|  |  |
| --- | --- |
| **FULL TITLE:** | <Type here> |
| **Protocol No.** | <Type here> |
|  |  |
| **Sponsor:** | <Type here> |
| **Principal Investigator(s):** | <Type here> |
| **Sub-Investigators / Collaborators:** |  |
| **Study Support/ Funding:** | <Type here> |
|  |  |
| **Version No.** | <Type here> |
| **Date:** | [dd-mmm-yyyy] |

|  |
| --- |
| **Compliance Statement** |
| This clinical study will be conducted in accordance with applicable Health Canada regulations, the Tri-Council Policy Statement Version 2 (TCPS2), and the Declaration of Helsinki. |
|  |
| **Confidentiality Statement** |
| This clinical study protocol contains information which is of a confidential, trade-secret or proprietary nature. The protocol is for the use of [principal investigator] and [his/her] designated representatives participating in the investigational study. It is not to be disclosed to any other person or party without the prior written approval of [principal investigator]. |

*GUIDANCE NOTE: If Sponsor for the study is an Investigator, Sponsor should be*

 *replaced throughout with Sponsor-Investigator (SI).*

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**INVESTIGATOR AGREEMENT**

|  |  |
| --- | --- |
| **Protocol Title:** | <Type here> |
| **Protocol No.:** | <Type here> |
| **Version No.:** | <Type here> |
| **Date:** | <Type here> |

This clinical study will be conducted in accordance with applicable Health Canada regulations, the TCPS2, and the Declaration of Helsinki.

I confirm that I have read and understand this protocol and I agree to conduct this clinical study in accordance with the design and specific provisions of the protocol, with the exception of a change intended to eliminate an immediate hazard to participants. Any deviation from the study protocol will be documented in the case report form.

I agree to promptly report to the applicable ethics boards any changes in the research activity and all unanticipated problems involving risks to human participants or others. Additionally, I will not make any changes in the research without prior ethics and sponsor approval, except where necessary to ensure the safety of study participants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date (dd-mmm-yyyy) |

**STUDY CONTACT DETAILS**

|  |  |
| --- | --- |
| **Role** | **Contact Details** |
| Study Support |  |
| Clinical Laboratory Facility |  |
| [Specimen] Analysis |  |
| [Other – study specific] |  |
| Sponsor/SI |  |

*[Remove any roles that do not apply. Remove entire section if simple study design.]*

**ABBREVIATIONS AND DEFINITONS**

*(Provide a list of abbreviations and definitions of unusual or specialized terms or measurement units used in the protocol. At the first appearance in the in the text – excluding summary - spell out abbreviated terms with the abbreviation indicated in parentheses.)*

|  |  |
| --- | --- |
| **Acronym / Abbreviation** | **Definition** |
| <Type here> | <Type here> |
| <Type here> | <Type here> |
| <Type here> | <Type here> |
| <Type here> | <Type here> |
| <Type here> | <Type here> |
| <Type here> | <Type here> |

**PROTOCOL SYNOPSIS**

|  |  |
| --- | --- |
| **Full Title** |   |
| **Short Title** |  |
| **Protocol and Version No.** |  |
| **Study Duration** | Enrollment period:  |
| Study period: |
| **Sponsor**  |  |
| **Number of Centres** |  |
| **Study Design** |  |
| **Primary Objective** |  |
| **Secondary Objectives** |  |
| **Exploratory Objectives** |  |
| **Sample Size** | N = |
| **Randomization** |  |
| **Study Population / Diagnosis and Main criteria for inclusion** |  |
| **Outcome Measures** | Primary: |
| Secondary: |
| Exploratory: |
| **Statistical Analysis** |  |

**STUDY FLOW CHART**

*[insert as applicable or remove heading if simple study design]*

1. **INTRODUCTION, BACKGROUND, AND STUDY RATIONALE**

*(Include background information for the study. The introduction should place the study in the context of current medical practice. All references [published and unpublished] used to support the material presented in the introduction using Author, date format. Where appropriate, include the subsections below.)*

