NeuroNEXT Network

Standard Operating Procedure (SOP)

Clinical Protocol Development and Maintenance for OT/Grant Submission

Version 3.0

SOP NN PD 303

Originators: NeuroNEXT CCC and DCC Personnel

Reviewed and Approved by:

Signature and Date: Christopher Coffey *Electronically signed by: Christopher Coffey Reason: I approve this document Date: Jan 18. 2025 12:12 CST* 18-Jan-2025
Name and Title: Christopher S. Coffey, PhD (DCC Principal Investigator)
Signature and Date: Merit Cudkowicz *Electronically signed by: Merit Cudkowicz Reason: I approve this document Date: Jan 10, 2025 21:19 EST* 10-Jan-2025
Name and Title: Merit E. Cudkowicz, MD MSc (CCC Principal Investigator) or Aleks Videnovic, MD (CCC Principal Investigator)
Signature and Date: Marianne Chase *Electronically signed by: Marianne Chase Reason: I approve this document Date: Dec 19. 2024 10:54 EST* 19-Dec-2024
Name and Title: Marianne Chase, BA (CCC Senior Director of Clinical Trials Operations)

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CLINICAL PROTOCOL DEVELOPMENT AND MAINTENANCE FOR GRANT SUBMISSION

SOP: NN PD 302 Version No.: 3.0 Issue Date: 17 Nov 2024 Effective Date: 31 Dec 2024	PROTOCOL WORKING GROUP FORMATION AND PROPOSAL DEVELOPMENT	Supersedes Document : 2.0 Effective Date : 14Apr2024

Signature and Date:

Dixie Ecklund

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Date: Dec 17, 2024 11:27 CST

17-Dec-2024

Name and Title: Dixie J. Ecklund, RN MSN MBA (DCC Associate Director)

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Electronically signed by: Stacey Grabert
Reason: I approve this document
Date: Dec 17, 2024 12:48 EST

17-Dec-2024

Name and Title: Stacey Grabert, Pharm.D, MS, (CCC Director of Quality Assurance)

Signature and Date:

Joan Ohayon

Electronically signed by: Joan Ohayon
Reason: I approve this document
Date: Jan 28, 2025 12:07 EST

28-Jan-2025

Name and Title: Joan Ohayon, RN, MSN, CRNP, MSCN (NINDS, NeuroNEXT Program Official)

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NN PD 303

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CLINICAL PROTOCOL DEVELOPMENT AND MAINTENANCE FOR GRANT SUBMISSION

SOP: NN PD 303 Version No.: 1.0 Effective Date: DDMMMYYYY	CLINICAL PROTOCOL DEVELOPMENT AND MAINTENANCE FOR GRANT SUBMISSION	Supersedes Document: N/A Effective Date: N/A

1. POLICY

For OT: This policy is intended to provide guidance for NeuroNEXT Network personnel who participate in the development of clinical study protocols prior to Stage 2 grant application submission. These procedures have been developed based on NINDS and regulatory requirements of a clinical protocol and reflect ICH guidelines on protocol development.

It is the policy that each clinical study protocol developed by the NeuroNEXT Network will incorporate all applicable regulatory requirements and guidance documents that are available to the Protocol Principal Investigator (PPI), Clinical Coordinating Center (CCC) and Data Coordinating Center (DCC), as well as counsel from appropriate individuals who are experts in the subject matter pertaining to the protocol. The clinical protocol should be included in the OT submission.

For U44 (SBIR) Grants: This policy is intended to provide guidance for NeuroNEXT Network personnel who participate in the development of clinical study protocols prior to grant submission. These procedures have been developed based on NINDS and regulatory requirements of a clinical protocol and reflect ICH guidelines on protocol development.

It is the policy that each clinical study protocol developed by the NeuroNEXT Network will incorporate all applicable regulatory requirements and guidance documents that are available to the Protocol Principal Investigator (PPI), the PPI's affiliated company, the Clinical Coordinating Center (CCC) and Data Coordinating Center (DCC), as well as counsel from appropriate individuals who are experts in the subject matter pertaining to the protocol. The clinical protocol should be included in the grant submission and uploaded as "other attachment" (item 12 of 4.4 'Other Project Information Component').

