**OSRO Safety Oversight Committee Information Sheet for Center for Cancer Research (CCR) Committee Members**

The Center for Cancer Research (CCR) established the Office of Sponsor and Regulatory Oversight (OSRO) to serve as Regulatory Sponsor for the CCR clinical trials conducted under CCR held Investigational New Drug applications (INDs) and Investigational Device Exemptions (IDEs). CCR provides required oversight for these trials. OSRO uses Data and Safety Monitoring Boards (DSMBs) and Safety Monitoring Committees (SMCs) to provide medical and technical expertise for the CCR clinical trials.

## Independent Safety Oversight Committee

### *Committee Type and Structure*

OSRO Safety Oversight Committees are convened by the authority of OSRO and are advisory to the CCR and study team.

Two types of Committees are established based on anticipated level of potential risk to study participants:

- Data and Safety Monitoring Board (DSMB)
- Safety Monitoring Committee (SMC)

Committees are structured to review multiple studies generally by type of malignancy or treatment. Committees meet virtually.

The OSRO Director determines which form of safety oversight is required for the study based on NCI CCR policy. If the study meets criteria for both DSMB and SMC oversight, the most stringent mechanism will apply.

### *Criteria for Safety Oversight Assignment*

DSMB safety oversight is assigned for a:

- Regulatory mandate: Emergency settings when informed consent is excepted, as per 21CFR50.24(a)(7)(iv).
- Randomized clinical trial of any Phase.
- Clinical trial that includes an interim analysis as part of the trial design.

SMC safety oversight is assigned for a:

- Multi-center clinical trial
- Clinical trial including dose escalation.
- Clinical trial including Phase I design (safety assessment) followed by Phase II design (efficacy assessment) in the same protocol.
- Clinical trial that includes halting rules which require independent evaluation.
- Clinical trial where CCR is the legal manufacturer.

## Safety Oversight Committee Charter

Safety Oversight Committee Charter serves as the Standard Operating Procedure and defines primary responsibilities of the Committee, its membership, purpose, and timing of Meetings, Reports to be reviewed, and procedures for ensuring confidentiality and proper communication. Committee Members are asked to review and sign the Charter.

## Committee Member Responsibilities

### General

- Complete and sign Conflict of Interest (COI) Disclosure Form and provide updates, as needed.
- Provide updates to Contact Information and Areas of Expertise Form.
- Confirm access to the Committee Management System (SROS SOS CMS).
- Provide availability for teleconference Committee Meetings and attend these Meetings.
- Participate as a Safety Oversight Committee Member for three years with an option of renewal for an additional three years.
- Read and accept the Committee Charter and provide signature for concurrence.
- Direct all communication to Safety Oversight Support (SOS), who serves as Executive Secretary and point of contact for all activities and communications related to the Safety Oversight Committee and Committee Meetings to maintain the official record of Committee correspondence.
- Maintain confidentiality in internal discussion and activities, and of Reports provided.

### Protocol-Specific

- Review and evaluate study Protocol, Informed Consent Form, Investigators Brochure/Package Insert, and in some cases plans for data safety monitoring.
- Request any available data or additional analyses pertaining to the trial that are necessary to fulfill the Committee's primary responsibilities.
- Confirm the timeliness and completeness of data submitted for review are sufficient to evaluate the study and ensure welfare of study participants.
- As directed by the Committee Chair/Co Chair, promptly review (within prescribed timeframe) Recommendations or other materials that will describe decisions of the Committee, voting results, and questions to the Sponsor or Study Team.
- Review and evaluate study data for participant safety, study conduct, and progress.
- Request an Ad hoc Meeting to discuss any significant concerns with Sponsor or the Study Team.
- Review and recommend modifications for proposed stopping guidelines as specified in the Protocol, as well as changes to the study plan that may affect safety and/or outcome of the study, or propose a plan, if one is not submitted.
- Make recommendations concerning continuation, modification, suspension, or termination of a trial based on observed beneficial or adverse effects of any of the treatments under observation and monitor Sponsor or Study Team compliance with Recommendations.
- Confirm all Meeting Materials are deleted following each review, the conclusion of the study, or at completion of service on Committee.

**Safety Oversight Support (SOS) Responsibilities**

- Works directly with NCI CCR OSRO to serve as Executive Secretary and point of contact for all activities and communications related to the Safety Oversight Committee Members and activities for Committee Meetings to maintain the official record of the Safety Oversight Committee.
- Identifies and invites Committee Members to serve on Safety Oversight Committees.
- Provides Committee Member access to the SROS SOS CMS.
- Schedules Safety Oversight Committee Meetings and provides meeting notification.
- Notifies Committee Members of Meeting Material availability in the SROS SOS CMS prior to Committee Meetings.
- Documents confidential communications and deliberations between the Sponsor, study team, Committee, and between Committee Members.
- Prepares Committee Recommendations for review and signature by Committee Chair/Co-Chair and the Sponsor.
- Provides Final Signed Committee Recommendations to the PI or designee for each specific study through the SROS SOS CMS.
- Prepares Meeting Minutes for review and signature by Committee Chair/Co-Chair and OSRO.
- Distributes Final Signed Meeting Minutes to Committee Members and the Sponsor through the SROS SOS CMS.

Additional information pertaining to the activities of OSRO supported Safety Oversight Committees can be found on the OSRO DSMB Wiki page at:
https://ccrod.cancer.gov/confluence/x/sICnE

| Frequently Asked Questions | |
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| *Question* | *Answer* |
| Is compensation provided for my participation as a Member of a Safety Oversight Committee? | DSMB/SMC Members who attend or provide comments and recommendations electronically to SOS prior to Committee Meetings will receive an honorarium based on the standard government rate. |
| What is the time commitment for Committee Members? | The initial DSMB/SMC Committee review schedule will be discussed and confirmed by the DSMB/SMC and the Sponsor; the Committee is anticipated to convene 2-4 times per year to review and evaluate study materials and safety data. The length of these Meetings varies based on the number of studies to be reviewed, but the Initial Meeting will likely be 2-4 hours. Ad-hoc meeting could occur in cases of time sensitive safety review and expected to last 1 hour. |
| Am I expected to attend all Committee Meetings? | To ensure a quorum is met, Committee Members are expected to attend all scheduled meetings. |
| Can I review the Meeting Materials and provide comments electronically, if I am unable to attend a Committee Meeting? | If a Committee Member is unable to attend a meeting, his/her comments and recommendations may be sent electronically to SROS SOS prior to the meeting, and he/she will be considered a participating Member. |
| How should I prepare for a Committee Meeting? | Review all Meeting Materials prior to Committee Meetings. |
| Who will serve on the Committee with me? | For all Committee types, a Committee will consist of at least 4-8 Members with experience in disciplines and medical specialties required to interpret the data from studies under its purview and fully evaluate participant safety. Representatives of other clinical or laboratory specialties and the affected community may also serve as Members. DSMB Committees must also have at least one biostatistician. |
| What is the SROS SOS CMS? | The SROS SOS CMS is a repository and distribution mechanism for all Committee documents, Meeting notifications, and polling availability request. |
| What if I want to serve on a different OSRO Safety Oversight Committee? | Please complete Contact Information and Areas of Expertise Form or indicate any other areas of expertise to SOS. |
| Can I recommend a qualified colleague to serve as a Member on a Safety Oversight Committee? | Please provide the contact information for your colleague and SOS will follow up with them for participation, as possible. |
| Who do I contact if I have any additional questions? | Please contact CCR SROS Safety Oversight Support (SOS) at SROS-SOS@tech-res.com. |