* 1. **[Disease, Condition or Other] Background**

*(Include relevant information about the disease, condition or other area of study.)*

<Type here>

* 1. **Study Rationale**

*(Provide a rationale for the study including, if applicable, its design.)*

*<Type here>*

* 1. **Potential Risks and Benefits to Human Participants**

*(List the potential benefits of the study procedures and provide a brief summary of the associated risks.)*

<Type here>

1. **STUDY OBJECTIVES AND DESIGN**
	1. **Overall Study Design**

*(Describe the overall study. Use schematic(s) or figure(s) as appropriate. The following information should be included:*

* *A description of the study type/configuration/level*
* *Level of control [e.g., observational, uncontrolled, controlled]*
* *Method of control [e.g., historical]*
* *A specific statement of the primary variable to be measured during the study*
* *Study participant population and number of participants to be included and, if known, number of planned study centers and countries*
* *The expected duration of participant participation, and a description of the sequence and duration of all study periods, including follow-up, if any.*
* *Include stopping rules, if applicable.)*

<Type here>

* 1. **Primary Objective(s)**

*(State objective clearly and succinctly; use bullet/point form as appropriate.)*

<Type here>

* 1. **Secondary Objective(s)**

*(State objective clearly and succinctly; use bullet/point form as appropriate. Remove heading if study has no secondary objective.)*

<Type here>

* 1. **Exploratory Objectives(s)**

*(State objective clearly and succinctly; use bullet/point form as appropriate. Remove heading if study has no exploratory objective.)*

<Type here>

* 1. **Sub-studies**

*(Describe any substudies being conducted within the study. Include overall study design and objectives of each substudy. Use a level 3 heading for each substudy or combine under this heading, as appropriate.)*

<Type here>

* + 1. **[Sub-study 1]**

*(Customize heading, as appropriate. Remove if only one sub-study)*

<Type here>

1. **SELECTION AND ENROLLMENT OF PARTICIPANTS**
	1. **Number of Participants**

*(List the number of participants planned to be enrolled in the study. List number of sites and countries if known. If sub-studies are included, list expected number of participants to be enrolled in each sub-study. Use level 3 headings for sub-studies as appropriate, e.g. 3.1.1 Sub-study #1)*

<Type here>

* 1. **Inclusion Criteria**

*(List criteria in order of importance. Start with age and sex, and primary diagnosis.)*

*(Sample text)*

1. [age and sex]
2. [primary diagnosis]
3. <Type here>
	1. **Exclusion Criteria**

*(List criteria in order of importance.)*

<Type here>

* 1. **Enrollment Procedures**

*(If applicable, describe specific procedures for enrollment. Otherwise remove heading.)*

<Type here>

* 1. **Co-enrollment guidelines**

*(Describe applicable allowance/restrictions on enrollment in other research studies, if applicable)*

<Type here>

* 1. **Sub-study Enrollment Procedures**

*(Describe any sub-studies that relate to the study. Indicate whether or not the sub-studies will have their own consent form.)*

<Type here>

* 1. **Strategies for Recruitment**

*(Describe the planned strategies for achieving adequate participant enrollment to reach the target sample size.)*

<Type here>

* 1. **Other**

*(Use topic-specific heading, as applicable. Provide any additional information pertaining to selection and enrollment of participants.)*

<Type here>

1. **WITHDRAWAL OF PARTICIPANTS**
	1. **Withdrawal criteria**

*(Include a statement of whether and how participants are to be replaced. Consider the following standard language; adjust accordingly based on study design.)*

*(Sample text)*

Investigators may withdraw a participant from the study because:

* it is in the participant's best interest according to the Investigator's clinical judgment
* the Sponsor terminates the study

<Type here>

* 1. **Procedures for Discontinuation**

*(Describe procedures to be followed. Refer to specific visit.)*

1. **RANDOMIZATION**

*(If the protocol does not include randomization procedures, include a statement indicating that here. Otherwise describe randomization below)*

