Guideline	Title	Uploading Clinical Trials Results onto the EudraCT Database				
	Scope	Guidance on uploading Clinical Trials Results to the EudraCT database				
	Version	1.0	Date	21st March 2018	Guideline ID	G65

Details:

Author(s) of Guideline: Emma Armstrong, Kara-Louise Royle
Author(s) Signature: Available on paper copy

Reviewer(s): Vicky Napp (Operations Director), David Cairns (Principal Statistician)
Reviewer Signature(s): Available on paper copy

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Comments:

General comments which may provide advice on the use of the document

Related Documents

SOPs
T16 Trial and Trial Site Closure

Guidelines
G05: Trial Master File

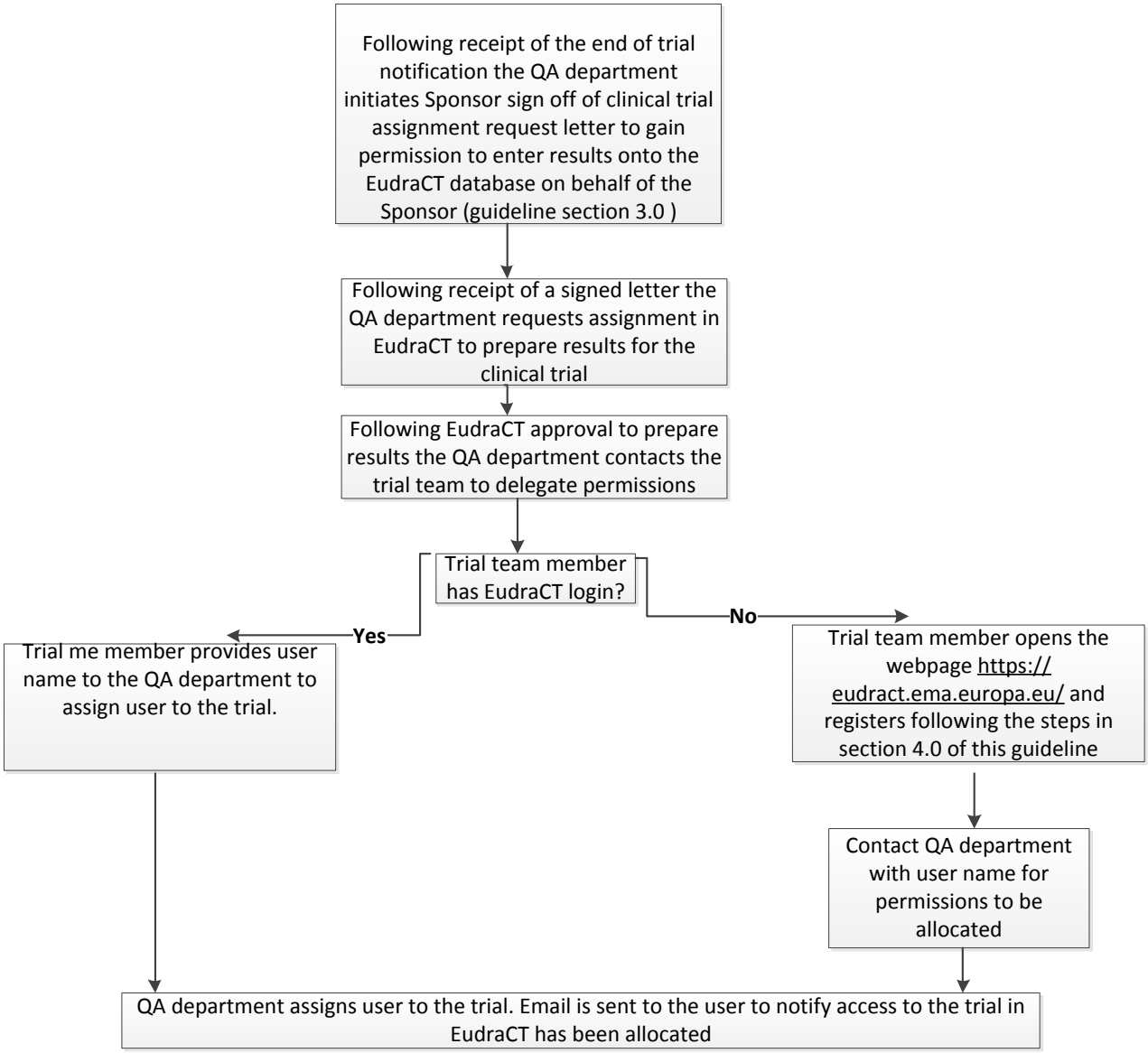
Templates
F69: EudraCT review and release

Version Control:

Previous Version number:	Edited by	Date version approved:	Details of editions made:

Contents

Diagram 1 Gaining access to EudraCT to submit trial results



Section A Introduction

- Results information released through the EudraCT database is made publically available via the EU Clinical Trials Register (https://www.clinicaltrialsregister.eu/ctr-search/search).
- This guideline describes the stages to be followed when making a submission onto the EudraCT database and who is routinely responsible for each step.
- The guideline is based upon the MRC CTU Guidance for uploading onto the EudraCT Database with some additional CTRU requirements.
- CTRU's approach to uploading data onto the EudraCT Database is that the data is similar in breadth and depth to a trial publication. For example, an upload may include the results of the primary analysis conducted within the ITT population for the endpoints specified within the protocol.

Section B EudraCT

1.0 Responsibilities

1.1 Regulatory Affairs and Governance Manager or delegate:

1.1.1 Delegating permissions to the authorised members of the trial team to facilitate upload of trial results onto the EudraCT database.

1.2 STM/SDM or delegate

1.2.1 Creating a EudraCT login (if not an existing user) and registering to become a EudraCT results user.

1.2.3 Entering and ensuring data is correct for the trial management sections within the EudraCT database as defined within this guideline.

1.2.4 Ensuring data is submitted in a timeframe to allow posting of results in line with section 2.0 of this guideline.

1.3 Trial Statistician

1.3.1 Creating a EudraCT login (if not an existing user) and registering to become a EudraCT results user.

1.3.2 Entering and ensuring data is correct for the statistical sections within the EudraCT database as defined within this guideline.

1.3.3 Ensuring data is submitted in a timeframe to allow posting of results in line with section 2.0 of this guideline.

1.4 Delivery and Scientific Leads

1.4.1 Ensuring the data entered into the EudraCT database:

- Is correct.
- Can be released into the public domain, considering the date of the trial publications and any contractual obligations.
- Does not include any patient identifiable data.

1.4.2. Signing the ***F69: EudraCT review and release*** to evidence the above.

2.0 Timelines for submission

2.1 It is a European Medicines Agency requirement (EMA) requirement that results from Clinical Trials of an Investigational Medicinal Product (cTIMP) are posted onto the European Clinical Trials Database (EudraCT) within one year of the end of trial (***T16:Trial and Trial Site Closure***).

2.2 In some circumstances it may not be appropriate to release the results entered into the EudraCT database onto the publically accessible EU Clinical Trials Register within one year of the end of trial. For example, if the main trial results have not have been published. The mandatory steps to follow in regards to data entry and delayed release onto the EudraCT database are documented in ***T16: Trial and Trial Site Closure*** with further information in section 7.0 of this guideline***.***

3.0 Obtaining permission to upload trial results onto EudraCT

3.1 All CTRU trial results are entered onto the EudraCT database using CTRU's central account held by the QA department. The regulatory Affairs and Governance Manager is the primary user for the CTRU's central account.

3.2 Following submission of the end of trial notification (***T16: Trial & Site Closure***) the Regulatory Affairs and Governance Manager (or delegate) coordinates sign off of the clinical trial assignment request letter (https://eudract.ema.europa.eu/result.html) to gain permission to enter results onto the EudraCT database on behalf of the Sponsor.

3.3 To be authorised by EudraCT the sponsor letter submitted to EudraCT needs to be:

- On Sponsor headed paper.the same as that registered with EudraCT at the beginning of the trial (this is usually as given in version 1.0 of the protocol).
- Signed by hand by the sponsor representative.

3.4 Following receipt of a signed clinical trial assignment request letter from the Sponsor the steps to gain access to upload results for the trial within EudraCT are followed within the following link: https://eudract.ema.europa.eu/results-web/components/yourpage/index.xhtml.

3.5 After submission of the signed clinical trial assignment request letter an email will be received by the Primary user stating that the application to upload results has been successful and, if not, what you need to do to get permission.

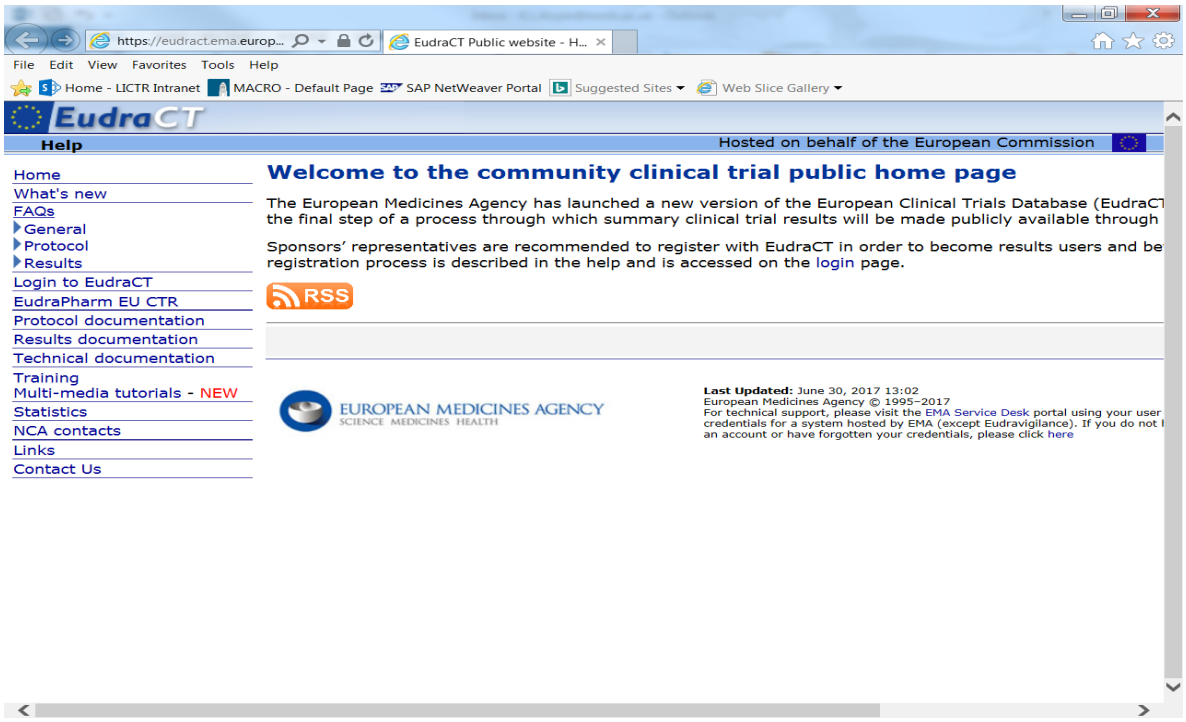
3.6. Following confirmation of a successful application the Regulatory Affairs and Governance Manager (or delegate) delegates permission to the trial team staff authorised by the Delivery Lead to become a results preparer for the trial. The Scientific and Delivery Leads will be granted permission to become a results preparer and poster. A primary back up user will be allocated for each trial by the Regulatory Affairs and Governance Manager (usually the trial Delivery Lead). The primary back up user has the same permissions as the primary user and can therefore grant result user permissions for the trials they have been allocated to. Before permissions can be delegated users must create and register as a results user in accordance with section 4.0 of this guideline.

3.7. The original wet ink copy of the signed sponsor authorisation letter is filed within the TMF (***G05: Trial Master File***) with a copy being held within the QA department.

4.0 Registering and becoming a results user.

4.1 To become a EudraCT results user the following steps are followed:

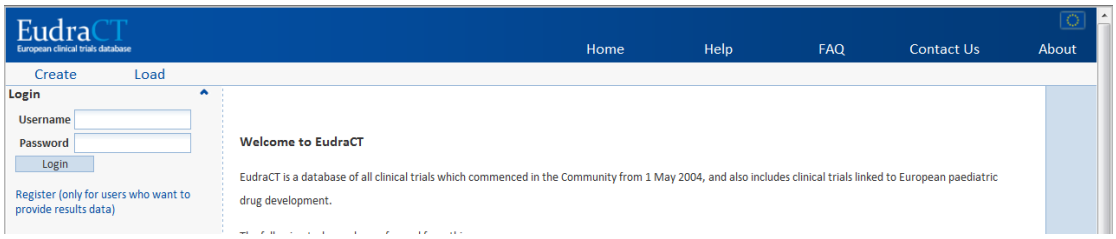
- Open the webpage https://eudract.ema.europa.eu/ . Click on “Login to EudraCT” on the top left of the screen:



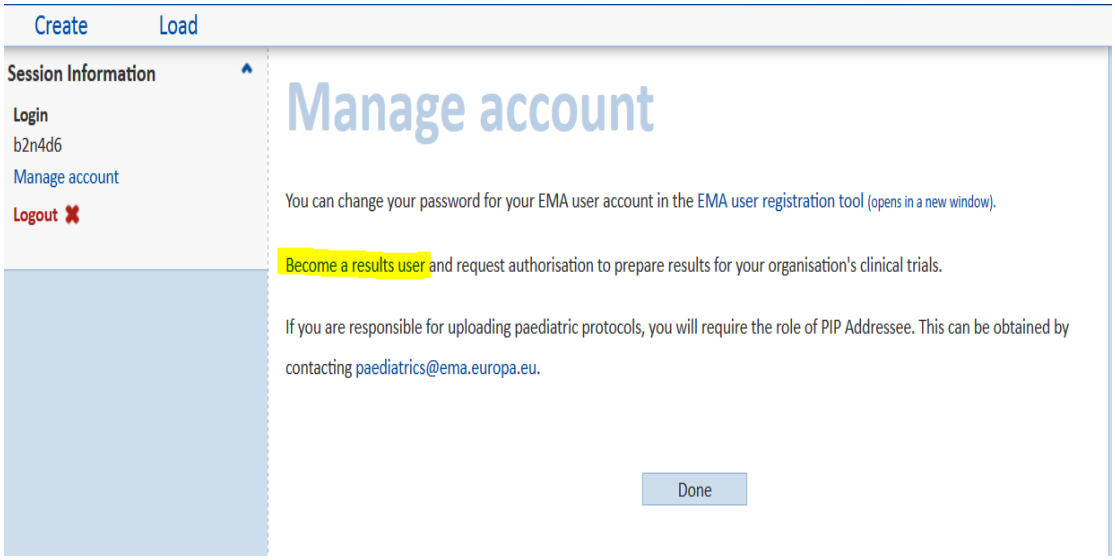
- First time users will need to register. Click on “Register” on the top left hand side of the screen.
- You will need to accept terms and conditions and enter your personal details within the registration screens. Registration must be completed using your University of Leeds email address.

