ELECTRONIC SUBMISSION OF CLINICAL TRIAL DOCUMENTS (AMENDMENTS, BIOEQUIVALENCE STUDIES, RESPONSES, NOTIFICATIONS, AND SERIOUS ADVERSE EVENTS)

TO ALL APPLICANTS

The purpose of this document is to notify applicants of the electronic submission process in the Clinical Trials Unit (CTU), South African Health Products Regulatory Authority (SAHPRA), in order to improve the turnaround times of applications.

A number of e-mail addresses have been registered to support this initative. Applicants are requetsed to use each specific e-mail address exclusively for a specific type of communication.

The following are relevant:

A New Clinical Trial Applications

***This applies to new Clinical Trial Applications but is NOT applicable to Bioequivalence (BE) studies*. (For BE studies, refer to section E.)**

On the submission of an application to conduct a Clinical Trial to Reception (Operations & Administration), applicants are requested to alert the CTU via e-mail of the submission using the following e-mail address: **ctcresponses@sahpra.org.za**

and to include the following information:

1 A copy of the proof of delivery (should reflect details of the application), and proof of payment.

2 In the Subject title of the e-mail:

Type of application, protocol number, SAHPRA predetermined cycle.

e.g. New clinical trial application alert_NER000_May 2019 cycle.

B Responses to a new Clinical Trial Application

1 In order to respond to the review recommedation letter from the Clinical Trials Expert Committee of SAHPRA, submit all responses to the Clinical Trial application together with all the required documents (addendum 1) to Reception (Operations and Administration).

2 Obtain proof of delivery from Reception. *Note:* If a parcel contains more than one application, the proof of delivery should indicate each application as depicted in number 4 below.

3 Subsequently, submit copies of the documents including the proof of delivery (reflecting details of the application) to the CTU by e-mail using the following e-mail address: **ctcresponses@sahpra.org.za**

3.1 Submit the responses to Clinical Trials Committee (CTC) recommendation in MSWord format.

3.2 Submit all other accompanying documents in Portable Document Format (PDF).

- Files should be PDF v1.4, 1.5, 1.6 or 1.7 and should be legible with the Acrobat Reader search plug in or any other freeware viewer.
- PDF files should be saved as "Optimised" to reduce the size and allow faster opening when viewed via an internet connection. The use of additional software to navigate and work with the files is not acceptable.
- If PDF files are not produced from an electronic source document but from scanned paper, readability and file size should be balanced; the following is recommended: resolution 300 dpi (photographs up to 600 dpi), avoid gray-scale or colour where possible, use only lossless compression techniques.
- The file must be searchable (OCR scanned).

3.3 The maximum size of documents allowed per e-mail is 5 MB.

4 If documents are couriered, the waybill should indicate the type of application, protocol number and SAHPRA database tracking number.

e.g. CTC Response, NER000, 20150320

5 Subject title of the e-mail should include the following information:

Type of application, Protocol number, and SAHPRA database tracking number.

e.g. CTC Response_NER000_2015032

C Protocol Amendments during conduct of Clinical Trials

1 In the event of a request for an amendment to the Protocol, submit the Protocol amendment and accompanying documents (addendum 1) to Reception (Operations and Administration).

2 Obtain proof of delivery from Reception. *Note:* If a parcel contains more than one application, the proof of delivery should indicate each application as depicted in number 4 below.

3 Subsequently, submit copies of the documents including the proof of delivery (reflecting details of the application) to the CTU by e-mail using the following e-mail address: **ctcamendments@sahpra.org.za**

3.1 Submit the cover letter, application form for protocol amendment (CTF2), amended protocol and/or investigators' brochure (IB) and/or patient information leaflet/informed consent (PIL/ICON) documents with track changes in MSWord format.

3.2 Submit clean copies of the CTF2, investigators' brochure (IB) and/or patient information leaflet/informed consent (PIL/ICON) documents in Portable Document Format (PDF), as well as all other accompanying documents, as described in section B, 3.2 and 3.3.

4 If documents are couriered, the waybill should indicate the type of application, amendment number, version number, protocol number, and SAHPRA database tracking number.

e.g. Protocol amendment, Amend1, V1, NER000, 20150320

5 Subject title of the e-mail should include the following information:

Type of application, amendment number, version number, and amendment date, protocol number, and SAHPRA database tracking number.

e.g. Protocol Amend_Amend3, V2, dated 31 April 2015_NER000_20150320

6 For response to non-approval of amendments, submit the following information: cover letter, proof of delivery, outstanding documents and/or responses which led to non-approval.