<Type here>

1. **RISKS AND PRECAUTIONS**

*(Describe any risks or precautions related to procedures in this study or participating in the study itself (e.g. delay of treatment), as applicable.)*

## **Mental Health and Other Support**

*(If applicable, describe any mental health or other support that will be provided during the study either routine or due to an event/diagnostic information. Adjust heading as needed)*

<Type here>

## **Risk Management**

*(Describe the steps that will be taken to minimize risk in study)*

*(Sample text)*

Risk minimization, management, and assessment procedures have been implemented in the study to minimize and assess potential risks to participants who participate in this clinical study. Components include: (1) specific study entry and exclusion criteria to ensure that participants who have underlying characteristics that potentially increase their risk for *[insert specifics as applicable*] are excluded [*modify accordingly based on protocol*]; (2) overview surveillance by an independent Data Safety Monitoring Committee [*if applicable*]; (3) ongoing follow-up (X months total) for safety monitoring purposes [*if applicable*]; (4) [*list additional as applicable to the study*].

1. **CLINICAL AND LABORATORY EVALUATIONS**
	1. **Clinical Evaluations**

*(Describe in detail the clinical evaluations that will be done in the study.* *(e.g. medical history, medication history, physical exam, questionnaires, ECG's, biopsies, etc.))*

* 1. **Laboratory Evaluations and Specimen Collection**

*(If clinical laboratory tests are to be done include a table of these tests, similar to the following. These tests should be specific to your study and may or may not include all parameters listed. Remove section if not applicable.)*

**Table 1: Clinical Laboratory Tests**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hematology** | **Serum Chemistry** | **Urinalysis** | **Serology** | **Illicit Drugs** | **Other** |
| * <Type here>
 | * <Type here>
 | * <Type here>
 | * <Type here>
 | * <Type here>
 | * <Type here>
 |

*(Describe how specimens are to be collected. e.g. standard-of-care through local labs, collected, processed and stored on-site, a mixture of the two, etc.)*

<Type here>

* 1. **Stored Research Specimens and Plans for Possible Future Testing**

*(Describe what samples are to be stored for future use, where and for what type of testing/use, if known. Indicate if genetic testing will be performed. Indicate if the specimens may be used in any other research under this or other protocols for which separate signed informed consent documents will be obtained. Indicate whether or not lab materials are being supplied (e.g. are blood tubes, slides, labels, cryovials, shippers, etc. being supplied by the sponsor, or does the site have to provide any of these items?).*

<Type here>

* 1. **Questionnaires**

*(Describe any questionnaires to be used in the study. Include questionnaires in Appendix and cross-reference in this section)*

<Type here>

1. **STUDY PROCEDURES**
	1. **Schedule of Events**

*(Include the schedule of procedures/assessments in this section. See example below – consider landscape orientation if study contains numerous visits. Table should match the assessments described in the text.)*

**Table 2: Schedule of Events**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Visit No. | Screening | Baseline |  |  |  |  |  |
| Day No. | - X | 0 | X | X | X | X | X |
| Week No. |  |  |  |  |  |  |  |
| Procedure |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

[footnotes]

* 1. **Screening and Baseline Procedures**
		1. **Screening Visit**

*(Describe procedures to be done at screening visit. Indicate the study visit window related to the Baseline/Randomization visit as well as the amount of time the visit will require. Use bullet points.)*

<Type here>

* <Type here>
	+ 1. **Baseline Visit (Day 0, Week 0 *or other identifier*)**

*(Describe procedures to be done at baseline visit and indicate the time required.)*

<Type here>

* <Type here>
	1. **On-Study Procedures**

*(Describe procedures by visit no. If multiple visits contain the same procedures, combine visits under one heading)*