4.2 If the user has never posted results before the user goes through the following process to become a results users to post results following the below steps:

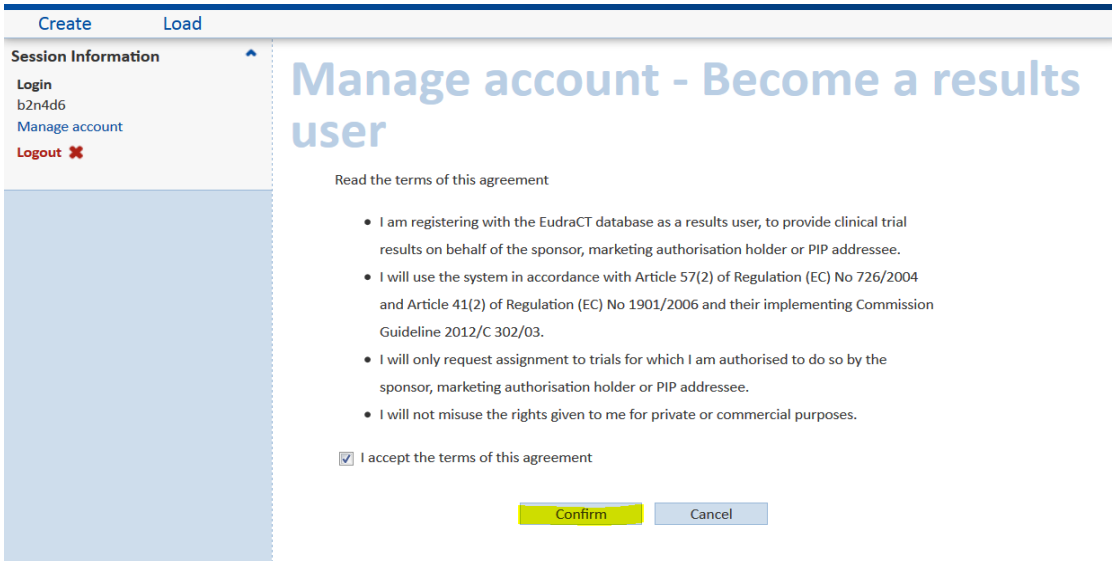
- Login to EudraCT, using the username and password acquired from section 4.1.



- Click on “Manage account”; then you will see the following screen - click on “Become a results user”.



- Accept terms and conditions:

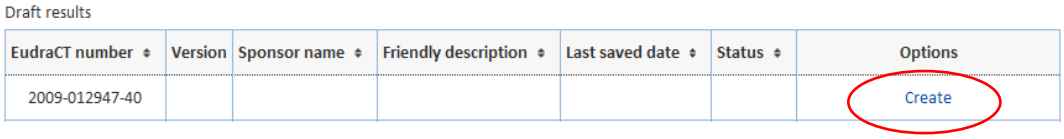


- Log out and log back in again for changes to take place.

4.3 After permission has been granted contact the QA department who will allocate permissions to prepare or post results for the relevant trial in accordance with section 3.6 of this guideline.

5.0 Uploading results

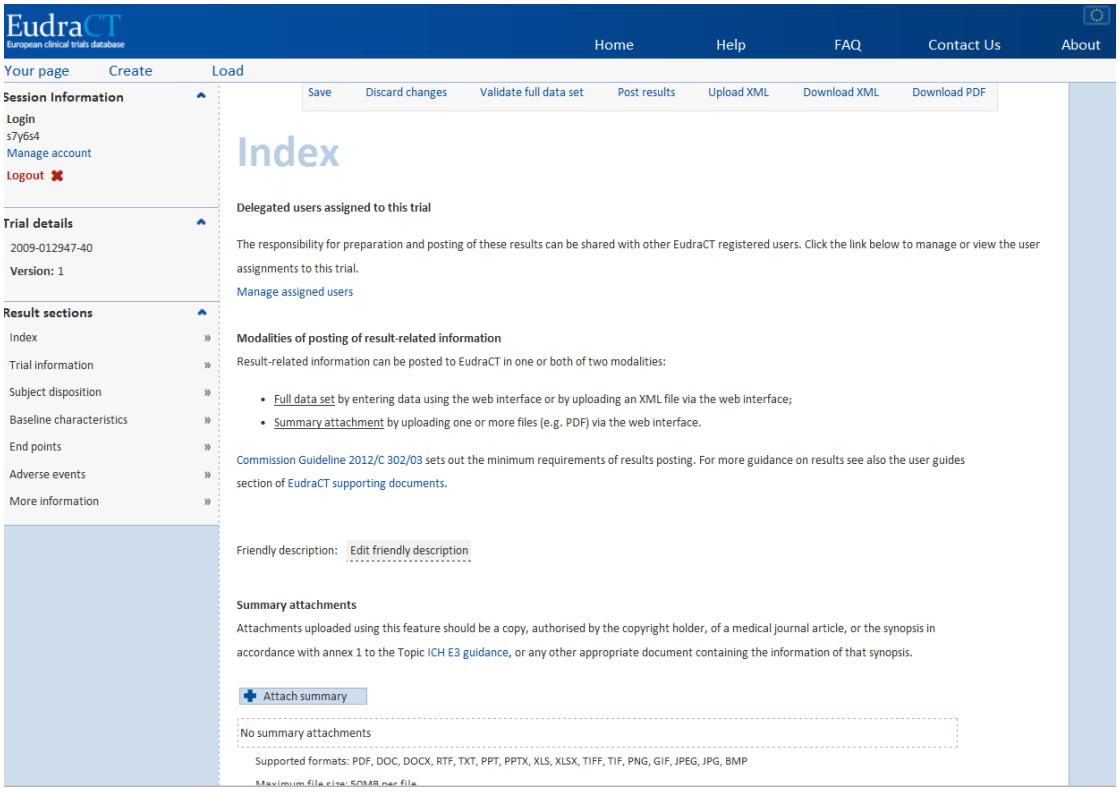
- Once permission to become a results user for a trial has been obtained, when next logged on the below screen will be shown. To add results, click on “Create”:



- Throughout all of the screens within the database a red asterisk denotes a mandatory field. There may be rare circumstances where a mandatory field cannot be entered, these circumstances are approved by the Scientific Lead and QA department with a justification being entered into the database at the point of validation (see section 6.0 of this guidelines).

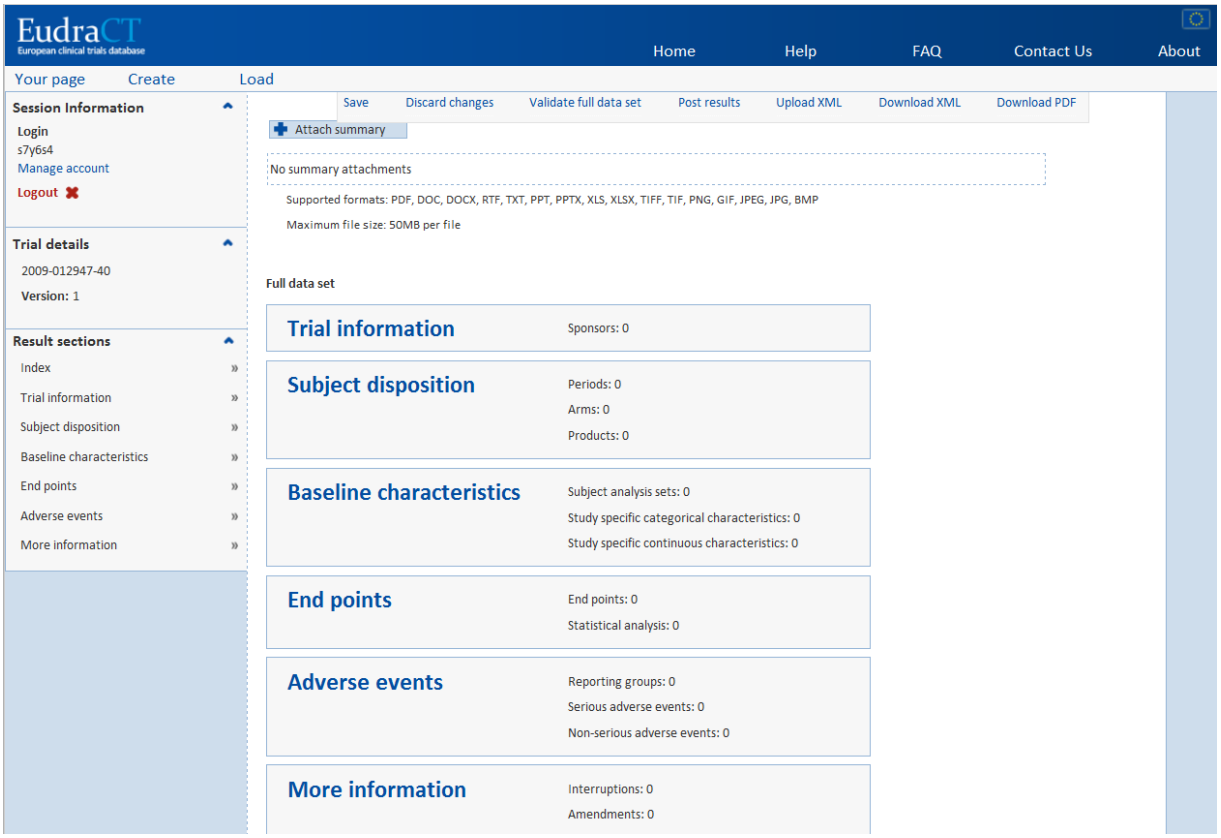
5.1 Index Page

- This section will be complete by the Senior Trial Manager (STM) or delegate
- After clicking onto the trial within the EudraCT data base the index page will appear as follows:



- Enter a friendly description of the trial.

- It is standard practice within CTRU to not attach a summary attachment Scroll down to get to the data summary section:



- To upload the results, click in to each of these links and enter the information.

5. 2 Trial Information Page

- This section can be completed by the STM (or delegate) or Trial Statistician as decided by the trial team. The Population of trial subjects section needs input from a statistician.
- Some trial information may already be present on this page (carried over from trial-set up). Check this information is still correct and update as required.
- To enter into a section, click on (for example) “Add sponsor” which will take you to a new page.
- Once you have finished with entering those details, click “Done” at the bottom of the page. The results will then save and you will be redirected back to the “Trial information” page.
- If any fields are unclear, hold the mouse over the “i” sign, and an explanation will appear (for example below):

5.2.1 Additional study identifiers section:

- Ensure either the ISRCTN or Clinical Trials.gov number are entered

5.2.2 Sponsor details section:

- Where CTRU are responsible for the uploading of results into EudraCT on behalf of the sponsor “CTRU QA Department” is entered as the scientific and public contact point.

- Enter “Regulatory Affairs and Governance Manager” in the function contact point name
- Enter the email address medctruq@leeds.ac.uk into the Sponsor email address.

- After the above details for the scientific contact have been entered press “copy scientific contact point” so that the details for the scientific and public contact are the same

5.2.3 Paediatric regulatory details section:

- All questions within this section will always be no unless results for a trial that fall under the paediatric regulations are being entered.

5.2.4 Results analysis stage section:

- Results will only be entered onto EudraCT for CTRU trials at the end of trial. Therefore mark the analysis stage as “final”.
- For the date of final analysis field enter the date of the data download for the final analysis.
- Select “yes” for the question ‘is this the analysis of the primary completion data?’
- Enter the date the final subject was examined or received an intervention for the purpose of final collection of data for primary endpoint within the field for “primary completion date”.

- If the trial ended early mark this accordingly. For all other trials select yes for 'global end of trial date reached?' and add in the date of the end of trial.

5.2.5 General information about the trial section:

- Add in the main trial objective as per the protocol.
- Enter date first patient randomised as the actual start date of recruitment.
- Enter no for 'long term follow up' planned (at the time of data entry into EudraCT the long term follow period will have finished).
- Within the protection of trial subject box enter the information relevant for your trial, this could be taken from the information submitted within the initial REC application.
- Enter information within the background therapy box and evidence of comparators section in line with the level of detail that would be submitted within the trial publication N.B these are not mandatory fields within the database.

5.2.6 Population of trial subjects section:

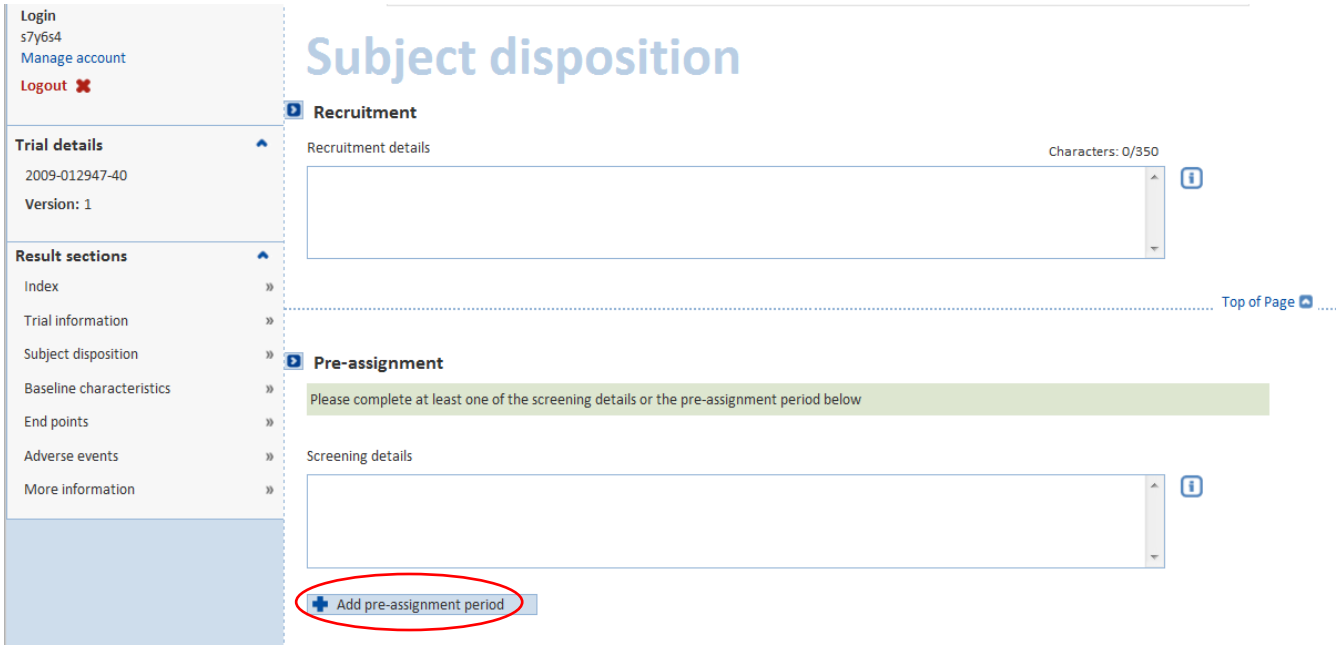
- This section of the trial information page is completed by the Trial Statistician
- The planned number of subjects may already be prepopulated depending on the information submitted to EudraCT at the start of the trial.
- The trial statistician enters the actual number of subjects enrolled broken down into the categories mandated by the database.

