DEPARTMENT OF HEALTH & HUMAN SERVICES

National Institutes of Health
National Cancer Institute

Memorandum

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SUBJECT: Expedited and Routine Reporting of Adverse Events to CTEP

TO: Cooperative Group Operations Offices
Principal Investigators of CTEP Supported Clinical Trials
AdEERS Listserv

CTEP would like to reiterate the requirements for reporting adverse events to CTEP on clinical trials supported by the Program to ensure that these events are reported via appropriate procedures as well as eliminate unnecessary administrative burdens. CTEP requests that you share this memo with your investigators and staff. CTEP often receives AdEERS reports for adverse events that do not meet the criteria for expedited reporting to CTEP as required by the "Expedited Reporting Requirements" table and CAEPR in the protocol document. In addition, we often receive CDUS data that are not required. The anticipated outcome of submitting adverse events according to our guidelines is reduced staff time and administrative costs at both the clinical sites and at CTEP.

Expedited Reporting

The details of what constitutes an expedited report (i.e., an AdEERS report) can be found in the "NCI Guidelines for Investigators: Adverse Event Reporting Requirements for DCTD (CTEP and CIP) and DCP INDs and IDEs", located at http://ctep.cancer.gov/protocolDevelopment/electronic_applications/docs/aeguidelines.pdf, in Section 4.0 and in the AE reporting tables located in Appendices 1 and 2. **Only if event(s) are serious,** should an AE be considered for expedited reporting to CTEP. The definition of a "serious" event (per 21 CFR part 312.32) is: the event results in death, is a life-threatening event, results in hospitalization or prolongation of hospitalization, results in a congenital anomaly/birth defect, is an important medical event, or results in significant incapacity or substantial disruption of the ability to conduct normal life functions. These criteria, in addition to the protocol specific exceptions described below determine whether expedited reporting (AdEERS) should be utilized.

Specific Protocol Exceptions to Expedited Reporting (SPEER) are found in the Comprehensive Adverse Events and Potential Risks list (CAEPR) for each CTEP investigational agent that is distributed to investigators for inclusion in their protocols. As stated in Section 2.2.13 of the NCI Guidelines for Investigators, events on the SPEER are CTEP-specific protocol exceptions; **therefore, AEs listed on the SPEER should be reported expeditiously by investigators to the NCI via AdEERS ONLY IF they exceed the grade of the event listed in parentheses after the event.** If the SPEER is part of a study that uses multiple investigational

agents and the same AE is listed on multiple SPEERs, investigators should use the lower of the grades to determine if expedited reporting is required.

If the protocol contains additional AEs listed as "Protocol Specific Exceptions" to AdEERS reporting, then these supersede the AdEERS expedited reporting requirement table and the SPEER.

Routine Reporting

Both serious and nonserious AE's should be submitted through routine reporting mechanisms as described in the protocol document (e.g., CTMS, CDUS-Complete or CRF). For guidance on CTMS and CDUS-Complete reporting to CTEP, please see Section 3 of the "NCI Guidelines for Investigators: Adverse Event Reporting Requirements for DCTD (CTEP and CIP) and DCP INDs and IDEs,". A summary table is provided below for your reference. Please note that this includes serious adverse events whether or not they were submitted via AdEERS. Exceptions to CTEP reporting include Grade 1 and 2 Unrelated and Unlikely adverse events on CDUS-Complete-monitored protocols, and protocols assigned CDUS-Abbreviated monitoring.

	Adverse Event				
Attribution	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Unrelated	CTMS	CTMS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS
Unlikely	CTMS	CTMS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS
Possible	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS
Probable	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS
Definite	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS	CTMS & CDUS

Investigators may contact adeersmd@tech-res.com or 301-897-7497 if they are unsure whether an event meets the criteria for expedited reporting through AdEERS. CTEP thanks you for your cooperation in this important matter.