1. Purpose

To establish and describe the Office of Sponsor and Regulatory Oversight (OSRO) Determining When to Prepare an Investigator's Brochure (IB) when the Center for Cancer Research (CCR) is the manufacturer of the investigational product.

2. Scope

2.1. OSRO in the CCR, National Cancer Institute (NCI) shall establish and control the policy.

2.2. Investigators, research team members, other departmental personnel, and external NIH collaborators and contractors when they are working on studies conducted under a CCR-held Investigational New Drug application (IND) under OSRO oversight shall comply with the policy.

2.3. Limitations

2.3.1. Personnel are not bound to this policy when working on non-IND studies and/or no interdepartmental collaboration with OSRO as Sponsor is required.

2.3.2. Nothing in this policy will supersede NCI, National Institutes of Health (NIH) or Health and Human Services (HHS) requirements.

3. Responsibilities

3.1. CCR Management is committed to providing resources to meet the requirements for implementing a Determining When to Prepare an Investigator's Brochure Policy within OSRO and supporting its continual improvement.

3.2. OSRO personnel are responsible for understanding the Determining When to Prepare an Investigator's Brochure Policy.

3.3. OSRO Sponsor and Regulatory Oversight Support (SROS) Contractor staff assisting OSRO Functional Groups are responsible for understanding the Determining When to Prepare an Investigator's Brochure Policy.

3.4. The OSRO Director is responsible for establishing and maintaining the Determining When to Prepare an Investigator's Brochure Policy.

4. References

4.1. ICH E6 (R2) Good Clinical Practice: Integrated Addendum to ICH E6(R1) Guidance for Industry (FDA), March 2018, Section 7.0

4.2. 21 CFR 312.55 – Investigational New Drug Application: Informing Investigators

5. Definitions

Refer to the OSRO Lexicon.

6. Policy

6.1. The Office designation of OSRO shall refer both to the Office of Sponsor and Regulatory Oversight staff and the OSRO Sponsor and Regulatory Oversight Support contractor staff.

6.2. OSRO will ensure that sufficient safety and efficacy data from nonclinical studies and/or clinical trials are available to support human exposure by the route, at the dosages, for the duration, and in the trial population to be studied.

6.3. When CCR is the manufacturer, defined as when CCR is submitting the entire manufacturing information to the IND, the information can be included in the body of the protocol or in an IB.

6.4. OSRO Regulatory will determine when an IB is necessary according to the following guidelines:

6.4.1. For the initial phase I study conducted at the Clinical Center, the information will be included in the protocol; no IB is required.

6.4.2. If the agent is used in more than two trials that include etiological distinct indications then an IB is required.

6.4.3. If the agent is used in a multicenter clinical trial, then an IB is required.

6.4.4. When the agent is used in four or more clinical trials then an IB is required.

6.5. The Principal Investigator will provide any necessary information required for the IB that the manufacturer does not have.

6.6. OSRO will prepare an Investigator's Brochure for investigational products manufactured in CCR facilities and by CCR personnel in accordance with Reference 4.1.

6.7. Once the threshold identified in Step 6.4 is reached, the IB should be prepared prior to initiation of further trials.

7. Change Summary

Revision Number	Effective Date	Description of Change
1	18Dec2019	New Document
2	20JAN2022	Biennial Review Step 3.3 – added Section 4 – added hyperlinks Step 6.1 – added Updated document language as required
3	30JAN2024	Biennial review