5.3 Subject disposition page

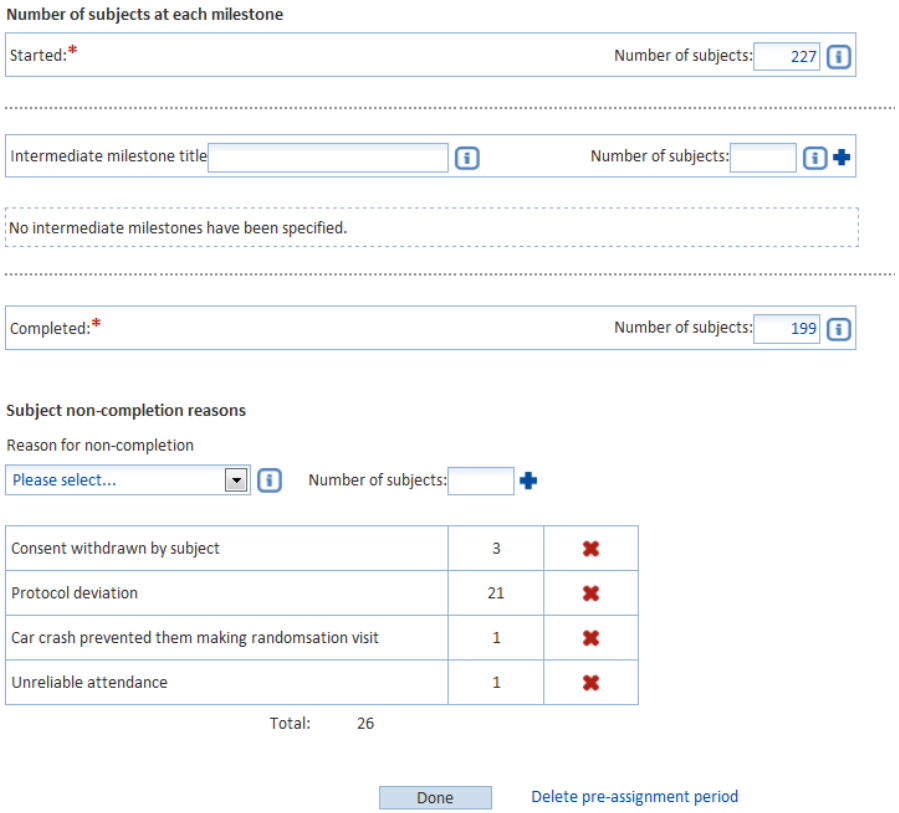
- This page is complete by the trial statistician.

5.3.1 Pre-assignment period

- It is required to enter the "Pre assignment" period details – meaning the screening period.
- Click on "Add pre-assignment period":



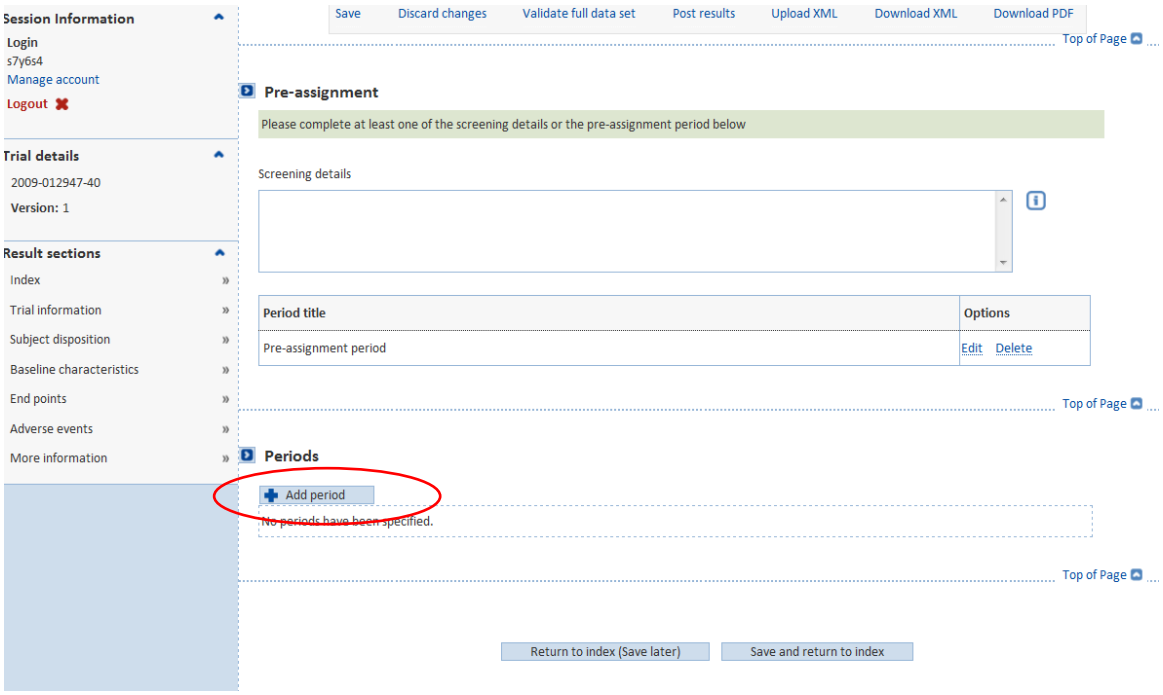
- Enter the number of patients screened in the "Started" box. For the purposes of the EudraCT upload this is the number of patients consented to the trial. If there are any intermediate milestones in the screening-randomisation period, then you can enter what it was and how many subjects completed follow up until that milestone (usually not applicable).
- Enter the number completed, as well as any reasons for non-completion below, e.g. a trial that screened 227 patients and randomised 199.
- The "Completed" field is usually:
  - For trials with randomisation stage only: the number randomised (as they completed the screening period)
  - For trials with registration stage only: the number registered
  - For trials with a registration and randomisation stage the number randomised



- Click done to return to the "Subject disposition" screen, and the screening period should now appear.

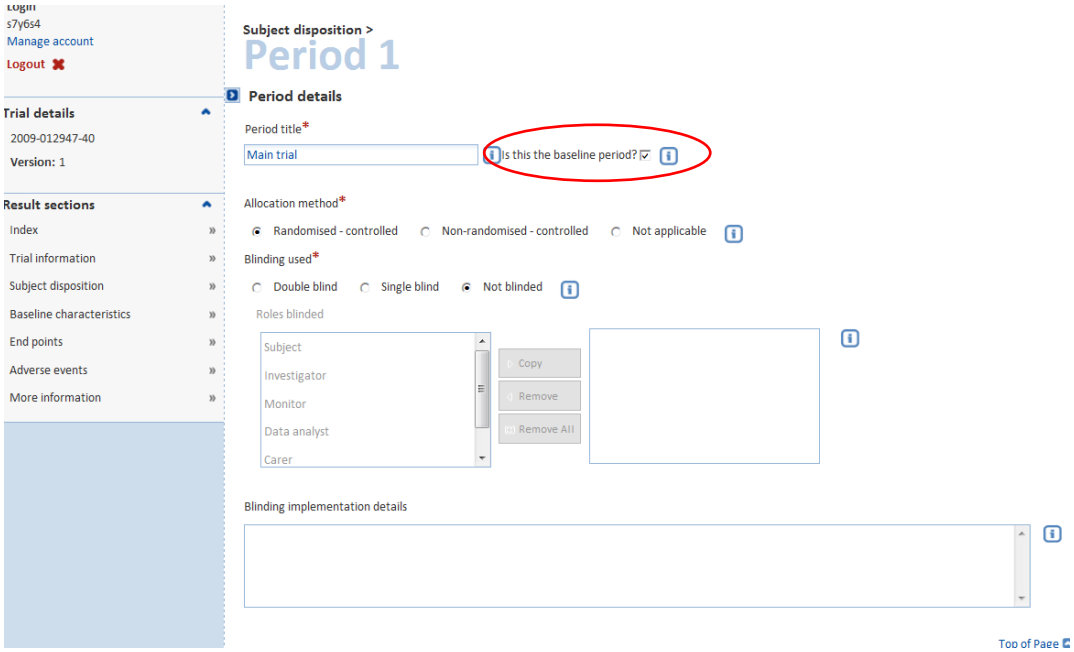
5.3.2 Periods

- At least one period needs is required to be entered.
- Some trials may have multiple periods (e.g. main trial and long term follow up, or cross over trials). However, if it a simple parallel group trial with one main trial analysis, only one period will have to be added. Click on “Add period”:

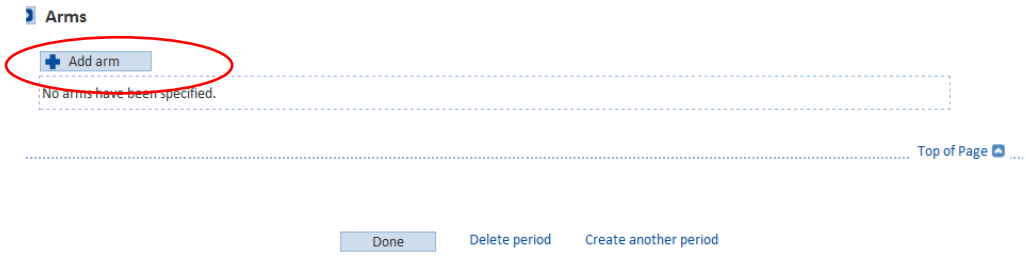


- Enter the name of the period that you are defining. For a parallel group trial with one main trial analysis, “Overall trial” would be an acceptable name. You must tick the “Is this the baseline period” box at some stage. If you only have one period (as in this example) then the baseline period box must be ticked.
- To note the periods entered at this point define how End point and other data needs to be entered in later sections. If it is appropriate to do so it is recommended that just one period is entered within the periods section named “Overall Trial” and baseline period ticked within period 1.

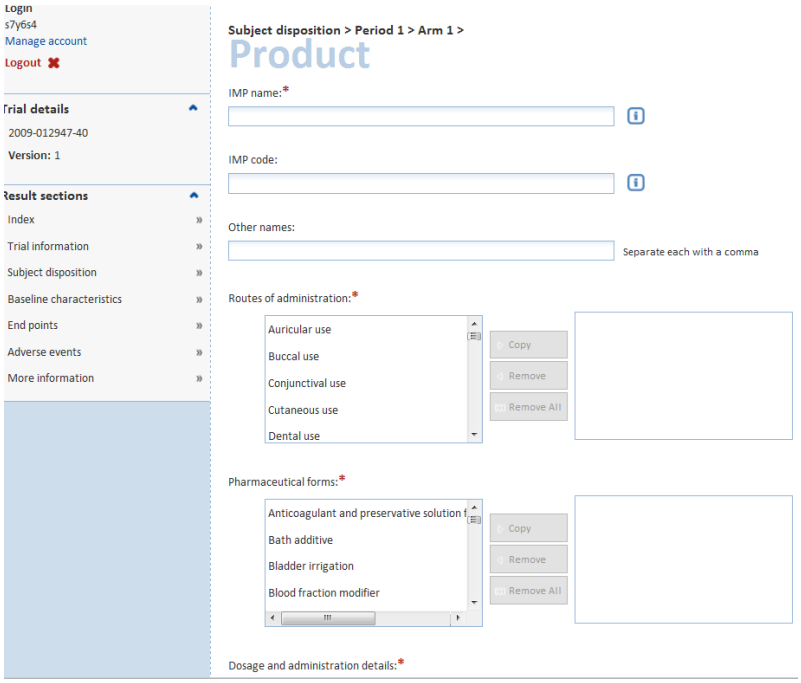
- Enter the details on blinding (the example is a non-blinded randomised control trial).



- Scroll down and enter the arms in the study (if appropriate) by clicking on “Add arm”:

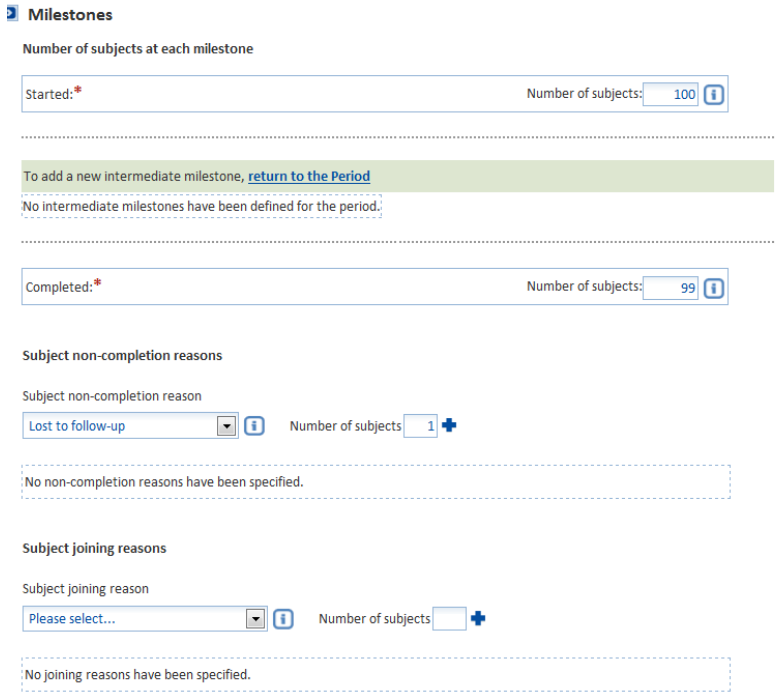


- Add the name and description of the arm, as well as specifying whether it is an intervention arm or otherwise. Add any products that were used as part of the randomisation by clicking "Add product", which will take you to the following screen:

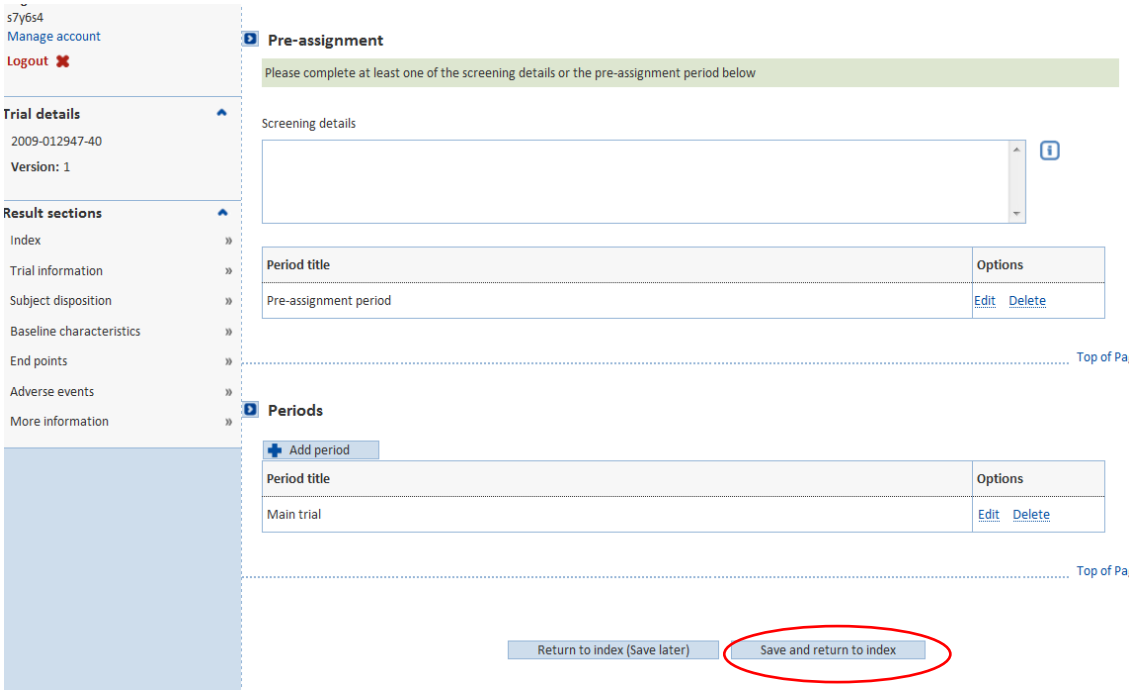


- Fill in as much information as possible (red asterisks = mandatory field). Click on "Done" to return to the "Arm 1" screen. The product information should have appeared there. Add other products if applicable. There is no requirement to enter IMP code or other IMP names.

