Management Fees
  - □ Specimen Processing Lab Fees
  - □ Disease Assessment Fees
- ❑ **Staff Effort**
  - □ Principle Investigator
  - □ Sub-Investigators
  - □ Research Staffing
- ❑ **Research Items/Procedures**
  - □ Coverage Analysis Outcome (per NCD/LCD guidelines)
- ❑ **Research Administration Costs**
  - □ Site Activation
  - □ Pre-Screening
  - □ Serious Adverse Event (SAE) Reporting
  - □ Unscheduled Visits
  - □ Third Party Safety Reports
  - □ Protocol/ICF Amendments
  - □ Administrative Modification
  - □ IBC Renewal
  - □ IRB Renewal
  - □ Study Maintenance
  - □ Contract/Budget Amendments
  - □ External “Not for Cause” Audits
  - □ Monitor Visits (per monitor/day)
  - □ Monitor Changes
  - □ Data/Image Transfer
  - □ Site Closeout

Creating a Timeline

★Map the required activities and milestones into a realistic timeline

Target Completion Week	**Wks __-__**	**Wks __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**Wk __ -__**	**TARGET OPEN DATE**
Date Completed																		__ / __
	SAGE/eGC1 (UW Only)	Sponsor outstanding questions answered	Submit study in sRAMP / 3rd Party Coverage Analysis	Submit / Obtain SRC Approval	IBC Submission / Approval	Final 3rd Party Coverage Analysis Approval	Hutch Grants Submission (FH studies only)	Radiation Safety submission / approval	Submit / Obtain UWHSD Auth (if applicable)	Draft Budget review / approval by Study Team	Clinic Implementation Review(s) Meeting	Final Pricing/Costs Received	Complete Budget Negotiations	IRB Submission / Approval	Internal Billing Office Apprroval(s)	Contract Execution	SIV	Site Activation/ / Open to Accrual

COMPLETE
SUBMITTED; PENDING APPROVAL
PAST DUE, NOT STARTED
REQUIRES STUDY TEAM/PI ACTION

Using a Timeline to Communicating Status

★Timelines may be used throughout the startup process to create transparency with investigators & external partners

Example weekly status report:

Study Start-Up Progress Tracking

Week 0 12/30/16	Week 1 1/12	Week 1-2 submitted for review 1/12; anticipate 2/15 review date	Week 2 1/22	Week 2-5 1/23	Week 5	Week 5-7	Week 5-7 **SRC review 2/14**	Week 10-13	Week 5-11 **2/10: In progress**	Week 12-13
Administrative & Contract Review *pending receipt of needed study documents & manuals*	Pricing & Budget Review	In-Clinic Implementation Review by Service Area Staff	Budget Negotiations w/ Sponsor - Start-Date	Budget review with Study Team	Budget Negotiations w/Sponsor - End-Date	Final Budget Submission Approved by UW CRBB[1]	Submit/ Obtain WIRB Approval (SRC[2], UWHSD[3])	OSP[4] will Negotiate Terms & Execute Contract With Sponsor	Reg Docs Submission	SIV *(Site requires 30 days notice to coordinate SIV date)*

3/31 TARGET OPEN

1. Clinical Research Budget & Billing Office (CRBB)
2. Scientific Review Committee (SRC)
3. University of Washington Human Subjects Division (UWHSD)
4. Office of Sponsored Programs (OSP)

- SITE START-UP REQUIREMENTS
- SITE & SPONSOR REQUIREMENTS
- SPONSOR REQUIREMENT
- COMPLETE
- SUBMITTED; PENDING REVIEW & FINAL APPROVAL

Setting a Study up for Success

- **Comprehensive, accurate budgets and payment terms**
- **Complete, organized and accurate regulatory records**
- **Research Staff Implementation Resources**
  - — Study tools
  - — Checklists
  - — Templates
- **SIV Coordination**

Tips for Success: Partnering with Sponsor

- **Identify points of contact**
  - create study contact sheet
- **Set accurate expectations**
  - minimum requirements to initiate startup process
  - internal process and review dependencies
  - identify implementation challenges/questions early
- **Communicate regularly**
  - create/maintain a timeline
  - send regular timeline updates
  - create response time expectations
- **Be Professional**
- **Be Responsive**

Tips for Success: Partnering with Clinic

- **Identify points of contact**
  - create study contact sheet
- **Set accurate expectation**
  - what activities and/or procedures will occur
  - provide relevant materials
  - identify challenges/questions early
  - ordering/scheduling needs
  - timeline
- **Identify Training/Access Needs**
  - facilitate Sponsor-Clinic
  - facilitate Investigator-Clinic
- **Be Proactive**
- **Be Gracious**

UW Resources, Templates & Checklists

CRBB Main https://depts.washington.edu/crbb/

Department of Laboratory Medicine http://depts.washington.edu/labweb/

Environmental Health and Safety (EHS) http://www.ehs.washington.edu/

EHS - IBC
http://www.ehs.washington.edu/biological/institutional-biosafety-committee-ibc
EHS – HSRAC
http://www.ehs.washington.edu/radiation/use-radiation-human-subjects-research
http://www.ehs.washington.edu/system/files/resources/hsracform1.pdf
http://www.ehs.washington.edu/system/files/resources/HSRAC-Approved-Risk-Language-For-Consent-Forms.pdf

GCA Main http://finance.uw.edu/gca/

HSD Main https://www.washington.edu/research/hsd/

HSD - Clinical Trials
https://www.washington.edu/research/hsd/clinical-trials/#reg

Institute of Translational Health Sciences: https://www.iths.org/

NW BioSpecimen Services: https://depts.washington.edu/nwbios/

OSP Main https://www.washington.edu/research/osp/

Office of Research (OR) http://www.washington.edu/research/?page=or

OR - Research Forms/Templates
https://www.washington.edu/research/forms-and-templates/

Office of Research Information Services (ORIS) https://www.washington.edu/research/oris/

OncoRad/TIMC https://rad.washington.edu/research/uw-oncoradtumor-imaging-metrics/

Other Resources, Templates & Checklists

Seattle Cancer Care Alliance

Research Staff Resources https://www.seattlecca.org/research-staff-resources

IBC
https://www.seattlecca.org/sites/default/files/page_content/2017-10/SCCA-IBC-Submission-Form.doc

Fred Hutch

Clinical Research Support (CRS) http://www.cancerconsortium.org/en/support.html

CRS Study Tools and Templates
http://www.cancerconsortium.org/en/support/forms/study-document-templates.html

IRB https://extranet.fredhutch.org/en/u/irb.html

Radiation Safety
https://extranet.fredhutch.org/en/u/irb/radiation-safety-review.html

Other Resources, Templates & Checklists

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IBC
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IRB https://extranet.fredhutch.org/en/u/irb.html

Radiation Safety
https://extranet.fredhutch.org/en/u/irb/radiation-safety-review.html

Regulatory and Clinical Research Institute, Inc

https://www.rcri-inc.com/clinical-research/

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Questions:

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