* + 1. **Visit [no.]**

<Type here>

* <Type here>
	+ 1. **Visit [no.]**

<Type here>

* <Type here>
	1. **Final Study Visit**

*(Describe procedures to be conducted at the final study visit)*

<Type here>

* <Type here>
	1. **Early Termination Visit**

*(Decribe procedures to be conducted at the early termination visit. This visit should include all procedures to be conducted at the final study visit. If this is the case, simply cross-reference to the appropriate section. Any specific early termination visit procedures should be listed in this section.)*

<Type here>

* 1. **[Detailed Information on Procedures]**

*(This title is not to be used; the title of the section[s] should reflect the procedure, e.g., "CT Scans" or "Laboratory Tests")*

<Type here>

* 1. **Re-contact of Participants after Study Termination**

*(Describe circumstances, rationale and procedure for re-contacting participants after study termination, if applicable)*

<Type here>

1. **STATISTICAL CONSIDERATIONS**

* 1. **General Study Design**

*(Describe the general design of the study as applicable to statistical consideration)*

<Type here>

* 1. **Sample Size Considerations/Justification**

*(Specify how the sample size for the study was determined. The endpoint used in any calculations should be stated as well as any assumptions regarding the variability, prevalence, relative difference between groups, etc. in the outcome. Provide calculations for a range of values when the input values are highly uncertain. Statistical power, precision of estimates and assumed type I error rate should be provided if relevant. In addition, adjustments to the sample size to account for loss to follow-up and sensitivity analyses to the assumptions used in the calculations should be described. Some support, ideally in the form of references, must be given to justify assumptions made in the sample size calculations*

*For comparisons of two proportions, the actual proportions must be stated. The difference between proportions is inadequate for the reviewer to assess the sample size calculation. Similarly, for time to event calculations, the relevant parameter (hazard rate, median time to event) in each arm should be stated. In addition, assumptions about crossover, dropout from treatment and loss to follow-up should be stated. Even if it is the case that the stated difference between treatments for which the study is powered is meant to reflect what would happen even with these variables taken into account, it is important to indicate expectations since a considerable excess of such occurrences may lead to a difference between treatment lower than anticipated. Such variables should be closely monitored by the DSMB.*

*An estimate of the length of time required to complete the enrollment of patients should also be provided here.)*

<Type here>

* 1. **Data Sets to be Analyzed**

*(Describe dataset analysis. Sample text below)*

The evaluable data set will include all available data from participants who follow the protocol without significant deviation. Criteria for evaluation will be listed in detail in the statistical analysis plan.

<Type here>

* 1. **Endpoints/Outcome Measures**

*(Describe endpoints / outcomes in order of importance e.g. primary, secondary, exploratory etc. If there are multiple endpoints within heading, rank numerically in order of statistical importance.)*

*(Sample Text)*

Primary Endpoint:

1. <Type here>

Secondary Endpoints:

1. <Type here>
2. <Type here>
	1. **Analysis of Demographic and Baseline Data**

*(Describe how demographic and baseline data will be factored into the analysis, if applicable.)*

<Type here>

* 1. **Analysis of Primary Outcome Measures**

*(Describe analysis of the primary outcome measure(s))*

<Type here>

* 1. **Analysis of Secondary Outcome Measures**

*(Describe analysis of the secondary outcome measure(s), if applicable)*

<Type here>

* 1. **Analysis of Exploratory Outcome Measures**

*(Describe analysis of exploratory outcome measure(s), if applicable)*

<Type here>

* 1. **Planned Subgroup Analyses**

*(Remove heading if no subgroup analyses are planned)*

*(Any subgroup analyses that are planned should be described in this section; these analyses might include subgroup analyses of primary or secondary endpoints, or even other interesting subgroup questions that the study team might want to investigate using the study data. Endpoints, subgroup definitions and intended statistical methodology should all be specified.)*

