University of Nottingham UK | CHINA | MALAYSIA	**Sponsor Standard Operating Procedure**

Title: **TRIAL CLOSURE**

SOP ref: TA015 **Version and date: 3.0 6th December 2017** **Superseded version and date:** **2.0 19th October 2015**	**Effective from date :** **20th December 2017** **Review cycle: 2 yrs after effective date**

Author: name and position	Ms Angela Shone Head of Research Governance
Authorised by : name and position	Ms Angela Shone (Sponsor) Head of Research Governance
Signature:	**Date :**

Document history:	**Modification to previous version:**
1. V1.5 19th June 2013 2. V2.0 19th October 2015	1. Change NRES to HRA throughout 2. Update of hyperlinks to notification forms, section 4 3. Update to the notification requirements section 4.4 and 4.5 4. Update to end of study results reporting requirements, section 4.11

Research and Innovation, University of Nottingham,
Jubilee Campus, Triumph Road, Nottingham, NG8 1DH
Tel: 0115 8467906, Email: sponsor@nottingham.ac.uk

1. PURPOSE and SCOPE

PURPOSE:
To describe the procedures, notifications required, documentation and record retention requirements to be followed for the closure of a clinical trial.

SCOPE:
Applicable to all clinical trials where permissions from the Health Research Authority Research Ethics Service and/or the competent authority is necessary in order to conduct the trial.

2. NOTES

2.1 It is the responsibility of the Chief Investigator to ensure that all trial closure procedures have been followed and that the relevant notifications have been made.

2.2 Parameters for intended trial closure must be stated in the study protocol. There should be a distinction made between end of recruitment / treatment / intervention phase and any long-term follow-up of participants.

2.2.1 For clinical trials of investigational medicinal products (CTIMPs) the end of trial is usually defined as the last visit (for administration of or assessment after the trial interventions) of the last participant or as stated in the protocol.

2.2.2 For non-IMP trials the end of the trial is defined as the final date or event of the trial intervention as specified in the protocol.

2.3 It is expected that pharmacovigilance and safety monitoring of participants continues for an appropriate time period after the cessation of the trial interventions. This should be defined in the trial risk assessment according to SOP TA002, Trial Risk Assessment.

2.4 Temporary suspension of a trial (overall or at one or more sites only) is defined as a substantial amendment and is covered in the SOP TA013, Protocol Amendments.

3. CROSS REFERENCES

3.1 Trial Risk Assessment SOP TA002
3.2 Archiving SOP QA005
3.3 European clinical trials database (EudraCT) http://www.emea.europa.eu/ema/
3.4 ICH Topic E3
http://www.ema.europa.eu/docs/en_GB/document_library/Scientific_guideline/2009/09/WC500002832.pdf
3.5 Common European Submission Portal (CESP)
https://cespportal.hma.eu/Account/Login?ReturnUrl=%2f
3.6 Data Management SOP QA006

4. PROCEDURE

Decision to close a trial

4.1 A trial will be closed to participant recruitment as soon as the parameters set out in the study protocol have been met. The Chief Investigator shall make this decision.

4.2 A decision may be made to close a trial prematurely based on review of the participant accrual, review of serious adverse events and recommendations by any relevant study

committees. The Sponsor also reserves the right to close a trial. The Chief Investigator is responsible for implementing the decision and following this SOP.

Notifications of closure

The **Chief Investigator** shall:

4.3 Inform all participating sites of the impending trial closure, outlining the trial specific processes to be followed for closure. This should include but is not limited to an imperative that no more participants are enrolled; that all data collection must be up to date and submitted; that all trial supplies must be accounted for and returned where applicable; and that the trial data and paperwork be appropriately archived.

4.4 For CTIMPs, notify both the ethics committee and competent authority (MHRA):

4.4.1 Use the official form found at:

https://www.gov.uk/guidance/clinical-trials-for-medicines-manage-your-authorisation-report-safety-issues

Click on 'end of a clinical trial' and save the form. Complete the information required. You will need two copies – one for the MHRA and one for the ethics committee. The copy for the REC should be emailed to the committee that approved the original submission. The copy for the MHRA should be sent to the sponsor inbox to be uploaded to CESP.

4.4.2 If the trial is closed as expected according to the protocol this notification must be within 90 days of the proposed closure date. If the trial is closed prematurely the notification must be within 15 days of the proposed closure date. If the trial is terminated early reasons must be given.

4.5 For non-IMP trials, notify the ethics committee:

4.5.1 Use the form found at:

http://www.hra.nhs.uk/resources/during-and-after-your-study/end-of-study-notification-studies-other-than-clinical-trials-of-investigational-medicinal-products/

Click on 'declaration of the end of a study form', save and complete the form with the information required.

4.5.2 If the trial was a clinical investigation of a medical device the manufacturer of the device is required to notify the MHRA that the trial has ended.

4.5.3 If the study had HRA approval but did not require review by an NHS REC the HRA should be notified by email at hra.approval@nhs.net.

4.6 In all cases:

4.6.1 Send the notifications to the ethics committee and the competent authority (where applicable). **Copy to the Sponsor**.

4.6.2 Copy to all participating sites and instruct that the host organisation is informed as per the host organisation's instructions.

4.7 For UKCRN adopted trials: Inform UKCRN of final trial recruitment and status data according to UKCRN procedures

4.8 If a new serious adverse event occurs after the notifications of termination of the trial that is likely to change the risk/benefit analysis of the trial and could still impact on the trial participants the Chief Investigator should notify the competent authority and ethics committee and provide a proposed course of action.

Statistical Analyses

4.9 Preparation of the trial data and its statistical analyses shall be according to the protocol or statistical analysis plan. See SOP Qa006, Data Management

Study report

The **Chief Investigator** shall, within 12 months of trial closure:

4.10 Compile a final study report and send to the ethics committee by email. There is no standard format for final reports. As a minimum, you should inform the REC whether the study achieved its objectives, the main findings, and arrangements for publication or dissemination of the research, including any feedback to participants.

4.11 Upload the end of trial results to EudraCT. An account should be created on EudraCT and the sponsor will transfer the trial record for the results to be entered:

https://eudract.ema.europa.eu/results-web/

A short confirmatory email should then be sent to CT.Submission@mhra.gov.uk once the result-related information has been uploaded to EudraCT with 'End of trial : result-related information: EudraCT XXXX-XXXXXX-XX' as the subject line. You will not get an acknowledgment email or letter. Copy the Sponsor.

Archive

4.11 Store all closure documents in the Trial Master File or Trial Site File as appropriate.

4.12 The Chief Investigator is responsible for ensuring that the Trial Master File and all trial data is finally archived according to the protocol and in accordance with SOP QA005, Archiving.

4.13 For participating sites the local Principal Investigator is responsible for the return of all trial supplies and data from their site to the Chief Investigator in accordance with the protocol and SOP QA005, Archiving. In addition to this there may be local host rules for archiving research material.

4.14 In accordance with the University of Nottingham Code of research Conduct all research data shall be archived for a period of 7 years post any publication of that data. The Chief Investigator is responsible for informing participating sites when the trial archives may be destroyed.

Publication

4.15 Send a copy of the publication to the Sponsor.

5. FLOW CHART

Not applicable