Note: **All responses to protocol amendments, related queries, and amendment notifications should also be sent to this email address: ctcamendments@sahpra.org.za**

D Additional Investigators and Sites during conduct of Clinical Trials

1 Submit all Additional Investigators and Sites applications and accompanying documents (addendum 1) to Reception (Operations and Administration).

2 Obtain proof of delivery from Reception. *Note:* If a parcel contains more than one application, the proof of delivery should indicate each application as depicted in number 4 below.

3 Subsequently, submit copies of the documents including the proof of delivery (should reflect details of the application) to the CTU by e-mail using the following e-mail address: **ctcinvestigators@sahpra.org.za.**

3.1 Submit the cover letter, application form (CTF3) for additional investigators and sites in MSWord format.

3.2 Submit all other accompanying documents in Portable Document Format (PDF) as described in section B, 3.2 and 3.3.

4 If documents are couriered, the waybill should indicate the type of application, protocol number, and SAHPRA database tracking number.

e.g. Additionals site and Investigators, NER000, 20150320, OR

e.g. Additional Investigators, NER000, 20150320

5 Subject title should include the following information: Type of application, protocol number, and SAHPRA database tracking number.

e.g. Additional site_NER000_20150320

e.g. Additional investigators_NER000_20150320

6 For response to non-approval of investigators and sites, submit the following information: cover letter, proof of delivery, outstanding documents and/or responses which led to non-approval.

Note: **All responses to additional investigators and sites and related queries should also be sent to this e-mail address: ctcinvestigators@sahpra.org.za**

E Bioequivalence Studies

1 Submit all Bioequivalence (BE) protocol applications, Bioequivalence Additional investigators and Sites, Bioequivalence amendments, and accompanying documents (addendum 1) to Reception (Operations and Administration).

2 Obtain proof of delivery from Reception. Note: If a parcel contains more than one application, the proof of delivery should indicate each application as depicted in number 4 below.

3 Subsequently, submit copies of the documents including the proof of delivery (reflecting details of the application) to the CTU, using the e-mail address: **ctcbeprotocols@sahpra.org.za**

3.1 Submit the cover letter, Clinical Trial Forms (CTF1), protocol, IB, PIL/ICON in MSWord format.

3.2 Submit all other accompanying documents in Portable Document Format (PDF) as described in section B, 3.2 and 3.3.

4 If documents are couriered, the waybill should indicate the type of application, amendment number, version number, protocol number, and SAHPRA database tracking number (if available)

For new BE study: e.g. Bioequivalence study, NER000

For BE responses: e.g. Bioequivalence study, NER000, 20150320

For BE Amendments: e.g. BE Amendment, Amend3, V2, 31 April 2015, NER000, 20150320
For BE Investigators and sites: e.g BE Investigators/Sites, NER000, 20150320

5 Subject title of the e-mail should include the following information:

For new BE study: Type of application, and protocol number
e.g. Bioequivalence study, NER000

For BE responses: Type of application, protocol number, and SAHPRA database tracking number
e.g. Bioequivalence response_NER000_20150320

For BE amendment: Type of application, amendment number, version number, amendment date, protocol number, and SAHPRA database tracking number,
e.g. BEAmendment_Amend3, V2, 31 April 2015_NER000_20150320

For BE Additional investigators and Sites: Type of application, protocol number, and SAHPRA database tracking number
e.g. Bioequivalence response_NER000_20150320

Note: **All responses to BE protocols, BE investigators and sites, BE notifications, BE amendments and related queries should also be sent to this e-mail address: ctcbeprotocols@sahpra.org.za**

F Notifications and Notification Studies

1 Submit all Notifications (excluding amendments- and BE-related notifications) and accompanying documents (addendum 1) to Reception (Operations and Administration).

2 Obtain proof of delivery from Reception. *Note:* If a parcel contains more than one application, the proof of delivery should indicate each application as depicted in number 4 below.

3 Subsequently, submit copies of the documents including the proof of delivery (reflecting details of notification) to the CTU by e-mail using the following e-mail address: **ctcnotifications@sahpra.org.za**

3.1 Submit the cover letter, notification in MSWord format or PDF, where applicable.

4 If documents are couriered, the waybill should indicate the type of notification, protocol number, and SAHPRA database tracking number.

e.g. Six-Monthly Progress Report, NER000, 20150320

5 Subject title should include the following information: Type of notification, protocol number, and SAHPRA database tracking number (if available).

e.g. Six-Monthly Progress Report, NER000, 20150320

6 Notifications related to investigators and sites should also be sent to this email address.

Note: **All responses and/or communication, and related queries should also be sent to this e-mail address: ctcnotifications@sahpra.org.za**

G Individual Serious Adverse Events

1 Submit all Serious Adverse Events (SAEs) to **ctcsaes@sahpra.org.za.**

2 Submit cover letter detailing the following information: Title of the study, SAHPRA reference number, protocol number, name of site, patient study ID, cause of SAE, causality and SAE reporting form or any information if applicable.