<Type here>

* 1. **Interim Analysis**

*(Remove heading if no interim analysis are planned)*

*(If there are planned interim analyses of the study data, they should be described in this section. Some of the details that should be provided include the schedule of analyses (e.g. at ¼, ½ and final enrollment), how the type I error will be distributed across the various analyses (e.g. spending function for the “alpha”), what outcomes will be examined at interim analyses, and what statistical tests will be used. In addition, details regarding the distribution list for the interim results should be provided as well as a brief discussion of the possible consequences of these analyses (e.g. will the study potentially be stopped due to futility, etc.).*

<Type here>

* 1. **Other Analytical Issues / Considerations**

*(In this section, details related to any anticipated analytical issues should be provided. Some examples of items that could be clarified beyond the level of detail given in the sections above might include:*

* *How missing data will be addressed in the analysis*
* *How higher than expected loss to follow-up will be addressed*
* *Acceptable windows around visits for inclusion of data into “by visit” summaries could be defined (e.g. visit date +/- 2 weeks)*
* *An outline of any data requiring a blinded review prior to un-blinding and analysis; responsibilities for this task could be described*
* *How potential differences between equipment at different sites might be addressed.)*

<Type here>

1. **STUDY ETHICAL CONSIDERATIONS**

* 1. **Ethical Conduct of the study**

*(Sample text)*

This study will be conducted in accordance with the applicable regulations (insert specific), the Tri-Council Policy Statement Version 2 (TCPS2) and the principles in the Declaration of Helsinki.

* 1. **Informed Consent**

*(Sample text)*

All participants will be given detailed oral and written information about the study. Consent forms describing in detail the study procedures and risks will be given to each participant and written documentation of informed consent is required prior to starting study procedures. Participants must sign an informed consent document that has been approved by a participating centre’s REB/IRB prior to any procedures being done specifically for the study. Each participant should have sufficient opportunity to discuss the study, have all of their questions addressed and consider the information in the consent process prior to agreeing to participate. Participants may withdraw consent at any time during the course of the study without prejudice. The informed consent form will be signed and dated by the participant and the investigator. The original signed informed consent form will be retained in the participant’s study files and a copy will be provided to the participant.

The informed consent process must be conducted and form signed before the participant undergoes any screening procedures that are performed solely for the purpose of determining eligibility for the study.

* 1. **Confidentiality**

*(Sample text)*

All participant-related information including Case Report Forms, laboratory specimens, evaluation forms, reports, etc. will be kept strictly confidential. All records will be kept in a secure, locked location and only accessible to research staff. Participants will be identified only by means of a coded number specific to each participant. All computerized databases will identify participants by numeric codes only, and will be password protected.

Upon request, and in the presence of the investigator or his/her representative, participant records will be made available to the study sponsor, monitoring groups representative of the study sponsor, representatives of funding groups, and applicable regulatory agencies for the purpose of verification of clinical study procedures and/or data, as is permissible by local regulations.

* 1. **Institutional Review Board, Ethics Committee, or Research Ethics Board**

*(Sample text)*

The IRB, Ethical Committee or REB will review all appropriate study documentation to safeguard the rights, safety, and well-being of the participants. The study will be conducted only at sites where ethics approval has been obtained. A copy of the protocol (including protocol amendments), all versions of informed consent forms, other information to be completed by participants such as survey instruments or questionnaires, and any proposed advertising/ recruitment materials must be reviewed and approved by the REB/IRB of each participating centre prior to implementation of the study. The investigator will be responsible for obtaining REB/IRB approval of the annual Continuing Review throughout the duration of the study. The investigator will seek prior ethics approval for any protocol deviations except when the change intended to eliminate an immediate hazard to participants. In this case, the protocol deviation will be promptly reported.

1. **General Study Conduct Considerations**
	1. **Adherence to Protocol**
		1. **Protocol Amendments**

*(Sample text)*

All protocol amendments will be reviewed and approved and if applicable submitted to the applicable regulatory agencies for prior approval or notification. The Investigator must sign and date the amendment prior to implementation. All protocol amendments must also be submitted to the ethics committee.

