ETCTN
Experimental Therapeutics Clinical Trials Network
Team Driven. Cancer Therapy Focused.
National Cancer Institute at the National Institutes of Health

TRIAL DEVELOPMENT
Intended for those involved with the development of ETCTN trials

ETCTN Protocol Revision and Amendment Process Information Sheet

1. Introduction

All revisions or amendments made to protocols that are sponsored by the Cancer Therapy Evaluation Program (CTEP) must be approved by CTEP prior to implementation. Changes to a protocol shall be submitted to CTEP in the form of an Amendment or Revision Request.

A revision is defined by CTEP as a change to the protocol prior to full CTEP approval of the protocol. An amendment is defined by CTEP as a change to the protocol after full CTEP approval of the protocol.

2. Submission Process

Revisions and amendments must be submitted to the CTEP Protocol Information Office (PIO) via email at PIO@ctep.nci.nih.gov. All submissions must comply with current electronic submission guidelines in either PDF or MS Word format. Current guidelines are found here for PDF formatting http://ctep.cancer.gov/protocolDevelopment/docs/Instructions_for_submitting_e-documents.pdf or in the generic protocol template for MS Word format requirements http://ctep.cancer.gov/protocolDevelopment/templates_applications.htm.

CTEP strongly encourages submitting your documents with track changes so that reviewers can easily see the changes from the last version of the protocol. The summary of changes must also explicitly state what changes are made by listing the old text and supplying the new text.

Revisions require the submission of:

- The protocol document with a summary of changes as the first section of the document with hyperlinks to the relevant section of the protocol. Because revisions are usually changes requested by CTEP, you will have received a consensus review in a format that should be cut and pasted as the summary of changes. The generic protocol template provides an example of how this should look. You may also add in additional changes outside of those requested by CTEP in the protocol and summary of changes. Every submission must have a new version date so that PIO can keep proper version control. If this is different from your institution's policies regarding version dating, you must add a "CTEP Version Date" to the cover page of the protocol that can comply with CTEP requirements for version dates.
- The informed consent document (ICD) must be separate from the protocol document in order to comply with FDA electronic submission requirements. There must also be a summary of changes as the first section of the ICD. If there are no changes to the ICD from the previous version, it must still be submitted with a new CTEP Version Date that matches the protocol version date,

but will not require a summary of changes. Instead, you may note on the protocol's summary of changes that there are no changes to the ICD other than the change in version date.

Amendment requirements are similar to revision requirements:

- The protocol document with a summary of changes as the first section of the document with hyperlinks to the relevant section of the protocol. The summary of changes must include every change made to the protocol since the last CTEP approved version of the protocol. Every submission must have a new version date so that PIO can keep proper version control. If this is different from your institution's policies regarding version dating, you must add a "CTEP Version Date" to the cover page of the protocol that can comply with CTEP requirements for version dates.
- The ICD must be separate from the protocol document in order to comply with FDA electronic submission requirements. There must also be a summary of changes as the first section of the ICD. If there are no changes to the ICD from the previous CTEP approved version, it must still be submitted with a new CTEP Version Date that matches the protocol version date, but will not require a summary of changes. Instead, you may note on the protocol's summary of changes that there are no changes to the ICD other than the change in version date.

Once CTEP reviewers have completed their review of the protocol amendment or revision, you will receive an outcome letter:

- CTEP approval- Your protocol changes are sufficient and may be implemented as described in the protocol
- CTEP approval with recommendations- Your protocol changes are sufficient and may be implemented as described in the protocol. CTEP is providing recommendations that you may or may not choose to incorporate into future versions of the protocol. If you choose to implement the recommendations, you must include the changes into the next amendment request to CTEP in the summary of changes.
- CTEP disapproval- Your protocol changes may NOT be implemented. CTEP will provide you with explicit comments regarding the deficiencies in your requested changes. You must resubmit another protocol amendment or revision for approval prior to implementing the changes. You may choose to forego the amendment with the changes (so that the last CTEP approved version of the amendment is the current version) or you may submit a response to the disapproval in the form of another amendment addressing CTEP's comments. Please be aware that you must again submit a new version date and include all changes since the last CTEP approved version of the protocol.
- Please note that NCI approval or disapproval of a revision or amendment is 'all or nothing.' For example, if an amendment has four changes and the NCI disapproves one of the changes, then the entire amendment is disapproved. The PI must re-amend the study deleting and/or addressing the issue the NCI is concerned about as well as re-sending the three changes the NCI did approve.

For more information on revisions and amendments, please go to:
http://ctep.cancer.gov/protocolDevelopment/docs/requestsubmissionpolicyfinal.pdf

3. For Questions and Support

For questions about submitting protocol revisions and amendments, please contact PIO:

- PIO Help Desk: PIO@ctep.nci.nih.gov