- Scroll down to “Milestones” where you can enter the number of patients that started the period and how many finished it. Therefore you can enter how many people were lost to follow up/withdrew consent etc. during the study. An example below for an arm which had 100 people randomised but had one lost to follow up by the end of the study:



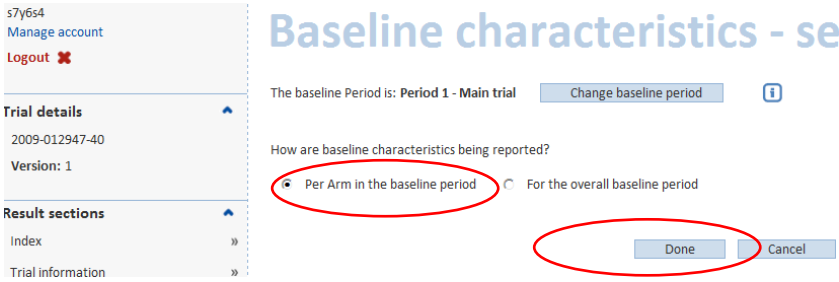
- Add any other arms in the same way before clicking on “Done”. This should re direct you to the subject disposition page, where details about both periods should be saved. Click on “Save and return to index” to save the information you have entered:



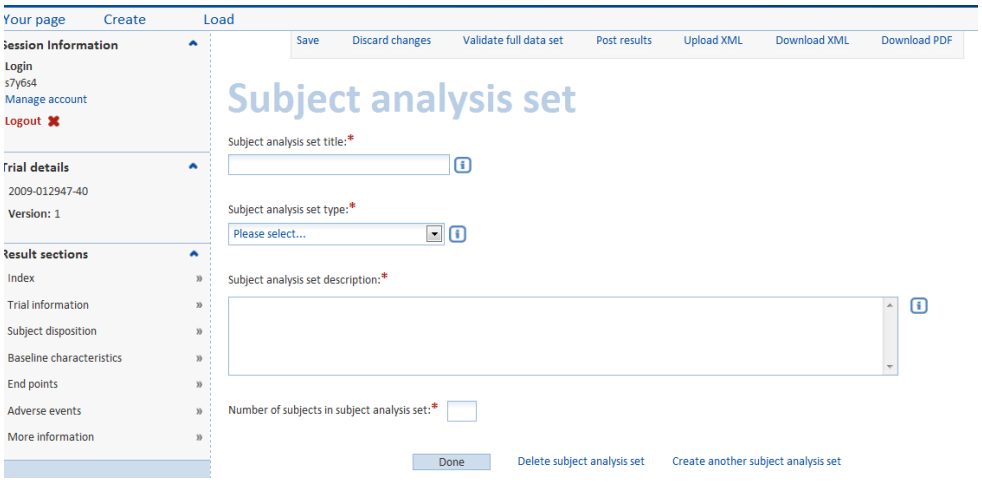
5.4 Baseline characteristics Page

- This section is completed by the Trial Statistician.
- The baseline characteristics are reported for the period which was defined as the baseline period within section 5.3.

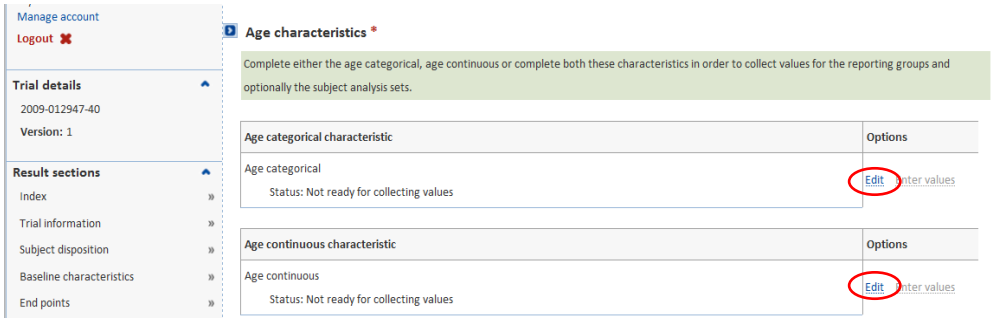
- Choose whether you want to report the baseline characteristics by arm or overall. The example here will be presenting them by arm:



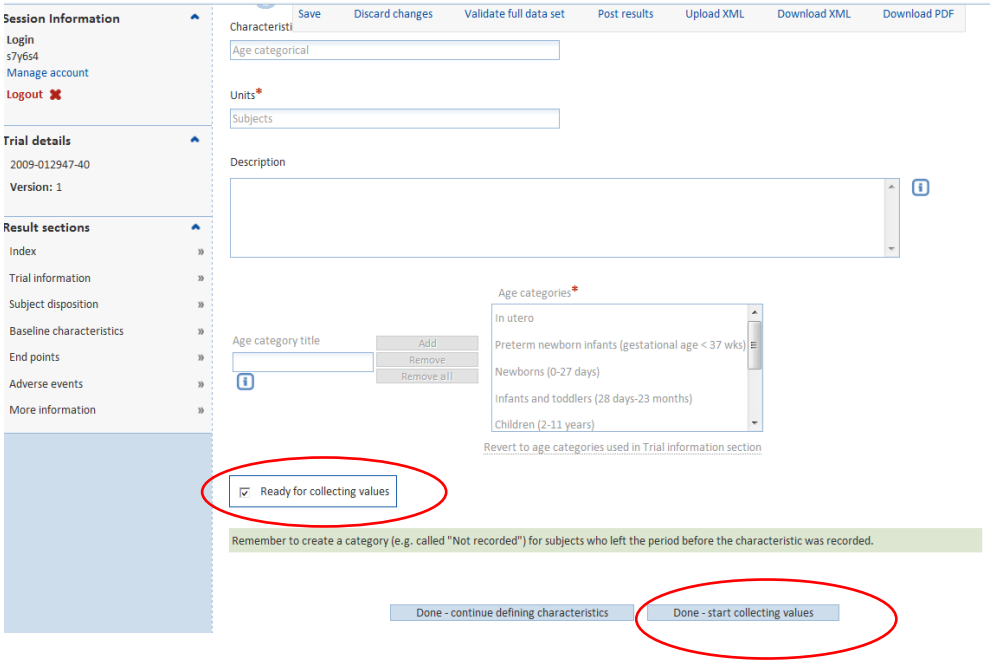
- Add additional analysis sets if you want to report in groups different from the arms defined. This will take you to the following screen, where you can enter the details of the analysis set.



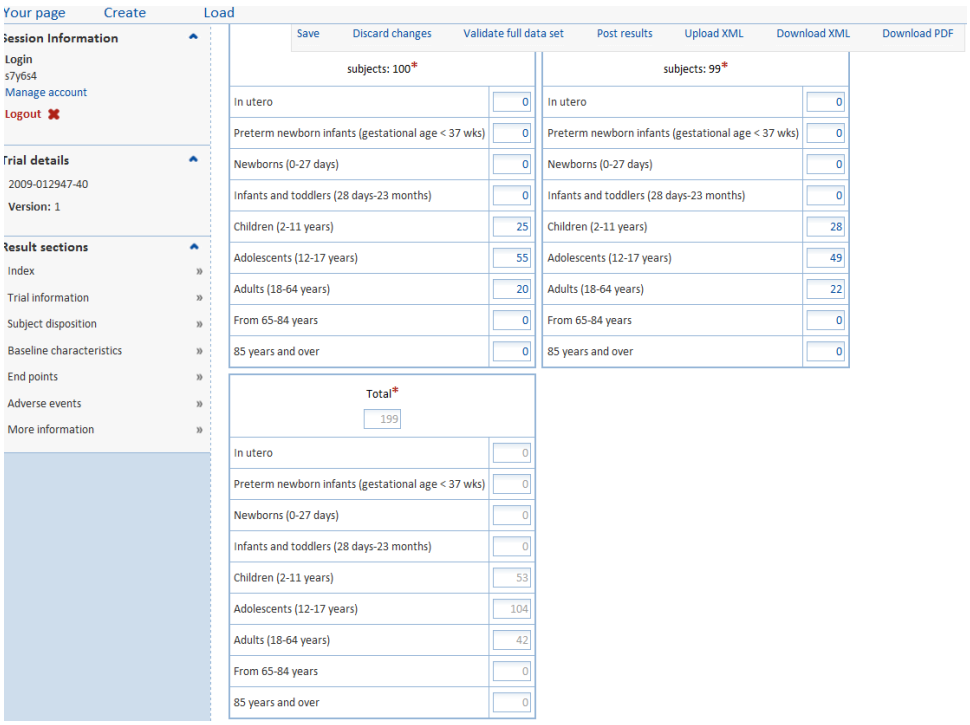
- Age characteristics (mandatory)
- Complete the categorical or/and continuous values for age, by clicking on “Edit”.



- In the categorical option, you will see a list of age categories. You can optionally add more categories if appropriate, then tick the “Ready for collecting values” box.
- To enter values, click on “Done – start collecting values”.

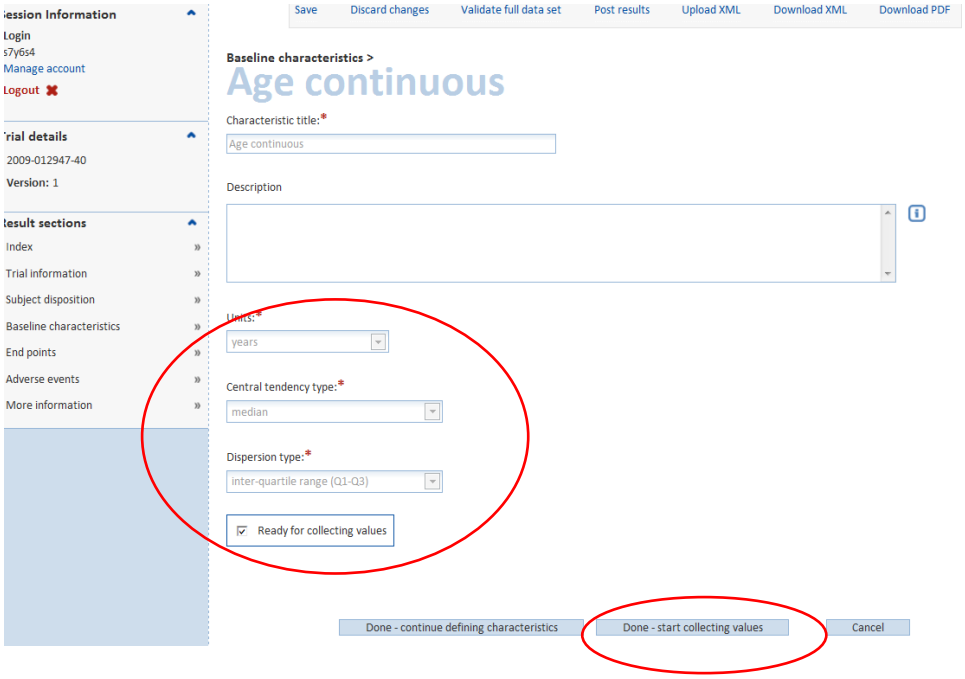


- Enter the data for each arm, then the overall total will automatically update:

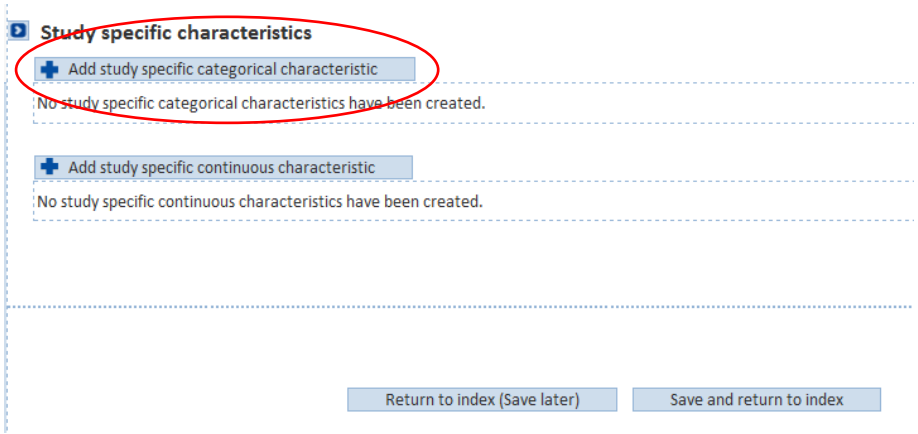


- Click “Done”.
- In the continuous option, you will be able to specify the units, summary statistic and measure of spread reported for the endpoint. For example the median and interquartile range of age in years.

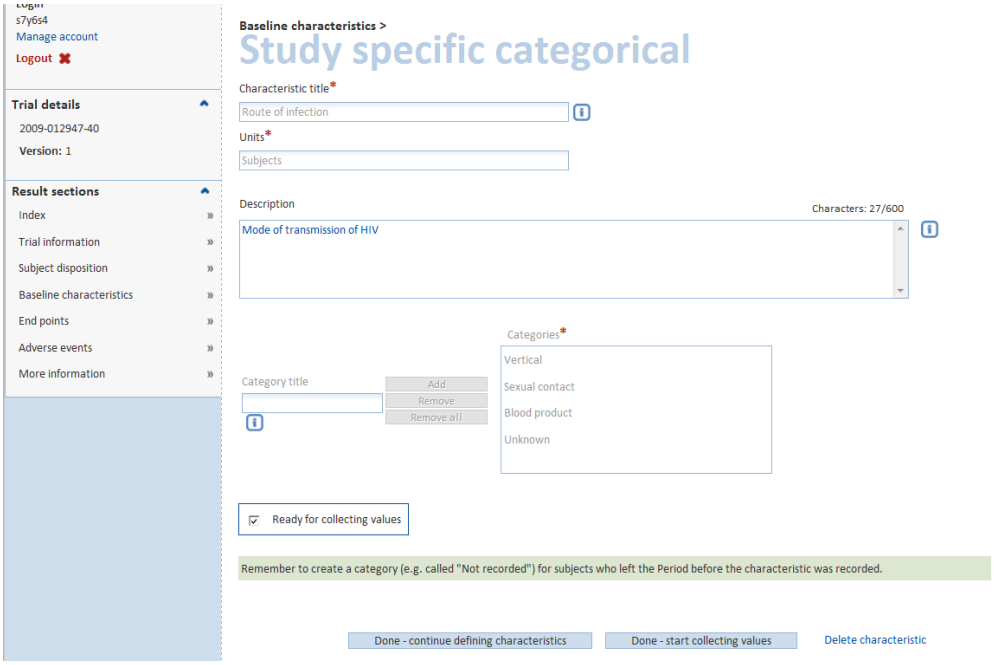
- To enter values, click on “Done – start collecting values”.