3 Subject title should include the follwong information: SAE, protocol number, and SAHPRA database tracking number.

e.g. SAE_NER000_20150320

Note: **This e-mail is applicable to individual SAEs only. Line listing must be submitted with six-monthly progress reports to the notification e-mail address.**

NOTE:

- ***Incomplete documents will not be accepted*.**
- ***Do not send electronic documents without proof of delivery.***
- **Failure to comply may delay processing of the application.**

Summary:

E-mail address for Responses to new Clinical Trial applications and related queries: **ctcresponses@sahpra.org.za**

E-mail address for Protocol amendments, responses to amendments and related queries: **ctcamendments@sahpra.org.za**

E-mail address for Additional Investigators & Sites, responses to additional and related queries: **ctcinvestigators@sahpra.org.za**

E-mail address for Bioequivalence studies, BE amendments, responses to BE studies and related queries: **ctcbeprotocols@sahpra.org.za**

E-mail address for Notifications and related queries: **ctcnotifications@sahpra.org.za**

E-mail address for Individual Patient Serious Adverse Events and related queries: **ctcsaes@sahpra.org.za**

MRS N NKAMBULE
ACTING CHIEF EXECUTIVE OFFICER

ADDENDUM 1

ACCOMPANYING DOCUMENTS

A PROTOCOL AMENDMENTS

The accompanying documents for protocol amendments should include the following, but are not limited to:

- Cover letter
- Application for protocol amendment form (CTF2), in MSWord
- Proof of payment
- Proof of delivery to Operations & Administration
- Original protocol
- Protocol with changes/amendments (with track changes)
- Summary of changes
- Any other documents which may be required by SAHPRA.

B ADDITIONAL INVESTIGATORS AND SITES

The accompanying documents for additional investigators and sites should include the following, but are not limited to:

Investigators and Sites

- Cover letter
- Application for additional investigator(s) or change of investigator(s) and application for additional sites form (CTF3)
- Proof of payment
- Proof of delivery to Operations & Administration
- Valid Malpractice insurance certificate
- Declaration(s)
- Valid Good Clinical Practice (GCP) certificate
- Proof of registration with statutory bodies
- Valid Dispensing licences
- Workload
- *Curriculum vitae* in SAHPRA format
- Details of emergency trolley and services for the site
- Any other documents which may be required by SAHPRA.

Additional/Support staff

- *Curriculum vitae* in SAHPRA format
- Declaration(s)
- Valid Good Clinical Practice (GCP) certificate
- Proof of registration with statutory bodies
- Any other documents which may be requested by SAHPRA.

C BIOEQUIVALENCE STUDIES

The accompanying documents for bioequivalence studies will be the same as for application for new clinical trial (documented in clinical trial form 1 (CTF1)).

The accompanying documents for Bioequivalence amendments (CTF2) and additional investigators and sites (CFT3) will be the same as those in section C and D above.

D NOTIFICATIONS AND NOTIFICATION STUDIES

The accompanying documents for notifications should include the following, but are not limited to:

- **Notification study:**
  - Proof of delivery to Operations & Administration
  - Cover letter
  - Completed form
  - Protocol, in MS Word
  - Patient Information Leaflet/Informed Consent Document (PIL/ICON)
  - Copy of Ethics approval
  - Professional Information (Package Insert)
  - Any other documents which may be requested by SAHPRA
- **Other Notifications:** This may include but not limited to:
  - Proof of delivery to Operations & Administration
  - Cover letter
  - Investigator's Brochure
  - Six-Monthly Progress Report
  - Study Deviations
  - Study Violations
  - Study Closure
  - Site closure
  - Line Listing
  - Additional or removal of site staff
  - Any other notification
  - Any other documents which may be requested by SAHPRA

E SERIOUS ADVERSE EVENTS (SAEs)

The accompanying documents for SAEs should include the following, but are not limited to:

- Cover letter.
  - This should include title of the study, SAHPRA reference number, protocol number, name of site, patient study ID, cause of SAE, causality
- SAE reporting form or any information if applicable.