2. SCOPE

This SOP has been developed to be in alignment with federal regulations and Good Clinical Practices (GCP) as set forth in the 2016 Integrated Addendum to ICH E6(R1): Guideline for Good Clinical Practice E (R2). The policies and procedures described in this SOP apply to the NeuroNEXT CCC and DCC within the context of their oversight and advisory roles for the NeuroNEXT Network, and to all NeuroNEXT investigators, staff, subcontractors, or other entities associated with the NeuroNEXT Network who manage, oversee, and conduct research regulated by FDA and/or applicable review committees.

3. ROLES AND RESPONSIBILITIES

For OT: The CCC and DCC design team are responsible for working with the PPI and the appropriate Protocol Working Group (PWG) to develop the clinical study protocol, and submit with the full Stage 2 grant submission, in compliance with the application specifications. If an IND is required, the Protocol PI will submit the protocol with an

IND application at least 31 days prior to full grant submission. Prior to OT submission, the final protocol will undergo review by the CCC and DCC leads.

For U44 (SBIR) Grants: The PPI is responsible for working with the appropriate Protocol Working Group (PWG) to develop the clinical study protocol, and submit with the full grant submission, in compliance with the application specifications. If an IND is required, the protocol PI's affiliated company will submit the protocol with an IND application at least 31 days prior to full grant submission. Prior to grant submission, the final protocol will undergo review by the CCC and DCC leads.

4. APPLICABLE REGULATIONS AND GUIDELINES

21 CFR 312.20	Requirements for an IND
21 CFR 312.21	Phases of an Investigation
21 CFR 312.23	IND Content and Format
21 CFR 314.126	Adequate and Well-Controlled Studies
ICH E6 2.2, 2.4 – 2.6	The Principles of ICH GCP
ICH E6, 2.10, 2.11	The Principles of ICH GCP
ICH E6, 5.4	Trial Design
ICH E6, 5.23	Multicenter Trials
ICH E6, 6.0	Clinical Trial Protocol and Protocol Amendment(s)
ICH E8	General Considerations for Clinical Trials (December 1997)
ICH E9	Statistical Principles for Clinical Trials (September 1998)
ICH E10	Choice of Control Group and Related Issues in Clinical Trials (May 2001)

5. REFERENCES TO OTHER APPLICABLE SOPS

NN GA 102	Document Development and Change Control
NN RA 201	Regulatory Authority Submissions and FDA Contact
NN PD 301	Proposal Feasibility
NN PD 302	Protocol Synopsis Development

6. ATTACHMENTS AND REFERENCES

NN PD 301-A	Document History

7. TERMS AND ABBREVIATIONS

The following terms and abbreviations are used in this document:

CCC	Clinical Coordinating Center at Massachusetts General Hospital
DCC	Data Coordinating Center at The University of Iowa

ESC	Extramural Science Committee
FDA	U.S. Food and Drug Administration
GCP	Good Clinical Practice
ICH	International Conference on Harmonisation
IDE	Investigational Device Exemption
IND	Investigational New Drug application
NEC	NeuroNEXT Executive Committee
OT	Other Transactions
PPI	Protocol Principal Investigator
PSC	Protocol Steering Committee
PWG	Protocol Working Group

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8. SPECIFIC PROCEDURES

A. Clinical Protocol Development OTA Grants

#	*Who*	*Task*	*Attachment/ References*	*Related SOP*
1.	CCC PM	Work with the PPI and appropriate PWG members to draft the full protocol using a template such as the NeuroNEXT Protocol Template	21 CFR 312	NN GA 102
2.	PPI/PWG Members	Review the draft protocol to ensure that it meets all regulatory requirements.	ICH E6	NN RA 201
3.	PPI	If required, include the final draft of the protocol in IND application to FDA at least 31 days prior to grant submission.	21 CFR 312	NN RA 201
4.	CCC/ DCC	Perform a final review of the protocol		
5.	CCC Grants Administrator	Include the final draft of the protocol in the grant submission.		