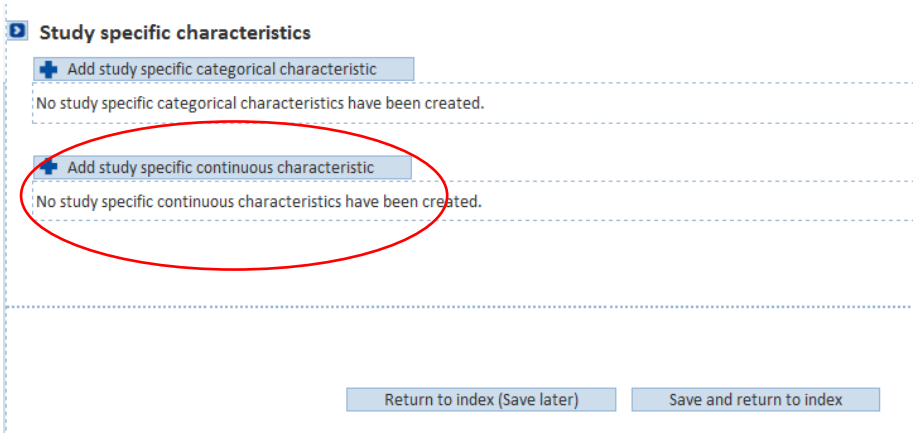
- Enter the data in to each arm, then click “Done”.
- Repeat the process for Gender (categorical).
- You should then add any study specific characteristics – either categorical or continuous. There are likely to be many of these – we present an example of a continuous and a categorical variable here
- For a categorical variable click on “Add study specific categorical characteristic”:



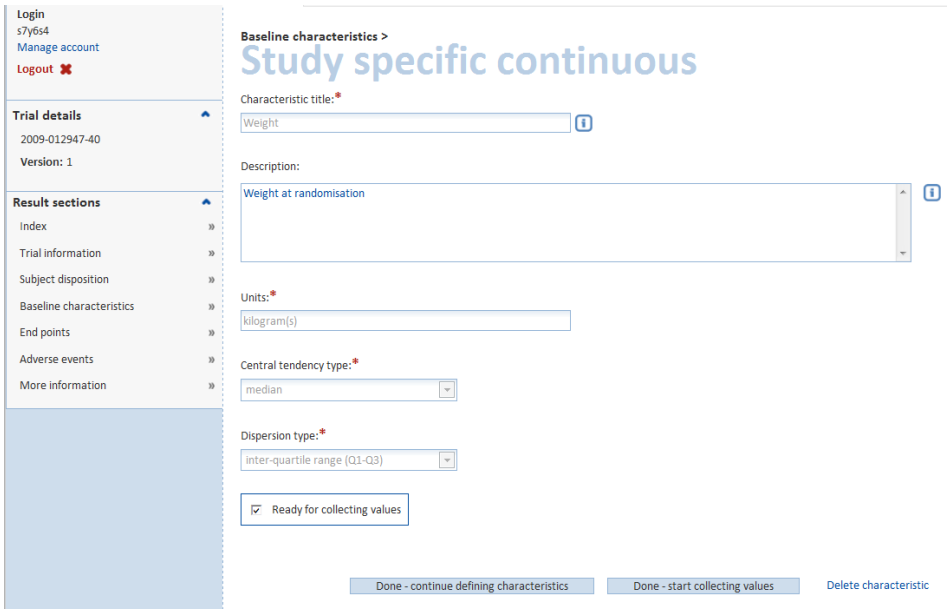
- Give the characteristic a title (in this example we will use “route of infection”). It is more important to add a brief description when it is study specific, so it is clear to the reader what you are entering.
- To add a category, type it into the “Category title” box and then click on “Add” – the category will then appear in the “Categories” box.
- Click “Ready for collecting values”, then the process of entering the data is the same as previously (start by clicking “Done – start collecting values”).



- The process for adding a continuous study specific baseline characteristic is similar. Click on “Add study specific continuous characteristic”.



- Give the characteristic a title (in this example we will use “Weight”). It is more important to add a brief description when it is study specific, so it is clear to the reader what you are entering.
- Enter the Units used (often when you start typing, EudraCT will suggest units for you), enter the summary statistic and the measure of spread you are to enter.
- Click “Ready for collecting values”, then the process of entering the data is the same as previously (start by clicking “Done – start collecting values”).

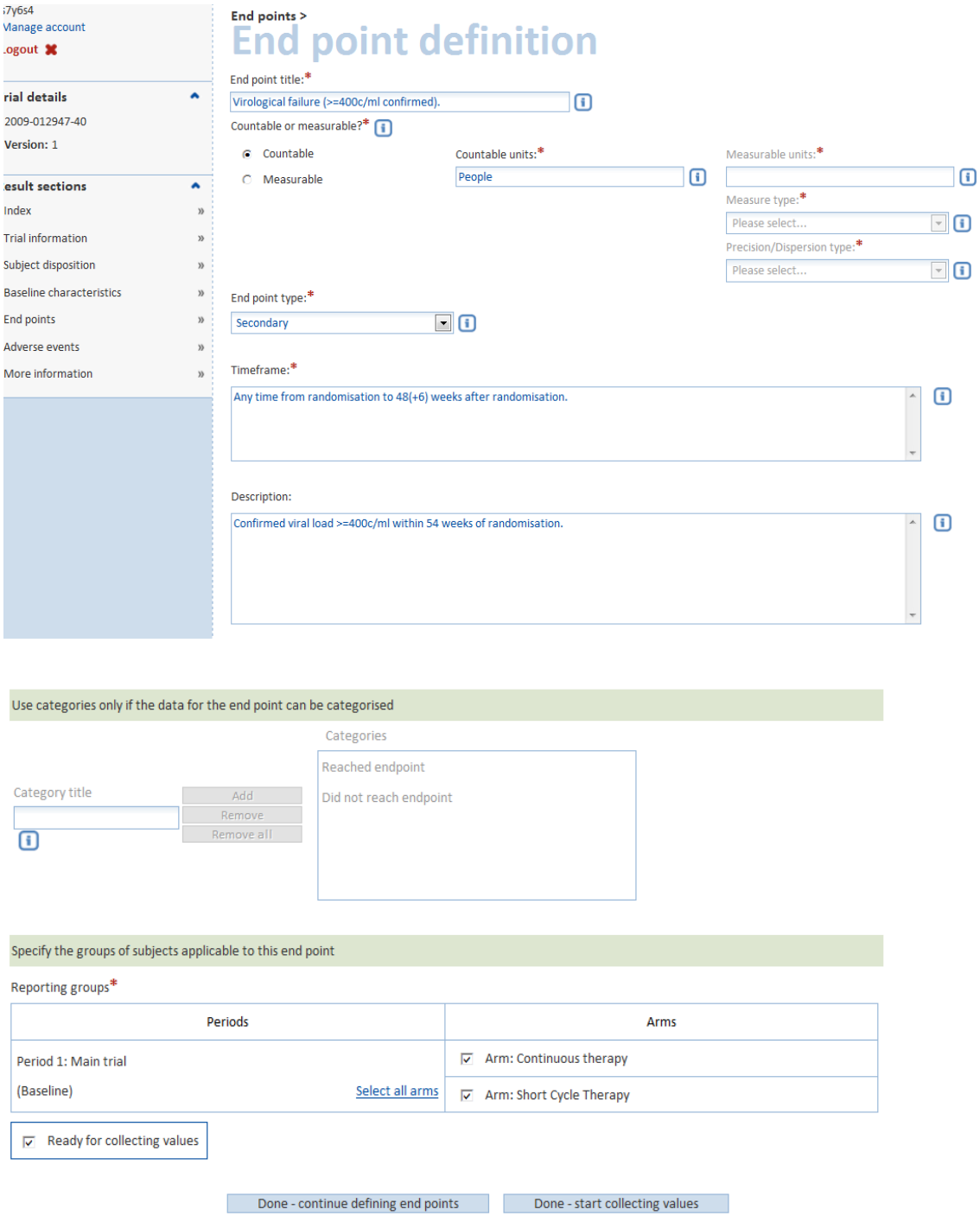


5.5 End points Page

- This section is completed by the Trial Statistician.

5.5.1 Defining a new end point

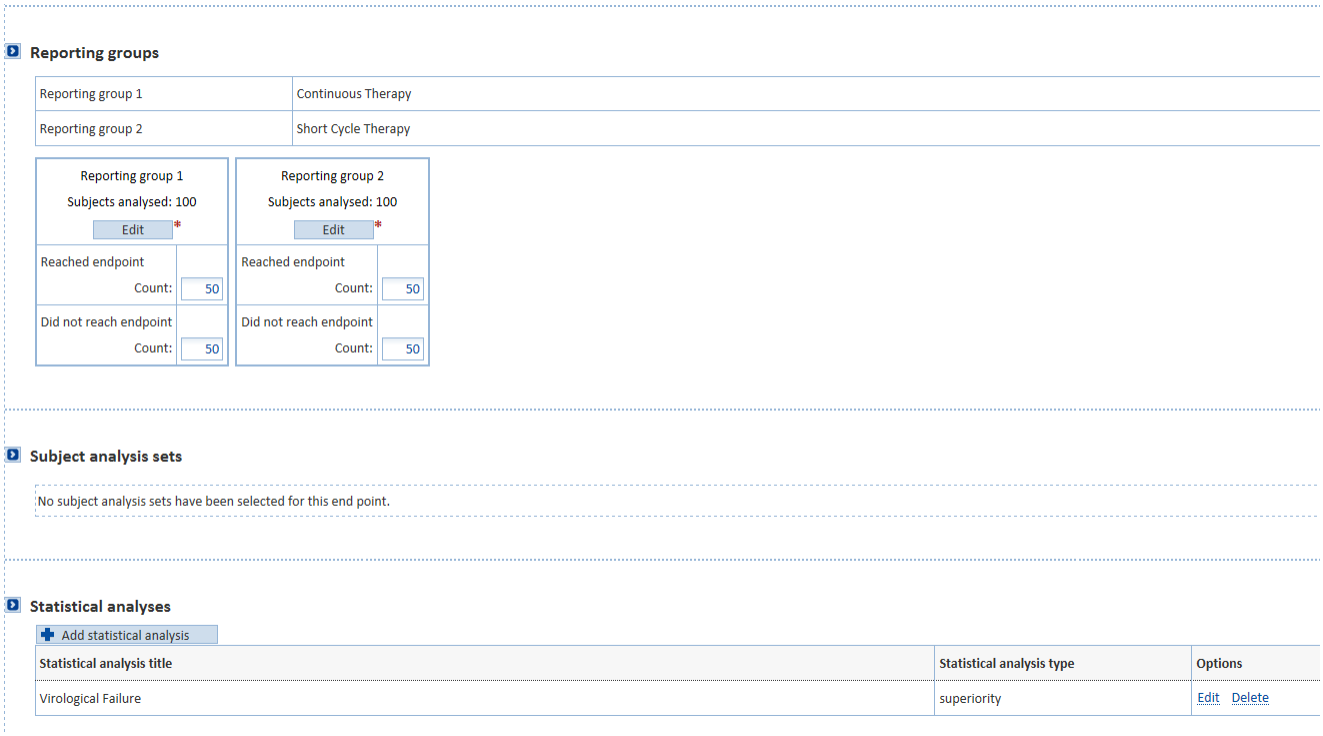
- Click on “Add end point”.
- Enter a title for the End point e.g. Overall Survival.
- Enter whether the End point is countable (categorical) or measurable (continuous).
  - If countable state the countable units e.g. participants.
  - If measurable state the measurable units and how this has been summarised (measure type) along with a precision type e.g. time in months, median and IQR.
- Enter the time frame of the variable e.g. time from randomisation to death.
- Enter a description of the variable – this can be the definition of the variable from the statistical analysis plan (SAP).
- If applicable you can also define the categories by specifying the relevant category titles and clicking Add e.g. reached endpoint / did not reach endpoint.
  - In this case you must also define a category for those for which the endpoint was not recorded.
- Finally select the periods and arms for which your endpoint is defined, if you’re uploading the results from different analysis populations you can also select which analysis populations you wish to define your endpoint for here.
- Tick “ready for collecting values” and click “Done start collecting values”.
- The example below is for a secondary endpoint (confirmed viral load ≥400c/ml in a HIV trial over 48 weeks).



5.5.2 Adding values for an End point

- You will be directed to a screen where you can enter the raw data for each arm selected on the previous screen.
- Enter the number of subjects analysed in each selected arm.

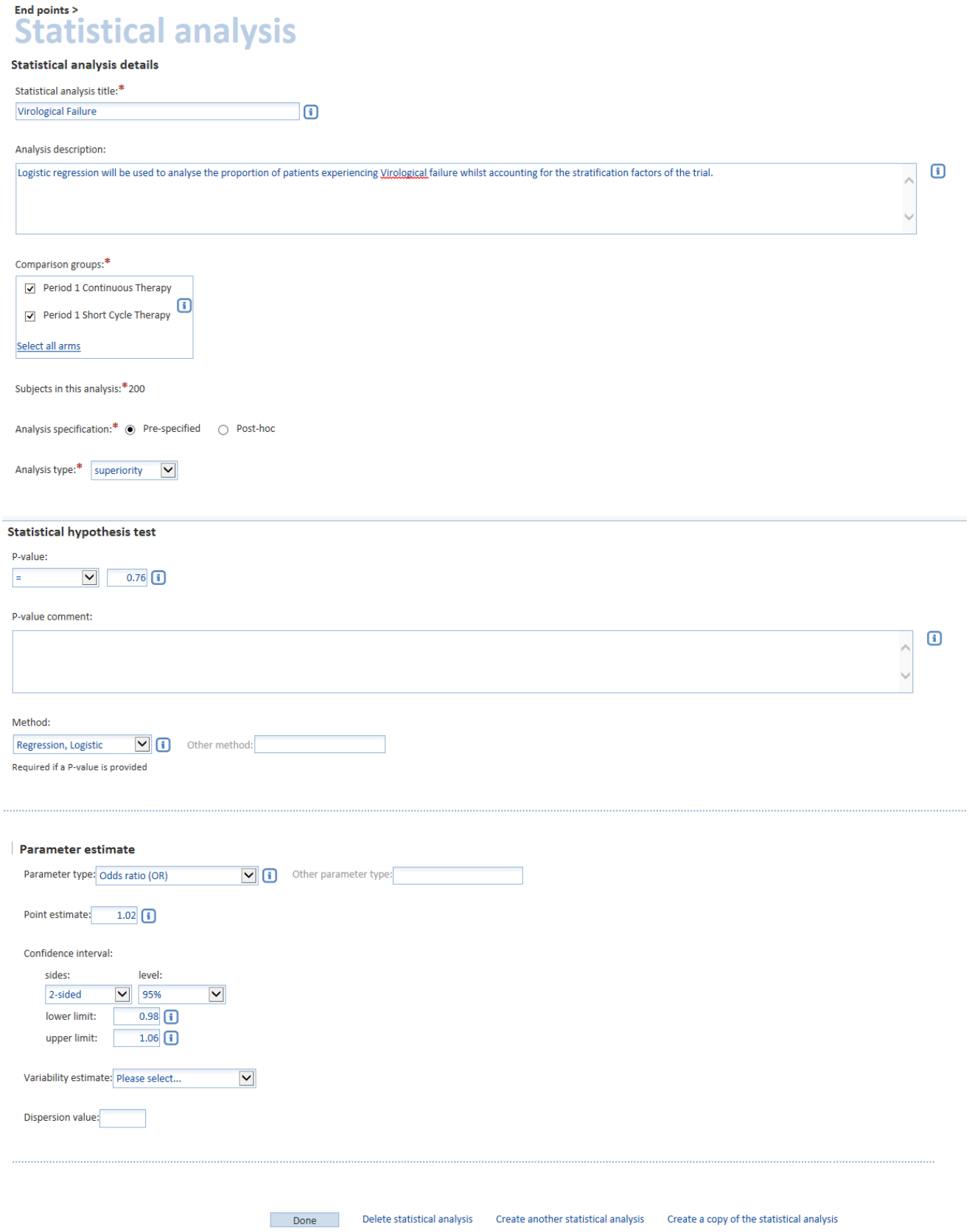
- For categorical data you can specify the number of subjects in each group (as defined on the previous screen) for each selected arm.
- For continuous data you can enter the measure type and precision/dispersion type (as defined on the previous screen) for each selected arm.
    - Note that if your confidence interval has upper or lower limits which have not been reached you cannot input inf (infinity) or NR (not reached) instead you should specify a number e.g. 999 in the endpoint description which represents that the upper / lower limit was not reached.
- The screen shot below shows what you'd see if you continued with the example in section 5.5.2.