* + 1. **Protocol Deviations**

*(Sample text)*

No deviations from this protocol will be permitted without the prior written approval of the Sponsor, except when the modification is needed to eliminate an immediate hazard or hazards to participants. Any deviations that may affect a participant’s informed consent, especially those increasing potential risks, must receive prior approval from the REB unless performed to remove an immediate safety risk to the participants. In this case it will be reported to the REB and the Sponsor immediately thereafter. Any departures from the protocol must be documented.

* 1. **Monitoring & Auditing**
		1. **Data Safety Monitoring Committee**

*(Remove heading if a DSMB will not be used for study or state why it is not required/ethical to include DSMB)*

*(Describe the general composition of the DSMB as well as their role in the study. Some details to provide might include the frequency of DSMB reviews, proposals as to what data they will review and what recommendations the study management team might expect them to make based on their review of the study data (e.g. stopping the study due to safety concerns, lack of enrollment, etc.).)*

<Type here>

* + 1. **Study Monitoring**

*(Sample text)*

Each study site agrees to allow monitors from XXX and/or their representatives (CRO) direct access to the study records and medical records from those patients enrolled in the clinical study as well as drug accountability records. Adequate monitoring space and time must be provided for the Clinical Research Associates. The Sponsor will perform ongoing study site monitoring at X- to X-week intervals during enrolment to ensure quality assurance. Once enrolment is complete, the study site monitoring will be performed at X- to X-week intervals.

Protocol deviations will be monitored and recorded by the Sponsor. Details regarding patient accrual and ineligibility are specified in a separate, written Clinical Study Agreement between XXX and the Institution and Investigator.

* + 1. **Early Termination of the Study**

*(Describe the conditions that would consistitute an early termination of the study)*

<Type here>

* 1. **Record Keeping**
		1. **Data Collection**

*(Describe how data will be collected and if different systems will be used to capture different data points, e.g. electronic data capture vs. paper-based CRFs. Discuss any data transfers between the study site, CRO/labs, sponsor and/or CTN)*

<Type here>

* + 1. **Data Corrections**

Corrections of data entered on original CRFs must be made in the following manner:

* <Type here>
	+ 1. **Source Documents**

*(Sample text)*

The Investigator must maintain adequate and accurate source documents upon which CRFs for each participant are based. They are to be separate and distinct from CRFs except for cases in which the Sponsor has pre-determined that direct data entry into specified pages of the participant’s CRF is appropriate. These record should include detailed notes on:

* Oral and written communication with participant regarding the study
* Participation in study and signed and dated informed consent forms
* Inclusion and exclusion criteria details
* Visit dates
* Results of relevant examinations
* Laboratory printouts
* Concomitant medications (if applicable)
* Reason for premature discontinuation (if applicable)
* Enrollment number
* Compliance/noncompliance protocol deviation information
	+ 1. **Data Management**

*(Sample text)*

Instructions concerning the recording of study data on CRFs will be provided by [insert group responsible]. Each study site is responsible for submitting the data in a timely fashion.

*[provide additional study-specific details here]*

Detailed aspects of data handling will be described in the Data Management Plan.

* + 1. **Record Retention**

*(Describe the requirements and procedures for retaining study records)*

*(Sample text)*

The Investigator will maintain all study records according to applicable regulatory requirement(s). Records will be retained for 25 years, in accordance with applicable regulatory requirement(s). If the Investigator withdraws from the responsibility of keeping the study records, custody must be transferred to a person willing to accept the responsibility and the Sponsor notified. The Investigator should ensure that no destruction of medical records occurs without the written approval of the Sponsor.

* 1. **Other Services (if applicable)**

*(Describe use of any other study management group e.g. steering committee, study advisory committee or other services, if applicable)*

<Type here>

1. **Disclosure and Publication Policy**

*(Describe plans for publication and authorship rules)*

<Type here>

1. **REFERENCES**

*(use full citation)*

<Type here>

<Type here>

<Type here>

**APPENDICES**

*(Study-specific; include questionnaires, grading/rating scales etc.)*