1. Purpose

The process for receiving, filing, and distributing Investigator's Brochures (IBs) and Reports of Prior Investigations for Investigational Device Exemption for study agents manufactured by external entities is outlined.

2. Scope

2.1. Investigator's Brochures for studies conducted under a Center for Cancer Research (CCR)-held Investigational New Drug Application (IND) or Report of Prior Investigations for Investigational Device Exemption (IDE) or supported by a CCR-held Master File under Office of Sponsor and Regulatory Oversight (OSRO) oversight are controlled by this document. Package Inserts for commercial products are within scope. For the purpose of this document only, the term Investigator's Brochures will comprise the three documents identified above.

2.2. Limitation

2.2.1. The IB is a confidential document which includes proprietary information. Distribution by OSRO is only to authorized personnel.

3. Responsibilities

3.1. OSRO Safety manages and maintains the inventory of Investigator's Brochures. OSRO Safety receives IBs, requests IBs from collaborators, and distributes IBs to authorized individuals with a sponsor risk assessment.

3.2. OSRO Regulatory is responsible for filing current IB versions with the Food and Drug Administration (FDA). Additionally, OSRO Regulatory maintains the current list of INDs and IDEs under OSRO oversight.

3.3. OSRO Sponsor and Regulatory Oversight Support (SROS) contractor staff assist OSRO Functional Groups as needed.

4. References

4.1. 408 Determining When to Prepare an Investigator's Brochure Policy

4.2. 408-S01 Preparation and Revision of Investigator's Brochures

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

4.4. 21 CFR 312.55 – Investigational New Drug Application – Informing investigators

4.5. 21 CFR 812.27 – Investigational Device Exemptions – Report of prior investigations

5. Definitions

Refer to the OSRO Lexicon.

6. Procedure

6.1. OSRO Safety receives IBs from pharmaceutical collaborators, principal investigators/study teams, OSRO Regulatory or the NCI Protocol Support Office (PSO).

6.2. Updated IBs should be accompanied by a Summary of Changes (SOC).

6.2.1. If a SOC is not provided, then SROS Safety will follow-up with the Principal Investigator (PI) or the pharmaceutical collaborator, as needed to obtain the SOC.

6.3. SROS Medical Monitors assess if information in the IB may impact the protocol or Informed Consent form (ICF). This assessment is referred to as the OSRO Sponsor Assessment of Product Risk Information.

6.4. OSRO Medical Monitors finalize and approve the Sponsor Assessment.

6.5. SROS Safety distributes the IB and Sponsor Assessment to

6.5.1. the PI, and

6.5.2. the distribution list (OSRO Safety, OSRO Regulatory, OSRO Monitoring, OSRO Pharmaceutical Management, and the PSO).

6.6. SROS Safety ensures that a legal agreement is in place between CCR and pharmaceutical collaborators.

6.6.1. The legal agreement authorizes distribution of the IB to the PI and sites participating in the protocol.

6.7. IB recipients will be asked to acknowledge receipt of the IB.

6.7.1. SROS Safety will send up to three (3) emails to each recipient, one week apart requesting acknowledgement of receipt.

6.7.2. If after the third email request, no response is received then SROS Safety will notify OSRO Safety.

6.8. Updated IBs are requested from pharmaceutical collaborators at the time when the protocol's annual report is due and/or before Safety Monitoring Committee review.

6.8.1. SROS Safety sends an email to the pharmaceutical collaborator requesting the updated IB or confirmation that the IB on file is the most current.

6.8.2. If the pharmaceutical collaborator does not respond to the email, then a second email is sent seven (7) business days after the initial email.

6.8.3. If necessary, a third email request is sent seven (7) business days after the second email.

6.8.4. If after three (3) attempts of pharmaceutical collaborator response, then SROS Safety notifies OSRO Safety.

6.9. Managing IBs for study agents manufactured by CCR

6.9.1. IBs for study agents manufactured by CCR are written by SROS Medical Writing and approved by OSRO (see Reference 4.2).

6.9.2. Before a clinical investigation begins, SROS Safety will provide each participating clinical investigator with the Investigator's Brochure.

6.10. SROS Safety maintains an IB tracking log. This log includes information such as the IND/IDE number, IND/IDE annual report date, protocol number, the product name, collaborator name, date of last collaborator contact, collaborator contact information, and distribution list.

6.11. For receipt of manufacturer's safety information for a product, SROS Safety will update applicable trackers and upload documents into the electronic Trial Master File (eTMF).

6.11.1. New information is routed for review and distribution (see Step 6.3).

7. Associated Documents

7.1. SROS Collaborator Reporting and Contact Info tracker

8. Change Summary

Revision Number	Effective Date	Description of Change
1	18MAY2021	New Document
2	10APR2023	Step 3.3 – removed OSRO Operations responsibility Step 3.3 – added SROS Contractor responsibility Steps 4.1, 4.2 and 4.4 – added Step 6.9 – removed Complete rewrite of procedure Step 7.1 – updated