B. Clinical Protocol Development U44 (SBIR) Grants

#	*Who*	*Task*	*Attachment/ References*	*Related SOP*
1.	PPI	Work with appropriate PWG members to draft the full protocol using a template such as the NeuroNEXT Protocol Template	21 CFR 312	NN GA 102
2.	PPI/PWG Members	Review the draft protocol to ensure that it meets all regulatory requirements.	ICH E6	NN RA 201
3.	PPI affiliated company	If required, include the final draft of the protocol in IND application to FDA at least 31 days prior to grant submission deadline.	21 CFR 312	NN RA 201
4.	CCC/DCC Lead	Perform a final review of the protocol		
5.	PPI affiliated company	Include the final draft of the protocol in the grant submission.		

NEURONEXT NETWORK STANDARD OPERATING PROCEDURE FOR CLINICAL PROTOCOL DEVELOPMENT AND MAINTENANCE FOR GRANT SUBMISSION

SOP: NN PD 302 Version No.: 3.0 Issue Date: 17 Nov 2024 Effective Date: 31 Dec 2024	PROTOCOL WORKING GROUP FORMATION AND PROPOSAL DEVELOPMENT	Supersedes Document : 2.0 Effective Date : 14Apr2024

Attachment NN PD 303 - A. Document History

NeuroNEXT Network Standard Operating Procedure (SOP) SOP NN PD 303 Protocol Development and Maintenance					
Version	**Description of Modification**	**Reason or Justification for Modification**	**Issue Date**	**Effective Date**	**Reviewer(s)**
1.0	New	N/A	22Feb2023	08Apr2023	Catherine Gladden
2.0	Minor edits for clarity	Periodic review	01Mar2024	15Apr2024	Preeti Paul
3.0	OTA Process	Updates made to add the OTA process and separate the SBIR process	17 Nov 2024	31 Dec 2024	Tania Leeder

NN PD 303 Protocol Development and Maintainance for Grant Submission v3.0 07Nov2024

Final Audit Report 2025-01-28

Created:	2024-12-17
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Supporting files page count:	0

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Document created by Tania Leeder (tleeder@mgb.org)
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Document emailed to cudkowicz.merit@mgh.harvard.edu for signature
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ecklundd@uiowa.edu authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2024-12-17 - 5:27:10 PM GMT

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2024-12-17 - 5:27:26 PM GMT- IP address: 128.255.112.230

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2024-12-19 - 3:53:58 PM GMT

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2025-01-11 - 2:19:17 AM GMT- IP address: 104.47.73.126

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2025-01-11 - 10:23:09 PM GMT- IP address: 128.255.113.139

Tania Leeder (tleeder@mgb.org) added alternate signer Christopher-coffey@uiowa.edu. The original signer cscoffey@iowa.uiowa.edu can still sign.

2025-01-13 - 5:28:05 PM GMT- IP address: 73.123.204.112

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2025-01-16 - 2:45:43 AM GMT- IP address: 140.248.30.0

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2025-01-18 - 5:45:12 AM GMT- IP address: 140.248.30.0

Christopher-coffey@uiowa.edu authenticated with Adobe Acrobat Sign.

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2025-01-18 - 6:11:48 PM GMT

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2025-01-18 - 6:12:06 PM GMT- IP address: 128.255.113.139

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Signature Date: 2025-01-18 - 6:12:08 PM GMT - Time Source: server- IP address: 128.255.113.139

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ohayonj@ninds.nih.gov authenticated with Adobe Acrobat Sign.

Challenge: The user opened the agreement.

2025-01-28 - 5:06:39 PM GMT

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2025-01-28 - 5:07:02 PM GMT- IP address: 156.40.136.201

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