EORTC
The future of cancer therapy

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Statistical Analysis Plan

ST-005-SOP
Version 2.0
ALWAYS REFER TO THE INTRANET TO CHECK THE VALIDITY OF THIS DOCUMENT

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Approved by: *Head of Statistics Department* Laurence Collette	Signature:	Date: 14. NOV 2016
Authorized by: *Director General* Denis Lacombe	Signature:	Date: 17 NOV 2016

1 PURPOSE

To describe the procedures by which statistical analyses are planned at EORTC Headquarters.

2 SCOPE

This SOP applies to all EORTC clinical studies and internal research projects when the EORTC Headquarters is responsible for performing the statistical analyses.

3 POLICY

All statistical analyses of all EORTC clinical studies and internal research projects should be in accordance with the objectives, design, and endpoints stated in the study or project protocol and/or SAP, with existing statistical methodology, and with any other EORTC standard procedures and policies and with internationally recognized guidance documents (ICH E9 Statistical Principles for Clinical Trials).

4 DEFINITIONS

- **Statistical Analysis Plan (SAP):** document which contains a detailed technical description of the statistical analyses that will be carried out on the study data. This document should remain compatible with this SOP, with the objectives, endpoints and statistical methods described in the study protocol or internal research project form, and include detailed procedures for executing the statistical analyses of the data.
- **Statistical analysis**: descriptive analyses and/or statistical inference on the study's endpoints.

5 PROCEDURE

For an EORTC clinical study, a short SAP is developed by the Statistician and included in the study protocol.

In a number of cases, as outlined below, an extended SAP is developed as a full-dedicated document.

- If the study is developed with a pharmaceutical company, the extended SAP should be finalized as early as possible, at the latest prior to performing any analysis and prior to any data transfer to the company that contains the trial endpoints, if any such transfer is planned. For studies with a company where both the company and EORTC will perform analyses, it is important that the SAPs clearly specify which analyses EORTC conducts and which are only conducted by the company. When both organizations perform the statistical analysis, the core SAP is agreed by both organizations. Two routes can be envisaged for the development of this SAP:
  - Either the EORTC statistician writes a core SAP that describes the analyses that EORTC will conduct. This core SAP is agreed by both organizations. The company may develop a more extensive SAP that encompasses or refers to the core SAP, to describe the analyses that they will conduct for their own purposes.
  - Or the company and EORTC co-develop a unique SAP document. This SAP is generally drafted by the company and/or using the company SAP template. The analyses that EORTC will conduct are then clearly identified in that SAP.
- For academic studies, should there be no sufficiently detailed SAP in the protocol, an additional SAP should be written to document clarifications, changes and/or additions to the protocol SAP and other issues if any. The template for the SAP is provided in the associated form ST-005-AF-04. This additional SAP should be finalized as early as possible, but prior to any analysis being carried out.

Should the protocol and/or SAP not be consistent with the current procedure, the former one generally takes precedence. The Head of Statistics Department is consulted for advice. The final decision regarding any discrepancies between the documents are recorded and explained in the SAP (ST-005-AF-04).

- For internal research projects (approved on associated form CM-013-AF-01), a SAP needs to be developed as well and the template is provided in ST-005-AF-05.

The SAP is written by the statistician and for topics requiring medical support like (but not limited to) safety the Clinical Research Physician (CRP) is consulted.

The SAP (when not part of the study protocol) is reviewed and approved by the Head of Statistics Department or designee on form ST-005-AF-01. Any update to the approved SAP follows the same approval pathway.

Distribution of the final SAP to external partners, if required, is done by the PM.

6 FILING AND ARCHIVING

The SAP is stored as described in the procedure on Trial Master File (CM-007-SOP) and its related index (CM-007-AF-02).

7 RACI MATRIX

Functions / Activities	Stat	CRP	PM	External partner	Head of Stats
Development of SAP	R	C	I	R*	A
Distribution to external partners	I	I	A		

*: if the study is developed with a pharmaceutical company

R: responsible; A: accountable; C: consulted; I: informed.
Use ‘A’ when ‘A’ and ‘R’ are assigned to the same person.

8 REFERENCES

- CPMP Working Party on Efficacy of Medicinal Products (1990) EEC Note for Guidance: Good Clinical Practice for Trials on Medicinal Products in the European Community. Pharmacology and Toxicology, 67:361-372.
- ICH Topic E8 (1997) General Considerations for Clinical Trials. CPMP/ICH/291/95.
- ICH Topic E9 (1998) Statistical Principles for Clinical Trials. CPMP/ICH/363/96.
- Committee for Proprietary Medicinal Products (CPMP) (2005) Guidelines on Evaluation of Anticancer Medicinal Products in Man. CPMP/EWP/205/95 rev.3/Corr2.

9 ASSOCIATED DOCUMENTS

Document title	Reference (file name or path)
Statistical Analysis Plan / Revised Design - Approval Form	ST-005-AF-01
Template for Statistical Analysis Plan (academic studies)	ST-005-AF-04
Template for Statistical Analysis Plan (research project)	ST-005-AF-05

10 DOCUMENT HISTORY

Version N°	Brief description of change	Author	Effective date
1.00	Initial release	Stefan Suciu	12 Jun 2009
1.01	Merge of ST-005-AF-02 & 03 forms Update of section 7 with new SOP on TMF.	Stefan Suciu	05 May 2010
1.02	Clarification regarding SAP process	Stefan Suciu	25 Feb 2011
1.02	No change	Stefan Suciu	25 Feb 2014
2.0	Templates for SAPs added for: (1) academic studies (2) internal research projects added. Clarifications for: SAPs jointly developed with pharmaceutical companies; SAPs for internal research projects.	Catherine Fortpied	22 Nov 2016