5.5.3 Adding analysis for an endpoint

- You can add some statistical analysis for the endpoint by clicking "Add statistical analysis".
- You can only add one statistical analysis at a time and you can state the following:
    - Analysis title.
    - Analysis description – this can be taken from the SAP, for time to event end points this may be where you specify the date cut off if the some endpoints were not updated following the final download.
    - Comparison groups – which in turn will define the number of subjects analysed.
    - Whether the analysis was pre-specified / post-hoc.
    - Whether the analysis was superiority/non-inferiority/equivalence/other – there is also an opportunity to comment on the analysis type.
    - The p-value for the analysis.
    - The method for the analysis from which the p-value was obtained e.g. General linear regression, Cox proportional hazards regression.
    - The parameter estimate e.g. Hazard ratio (HR).
    - The point estimate for the parameter estimate.
    - The confidence interval for the parameter estimate, along with the level and whether this is one or two sided and/or the type of variability estimate for the parameter along with the value of this estimate.
    - Click "Done" which will return you to the endpoint page.

- The screenshots below show what you may enter in the case of the example above.

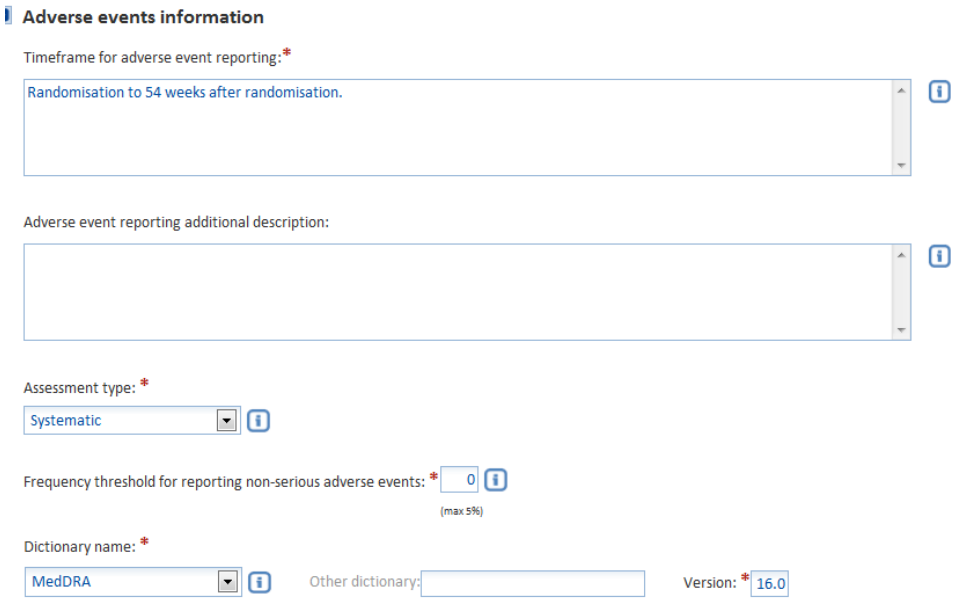


5.5.4 Additional uploads and completion of endpoint

- The CTRU standard is to not additionally upload attachment(s) to each endpoint
- Once everything for that endpoint is entered click “Done” to return to the endpoint definition page and then “Done – continue defining end points” to define another endpoint.
- Once all your endpoints are added click “Save and return to index”.

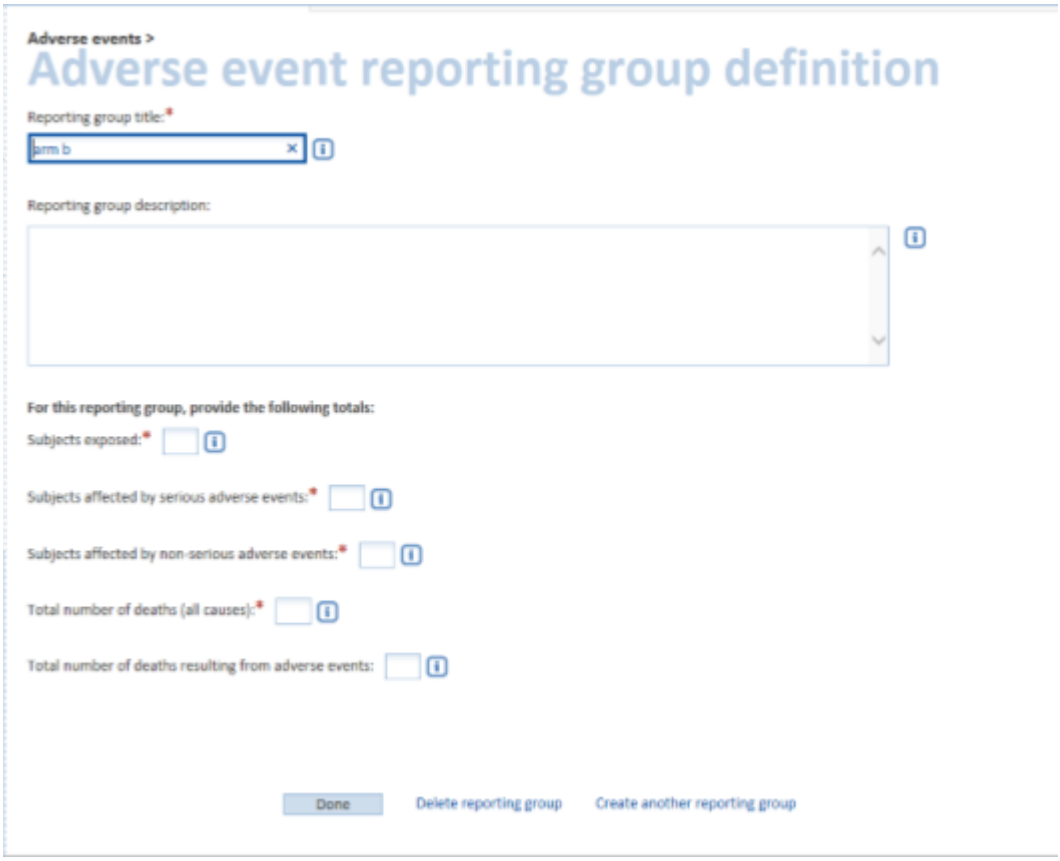
5.6 Adverse events Page

- This section needs to be entered by a Trial Statistician
- **Note: SAEs and AEs are reported separately, so ensure SAEs are not reported twice.**
- Enter in the timeframe for adverse event reporting. Select whether the assessment type was systematic or non-systematic. Select the threshold frequency for reporting non-serious adverse events.
- If using a dictionary for reporting events (e.g. MedDRA), select which one, and which version.
- Enter the threshold for reporting. For example where all AEs will be reported a 0% threshold is specified.



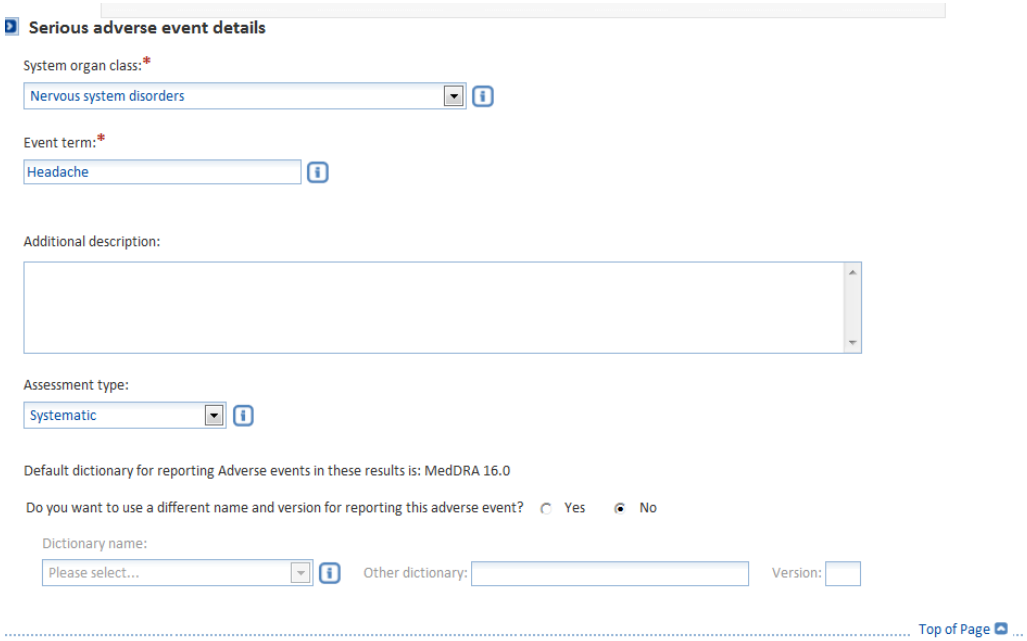
- If adverse event data is being entered using an automated process i.e. via xml then the work instruction documented in Appendix A should be followed. The following steps should be followed if entering adverse event data manually.

- First you need to define your adverse event reporting groups. The standard is to use the same arms defined within the baseline period. For each arm you will define within the system:
    - The number of subjects exposed to the treatment
    - The number of subjects experiencing at least one serious adverse event
    - The total number of deaths (all causes)
    - The total number of deaths resulting from adverse events (non-compulsory)



- To add a serious adverse event, click “Add serious adverse event”.

- For the table of values the columns are defined as follows
  - Subjects affected – number of subjects in each arm who have experienced the event at least once.
  - Subjects exposed – number of subjects in safety population of the arm.
  - Occurrences – Total number of the event observed in each arm
  - Occurrences causally related to treatment – Total number of events in each arm which are related to the treatment
  - Fatalities – Total number of deaths in each arm for those who experienced the event.
  - Fatalities causally related to treatment – Total number of deaths in each arm experiencing the event which are related to treatment.
- An example of how to fill this in for a single serious adverse event (Headache) is below:

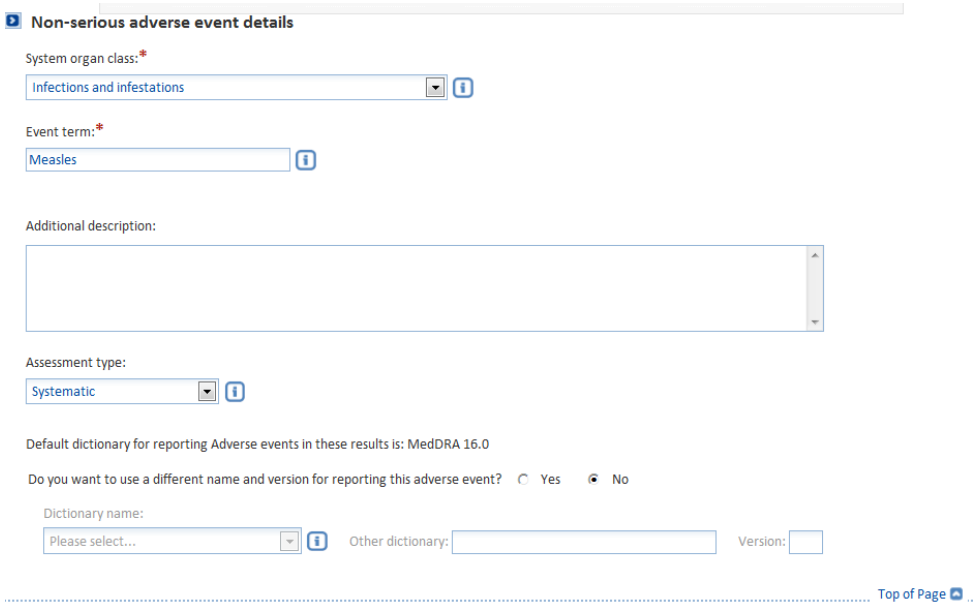


Values for serious adverse event per reporting group *

Reporting groups	Subjects affected number	Subjects exposed number	Occurrences all number	Occurrences causally related to treatment number	Fatalities number	Fatalities causally related to treatment number
Continuous therapy	0	100	1	0	0	0
Short Cycle Therapy	1	99	0	0	0	0

- Click “Done” to return to adverse event screen.

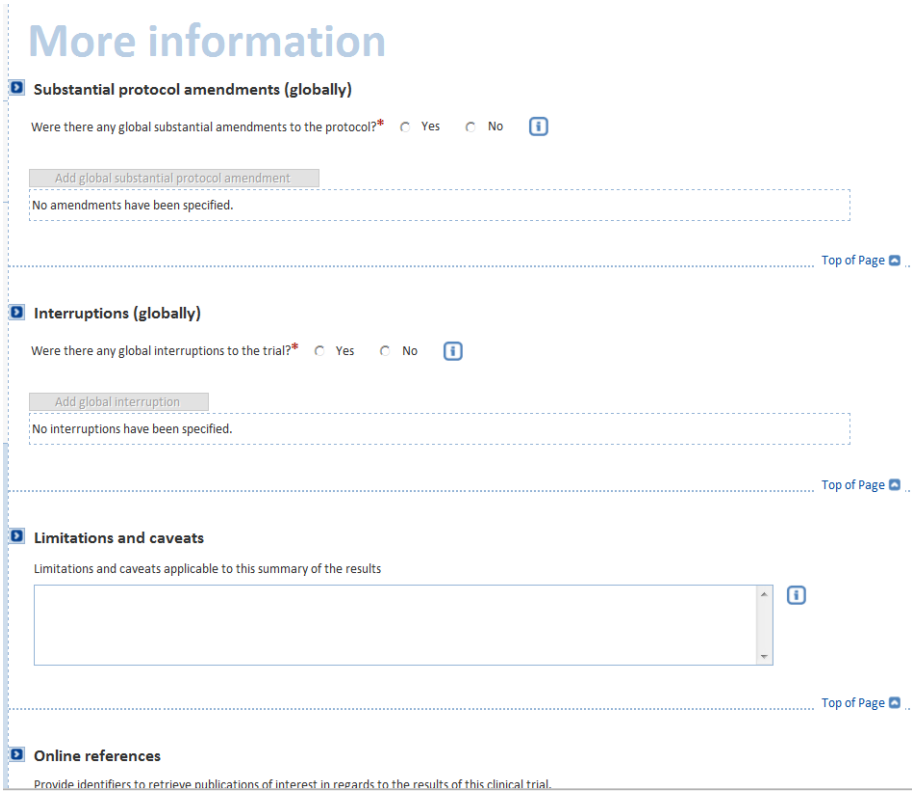
- Less detail is required for the non-serious AEs:
  - For the table of values the columns are defined as follows
    - Subjects affected – number of subjects in each arm who have experienced the event at least once.
    - Subjects exposed – number of subjects in safety population of the arm.
    - Occurrences – Total number of the event observed in each arm



- Click “Done” to return to the AE screen.

