The University Of Sheffield.

Clinical Trials Research Unit.

Title:	Study Outputs
Index:	GEN004
Version:	1.0
Authors:	Mike Bradburn
Document Type:	SOP
Authorised By:	Cindy Cooper
Authorised On:	17-May-2017
Effective Date:	26-May-2017

Background

Study outputs (or reports) need to accurately reflect the data captured during the study period. In particular, the data summaries and analyses included in the outputs must be checked as part of the write up.

Purpose

This SOP outlines the processes for preparing study outputs, specifically journal articles and reports to regulatory authorities and research/ethics bodies.

Scope

The SOP applies to all studies for which the CTRU inputs to the study outputs.

Definitions

Study outputs: The dissemination of study findings in particular to funding body reports and publication in peer-reviewed journals.
EudraCT Study outputs: Outputs which are provided to the European Medicines Agency (EMA) at the conclusion of clinical trials of investigational medicinal product (CTIMP).
Quality gate: A document describing the checks undertaken during the statistical quality control (QC) of the study output.
Study team: For the purpose of this SOP, the study team comprises all individuals involved in the production or review of study outputs. This includes, but is not limited to:

- Co-applicants
- The study manager
- Statisticians, health economists and modellers
- Qualitative researchers
- Governance committees including the data monitoring and ethics committee (DMEC) and trial steering committee (TSC)

Writing committee: The subset of the study team who are responsible for producing study outputs.

Procedure

Who

The procedures outlined below are the responsibility of the study statistician(s) and the study manager.

What

The study outputs will typically be co-authored by several members of the study team, including many that are based outside CTRU. Most studies provide several outputs, which may include:

- The study protocol
- The main study report in a medical journal
- Reports required by the funding body
- Other study findings (e.g. outputs focusing on qualitative research, health economics or methodological challenges)
- End of study reports to the EMA (CTIMPs only).

The focus of this SOP is on reports produced at the end of study, and in particular the process for

ensuring that the statistical findings are correctly imported or transcribed.

The writing committee will apportion the writing among its members on a study-by-study basis. In general,

- The chief investigator will be responsible for providing the clinical background and discussion,
- The study manager will be responsible for describing the methods (much of which can be taken directly from the study protocol),
- Members of the writing committee will either write or contribute to sections that are in line with their speciality (e.g. the qualitative methods will be the responsibility of a qualitative researcher)
- The chief investigator will be responsible for clinical interpretation.

For each study output, the senior statistician will ensure the following has been undertaken, either by him/herself or by another, suitably trained, study statistician:

- Draft the analysis methodology section.
- Input to other sections, especially the results and discussion.
- Check the results are transcribed correctly in the document.
- Document the QC checks undertaken on the study outputs in a "quality gate" document. The list of checks to be performed are as stated in the appendix.
- Confirm that all protocol-stated outcomes have been incorporated
    - It is expected that all pre-planned analyses will be reported, but in some cases this may be spread across multiple journal articles.[1] In such cases, each study output will have a statistical QC quality gate.

Reporting to the REC

The study manager must submit a summary of the study report to the REC within one year of the date of the End of Trial (which is defined in SOP PM014). No standard format is required. However, this should include the main findings, whether the objectives were met and the plan for dissemination including feedback to participants.

EudraCT study outputs (CTIMPs only)

Since July 2014, it is mandatory for CTIMPs to have their results made available on the EudraCT trials database. In summary, this requires summary data for all clinical outcomes (efficacy and safety) to be uploaded onto the EUDRACT portal within one year of study completion. See the references for guidance on the submission of results in EudraCT. In such cases:

- The study manager will be responsible for uploading all relevant trial documentation and outcomes onto the EUDRACT system.
- The senior statistician will ensure the statistical outcomes are transcribed correctly in the database and sign off a quality gate to document this has been done. The list of checks to be performed are as aforementioned and stated in the appendix.
- The study manager will then be responsible for uploading these results. Documentary evidence of this upload must be retained for the trial master file.

In addition, the study manager must email the MHRA at the address and in the format stated on their web site to confirm that the result-related information has been uploaded. A copy of this email must be saved in the TMF. The MHRA will not provide an acknowledgment email or letter.

[1] An example of this came in the MERIDIAN diagnostic accuracy study. Here, the primary and key secondary outcomes were reported in the main study paper, but space constraints of the journal resulted in the protocol-stated subgroup analyses appearing in several subsequent publications.

If the trial results are not available within twelve months of the date of the End of Trial the study manager should send a courtesy email to the MHRA clinical trial helpline to explain the reason and when the results will be uploaded. Once the information is available the above procedure must be followed.

Documentation
The study statistician will ensure documentation is in place to enable others to reproduce each step of the analysis used when creating study outputs. This is described in SOP ST006.

When

Please refer to the section entitled “when” in SOP ST006.

References

EudraCT Training: https://eudract.ema.europa.eu/training.html [Accessed 17 May 2017]

Appendix : Suggested template for Manuscript quality check (Quality gate)

Study name	
Title of manuscript	
Journal	
Based on statistical report (include location of electronic)	

All outcomes stated in protocol are included — Yes ☐ No ☐

(If no please comment, e.g. will feature in subsequent publication + details)

……

All numbers/figures within the body of text checked and correct. Yes ☐

All numbers/figures within tables checked and correct. Yes ☐

All numbers/figures within figures visually checked and correct. Yes ☐

I confirm that I have checked all numbers and figures quoted within the manuscript detailed above and that they are correct.

Signed:

…… …… ……/……/……

Name Signature Date