5.7 More information Page

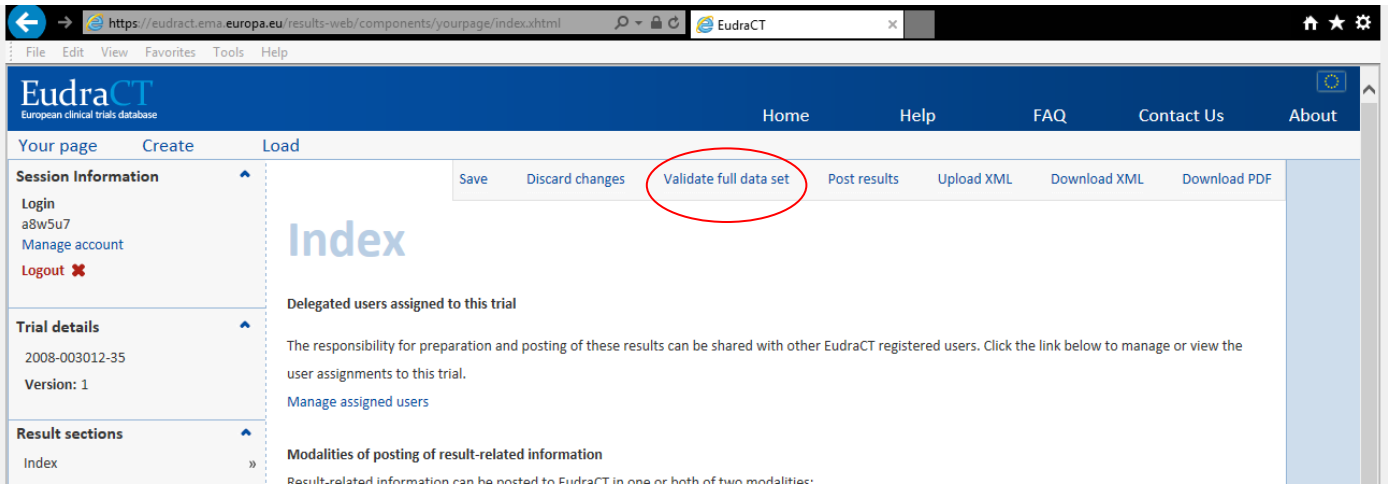
- To be entered by the STM or delegate.
- All mandatory fields are completed in the below fields:



- If there were substantial amendments these must be listed using the date of MHRA approval for the amendment date where regulatory authority approval was required. For substantial amendments requiring ethics approval only the date of ethics approval is entered as the amendment date.

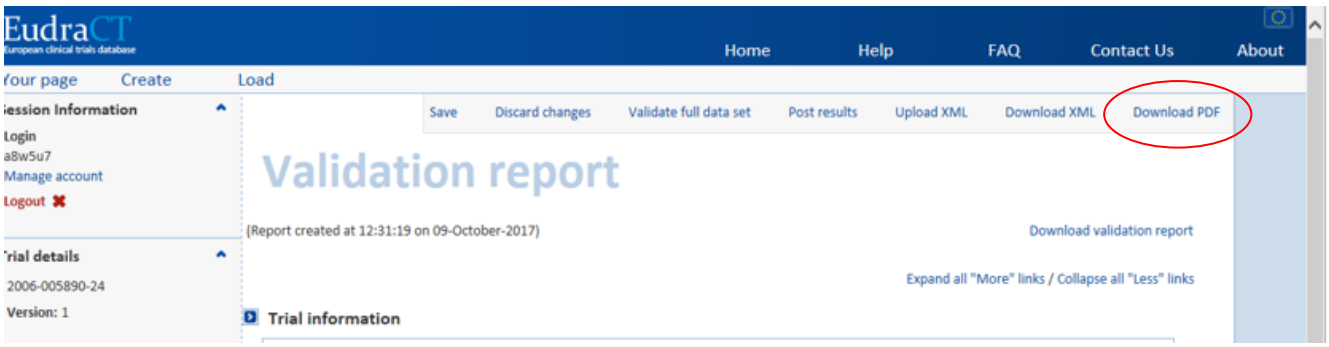
6.0 Validation of the data set

- The validate button will highlight any data that has been entered that does not fall within the validation set within the system linked to a mandatory field. Error messages are reviewed and rectified ahead of review by the Scientific and Delivery Lead
- Where it has been agreed with the Scientific Lead and QA department to not enter data linked to a mandatory field, adding a justification to the validation will allow you to proceed. All justifications are reviewed by the Scientific Lead as part of the review process



7.0 Data review and release

- Following validation the data entered into the EudraCT database is reviewed by the Scientific and Delivery Lead. This can be done through logging on to the EudraCT database or by reviewing a PDF download of the data entered by clicking on the below button:



- A of ***F69:EudraCT Review and Release*** is completed by the Scientific and Delivery Leads following on from review of the data entered into the EudraCT database. ***F69:EudraCT Review and Release*** is completed in line with the timelines within ***T16:Trial & Site Closure.***

- Data must not be released publically until the Scientific Lead has confirmed it is appropriate to do so. Section B of ***F69:EudraCT Review and Release*** is completed by the Scientific Lead to document it is appropriate to release the results.

- Where it has been formally agreed with QA and the Scientific Lead to not publically release data onto the EudraCT database within one year of the end of trial (***T16: Trial & Site Closure***) the following steps are followed:
    - Confirmation is provided to QA that the data has been entered into the EudraCT database within one year of the end of trial. A copy of the partially completed ***F69:EudraCT Review and Release*** is provided to the QA department.
    - A courtesy email is sent to the MHRA stating that data has been entered into the EudraCT database but will not be released within the EudraCT system within the 1 year deadline, providing the justification for this. This email is sent to clintrialhelpline@mhra.gsi.gov.uk and a copy saved in the TMF (***G05: Trial Master File***).
- Following authorisation by the Delivery Lead that it is appropriate to release the trial data publically the following steps are followed:
    - The Scientific Lead signs ***F69:EudraCT Review and Release*** to document it is appropriate to make the data publically available.
    - The data is released within the EudraCT system using the post results tab.
    - QA are notified that the upload has taken place and the date of the upload. A copy of the completed ***F69:EudraCT Review and Release*** is sent to QA with the original saved in the TMF (***G05: Trial Master File***).
    - The MHRA are contacted to state the results have been uploaded onto the EudraCT system using the email address ct.submission@mhra.gsi.gov.uk and the subject line "End of trial study report: EudraCT XXXX-XXXXXX-XX".

Section C References

- Guidance on posting and publication of result-related information on clinical trials in relation to the implementation of Article 57(2) of Regulation (EC) No 726/2004 and Article 41(2) of Regulation (EC) No 1901/2006
- MRC CTU. (2017). Uploading Trial Results to EudraCT. Version 1.0

Appendix A – Adverse Event XML Work Instruction

This appendix is applicable for statisticians uploading adverse event data via xml

The programs related to the following sections can be found here:

P:\CTRU\Stats\Programming\SAS\Eudract\EudraCT_Upload_V1.0

Part A: Getting the datasets into the correct form
Whilst the definitions of each variable may differ on a trial by trial basis, the overall process requires three datasets, which include the mandatory variables in a specific form and correspond to specific fields on the EudraCT system.

- EudractGrps – Adverse Event Reporting Groups (safety statistics by reporting group i.e. the arms for which you want to report safety information on)

Variable Name	Mandatory?	Description	Attributes
idn	Y	Identification number for reporting group	Numeric
id	Y	Text identification for reporting group	Text (Length = 62)
desc	N	Description of reporting group	Text (Length = 999)
patn	Y	Number of patients in reporting group that safety information reported – i.e. the number in the safety population	Numeric
patae	Y	Number of patients reporting at least 1 adverse event in reporting group	Numeric
Patsae	Y	Number of patients experiencing at least 1 serious adverse event	Numeric
death	Y	Number of deaths in reporting group	Numeric
deathae	N	Number of drug-related deaths	Numeric

- EudractSAE – Summaries of SAEs by reporting groups (if an SAE occurred in one group but not another then it needs to be included as zero)

Variable Name	Mandatory?	Description	Attributes
idn	Y	Identification number for reporting group should match to above.	Numeric
SOC	Y	MEDDRA system organ class for SAE.	Text (Length=100)
Term	Y	SAE term.	Text (Length=100)
desc	N	Additional description.	Text (Length=250)
Asstype	Y	Assessment type (1=Systematic, 2=Non-Systematic).	Numeric
patsn	Y	Number of patients experiencing event.	Numeric
occur	Y	Number of occurrences of event.	Numeric
occurtrt	Y	Number of occurrences caused by treatment.	Numeric
death	Y	Number of deaths for event.	Numeric
deathtrt	Y	Number of deaths due to treatment.	Numeric

- EudractAE - Summaries of AEs by reporting groups (if an AE occurred in one group but not another then it needs to be included as zero)

Variable Name	Mandatory?	Description	Attributes
idn	Y	Identification number for reporting group should match to above.	Numeric
SOC	Y	MEDDRA system organ class for SAE.	Text (Length=100)
Term	Y	SAE term.	Text (Length=100)
desc	N	Additional description.	Text (Length=250)
Asstype	Y	Assessment type (1=Systematic, 2=Non-Systematic).	Numeric
patsn	Y	Number of patients experiencing event.	Numeric
occur	Y	Number of occurrences of event.	Numeric

The following points should also be considered:

- If AEs are not reported on the trial an empty dataset still needs to be created:

```
data EudractAE;
        length soc $100 term $100 desc $250;
        call missing(idn,soc,term,desc,Asstype,patsn,occur);
        if _N_ = 0 then output;
        stop;
run;
```

- On the EudraCT system there is a large free-text section, which is **not** covered by these programs, to describe the AE timeframe for reporting and also the assessment type. (See Section 5.6)
- Note that the process does not allow different medical dictionaries for individual terms, one overall dictionary is required. Furthermore the process has been fully validated for CTCAE V4.0/27 MedDRA SOC terms (See Part C point V.).

Part B: Obtaining the formats library

The EudraCT system requires that free text SOC terms defined in the EudractAE and EudractSAE datasets are uploaded as a formatted variable. This step allows formats to be applied in the upload process.

I. Copy the file P:\CTRU\Stats\Programming\SAS\Eudract\EudraCT_Upload_V1.0\EUTCT_formats_V22.sas into your trials EudraCT folder which should be a subfolder within trial's stats folder.
II. Update the header and directories as required.
III. Run the program.
IV. Check the log for any issues and to ensure the formats library has been successfully created in the formats library you specified in the program.

Part C: Checking that your datasets are in the correct form

I. Copy the file: P:\CTRU\Stats\Programming\SAS\Eudract\EudraCT_Upload_V1.0\ XML_input_checkerV1.0.sas, into your trial's EudraCT directory.
II. Update the header and directory as required.
III. Update the libname statement for the EudraCT formats library.
IV. The program is split into clearly defined sections for each validation check. Run the program one section at a time and check for errors. If error messages are produced correct the appropriate input dataset (referring back to the dataset specification) before moving onto the next section.
V. If SOC terms are not matching to the Eutct formats because you believe the set of SOC terms defined in the formats are using a different version of the dictionary to the that defined in your trial the formats version may need updating and re-validating. To do this please refer to: P:\CTRU\Stats\Programming\SAS\Eudract\EudraCT_FormatsValidation\README V1.0.
VI. The program should be run in its entirety without errors prior to moving onto the next section.

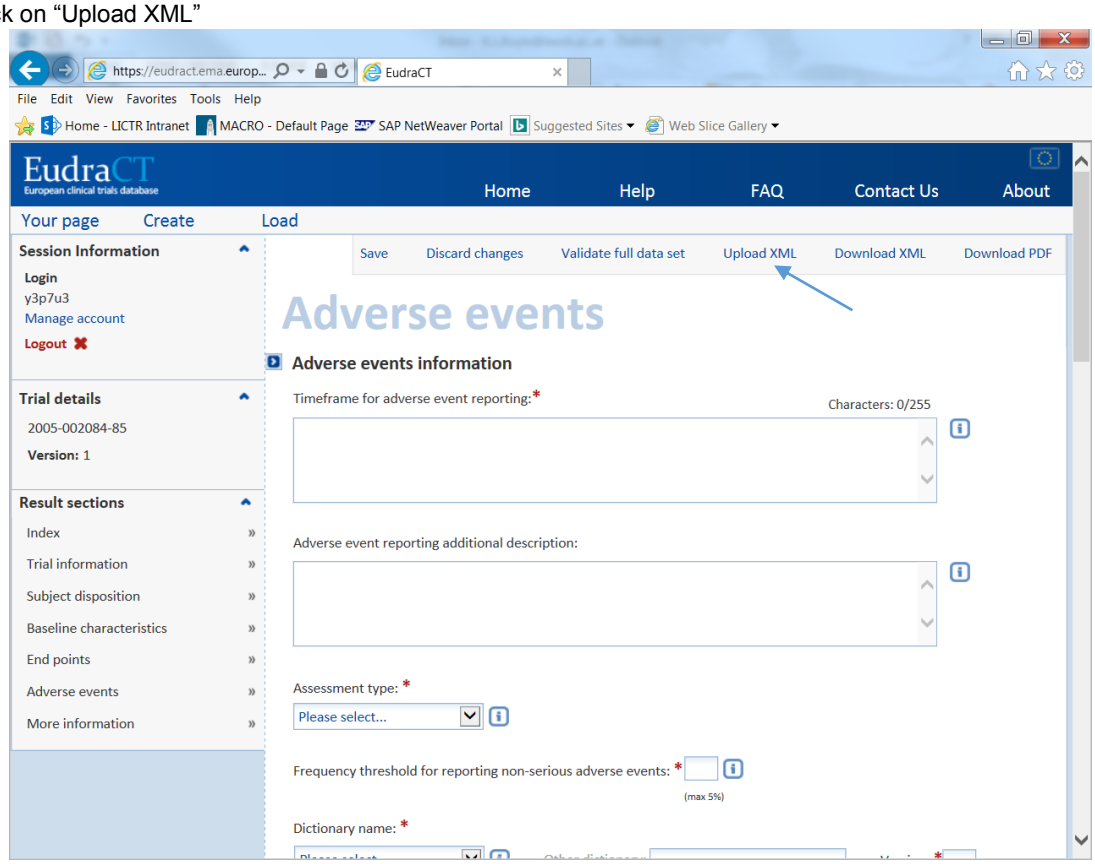
Part D: Creating the XML file

I. Copy the file: P:\CTRU\Stats\Programming\SAS\Eudract\EudraCT_Upload_V1.0\XML_creator_V1.0.sas into your trial's EudraCT directory.
II. Update the header, directory, libname statements, file string, sasout string and saslog string as required.
III. Run the program
IV. Check that the xml file has been created in the output of the study directory
V. Check the log for errors.

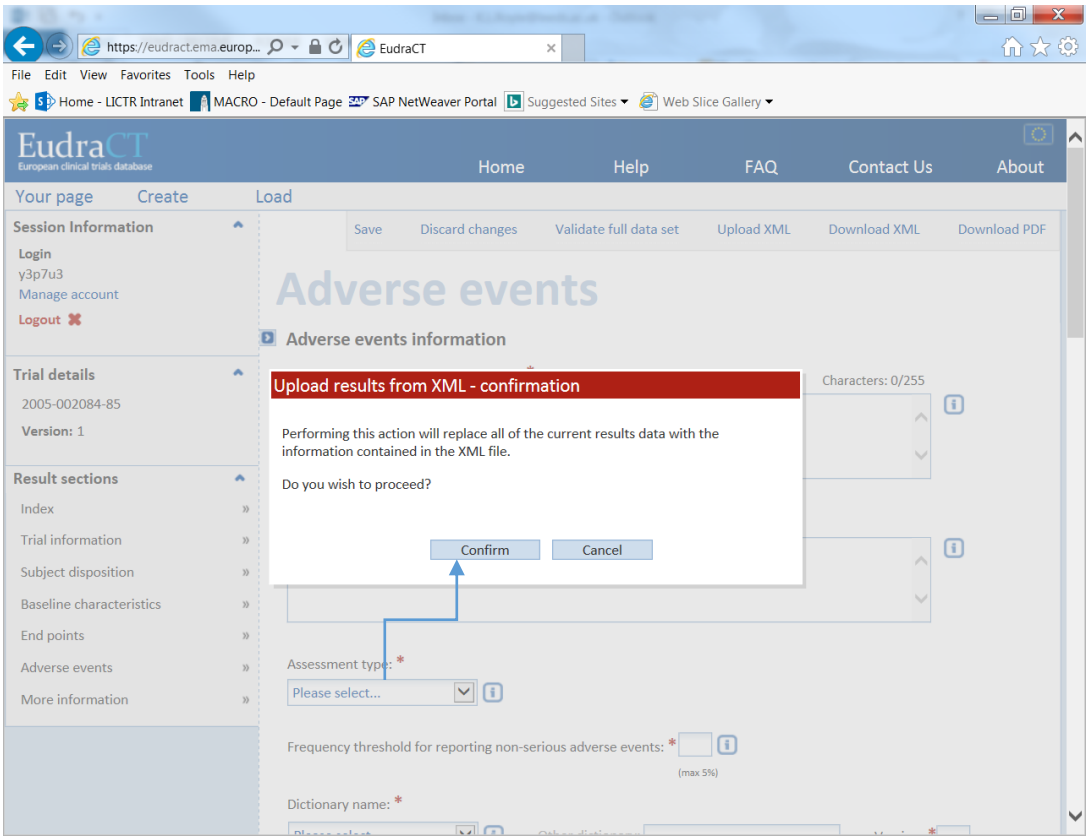
Part E: Uploading to EudraCT

This step describes uploading the XML file to EudraCT. Log into the system and navigate to the Adverse event page as described within the main body of this guideline.

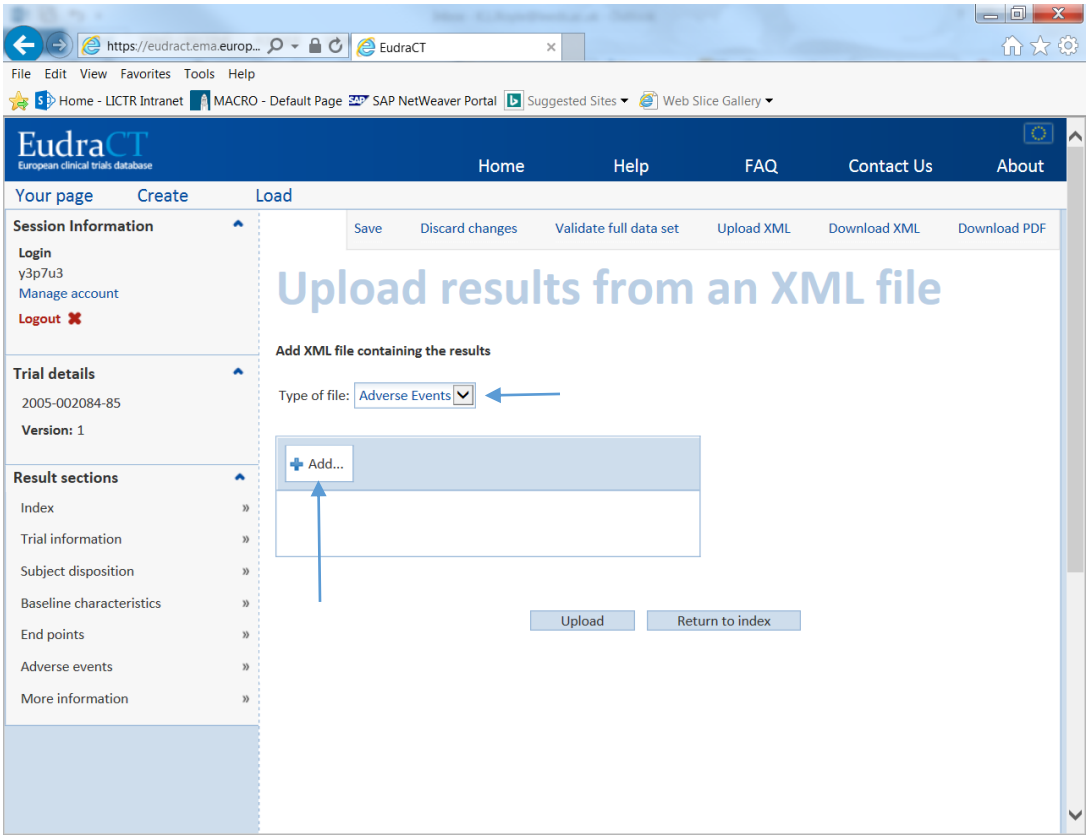
I. Click on "Upload XML"



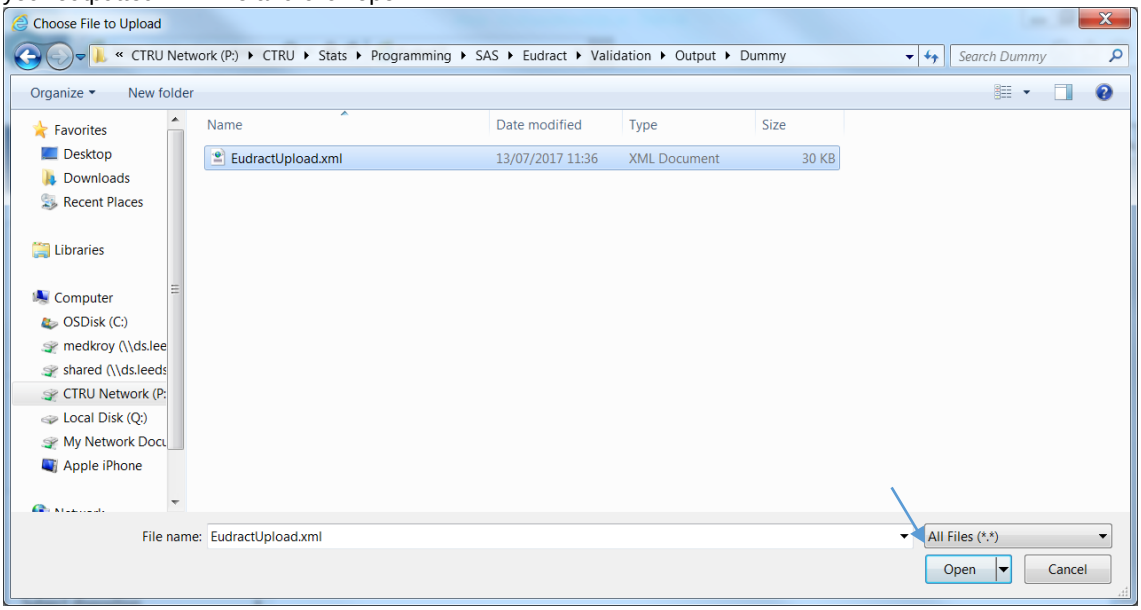
II. Click confirm



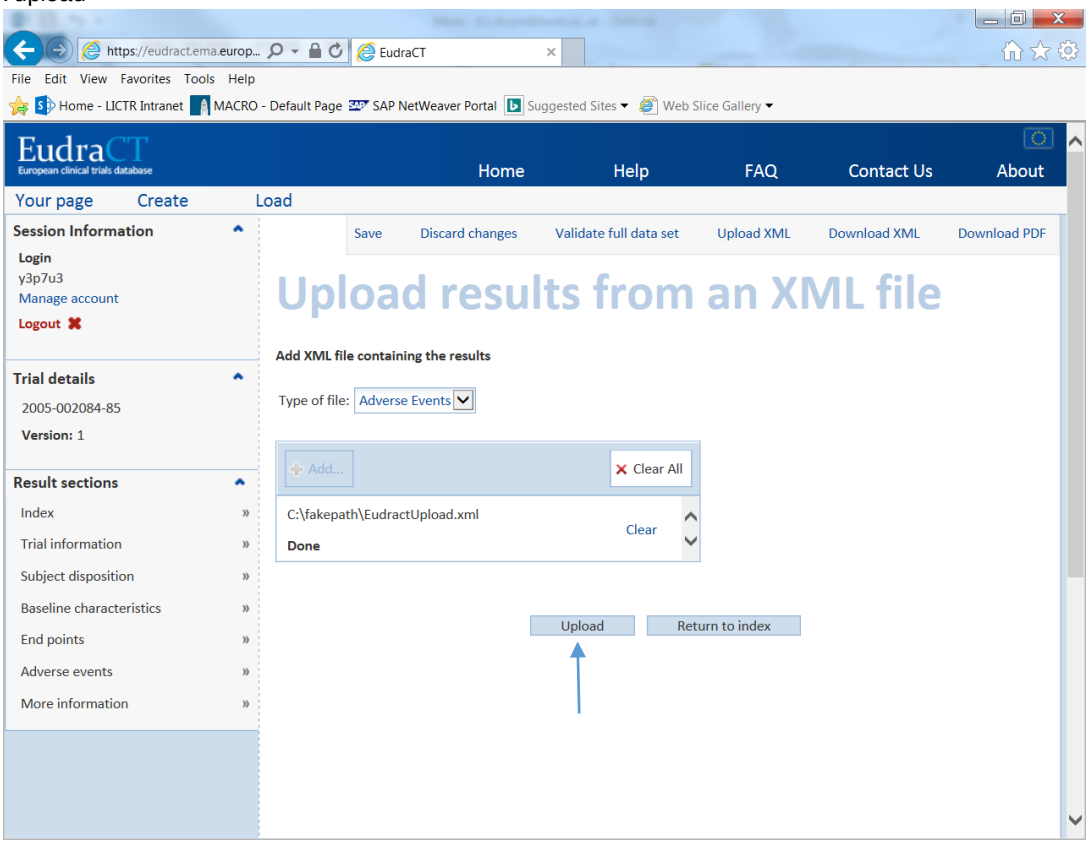
III. Change the type of file to “Adverse Events” and click +Add…



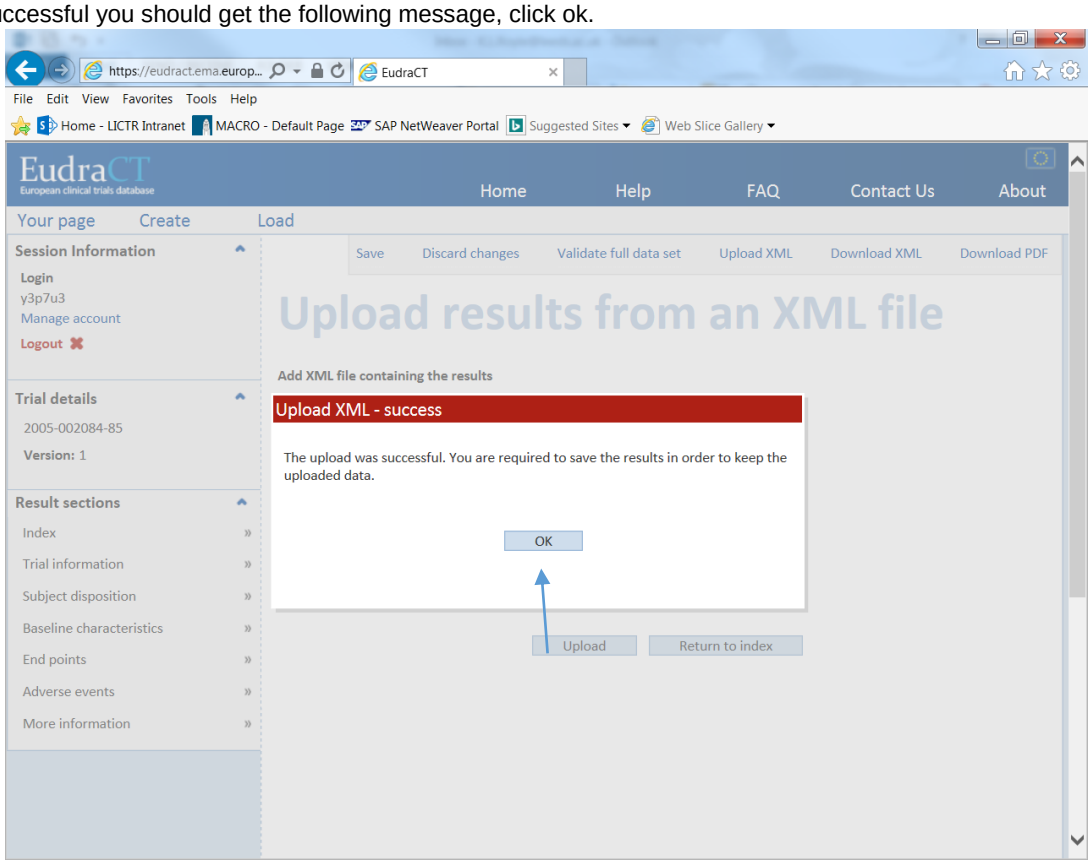
IV. Find your outputted XML file and click open.



V. Click upload



VI. If successful you should get the following message, click ok.



VII. This will take you back to the homepage, click on Adverse events and check that your data has uploaded correctly. For example:

	A	B	C	D	E	F	G	H	I
1	idn	id	desc	patn	patae	patsae	death	deathae	
2	1	Group 1	Those randomised to x	3	5	7	9	11	
3	2	Group 2	Those randomised to y	4	6	8	10	12	
4									
5