Deze template is enkel te gebruiken voor prospectieve klinische proeven zonder interventie.

Klinische proef zonder interventie:
Bij een niet-interventionele studie wordt onderzoek verricht waarbij de **geneesmiddelen worden voorgeschreven op de gebruikelijke wijze**, overeenkomstig de in de vergunning voor het in de handel brengen vastgestelde voorwaarden.

De **indeling van de patiënt** bij een bepaalde therapeutische strategie wordt niet van tevoren door een onderzoeksprotocol bepaald, maar maakt deel uit van de **gangbare medische praktijk**, en het besluit om het geneesmiddel voor te schrijven staat geheel los van het besluit om een patiënt te laten deelnemen aan het onderzoek.

De patiënt in kwestie hoeft **geen extra diagnostische of controleprocedure** te doorlopen, en voor de analyse van de verkregen resultaten worden **epidemiologische methodes** gebruikt.

Begeleidende tips voor gebruik van deze template

- Deze template dient als startpunt voor het uitschrijven van een studieprotocol. De secties die hierin worden opgesomd kunnen aangepast of verder aangevuld worden naargelang de vereisten voor de studie.
- Sectie 9 in deze template is enkel van toepassing voor niet-interventionele studies waarin een medicinaal product wordt gebruikt zoals voorgeschreven in de standaardzorg, bv. fase 4 studies. Deze sectie mag worden verwijderd indien dit protocol een niet-interventionele studie zonder medicinaal product betreft.
- Tekst in het blauw dient als voorbeeldtekst. U kan de tekst aanpassen of verder aanvullen naargelang de noden van de studie.
- Tekst in een kader geeft toelichting bij de inhoud van enkele secties. Deze kaders moeten verwijderd worden bij het uitschrijven van het protocol.

Universitair Ziekenhuis Brussel

Clinical Trial Center

Study Protocol

Study Title:
Study Acronym:
Protocol Version and Date:
Registry Number:
Sponsor:
Coordinating/Principal Investigator:

PROTOCOL SIGNATURE PAGE

I agree:

- to assume responsibility for the proper conduct of this study
- to conduct the study in compliance with this protocol and any future amendments
- not to implement any deviations from or changes to the protocol without prior review and written approval from the Ethics Committee, except where necessary to eliminate an immediate hazard to the subjects, or for administrative aspects of the study (where permitted by all applicable regulatory requirements)
- that I am thoroughly familiar with the appropriate use of the investigational drug, as described in this protocol
- to ensure that all persons assisting me with the study are adequately informed about the investigational drug and their study-related duties and functions as described in the protocol
- that I am aware of and will comply with the current good clinical practice (GCP) guidelines and ethical principles outlined in the Declaration of Helsinki
- to conduct the study in accordance with all applicable laws and regulations

Printed name _____ Signature _____ Date _____

Table of Contents

1 Sponsor/Coordinating Investigator Information

Sponsor:
Principal Investigator:
Subinvestigator(s):
Coordinating Investigator *if applicable*:
Statistician :
Laboratory (ies) *if applicable*:
Pharmacy *if applicable*:
Study Coordinator:
Study site(s) and co-investigator(s) *if applicable*:

2 List of Abbreviations

3 Protocol Version History

Version N°	Version Date	Summary of changes

4 Trial Registration/Protocol Summary

Information	
Objectives:	
Study population:	
In- and exclusion crite-ria:	
Factors of interest / Data to be collected:	
Endpoints:	
Target sample size:	

Statistical considerations:	

5 Background and Rationale

Licht bondig de achtergrond en wetenschappelijke relevantie van het geplande onderzoek toe. De lezer dient voldoende inzicht te krijgen in het onderzoeksdomein van dit project. Beschrijf de motivatie/rationale om dit onderzoek uit te voeren.

5.1 Overview of Relevant Literature

5.2 Study Rationale

6 Study Objectives and Endpoints

Licht bondig de doelstellingen en eindpunten (kwantitatieve metingen die door de doelstellingen worden vereist) van het onderzoek toe. Beschrijf duidelijk de onderzoeksvragen en/of onderzoekshypothesen.

6.1 Primary Objectives

6.2 Secondary Objectives

6.3 Endpoints

7 Research Methods

Licht bondig het onderzoeksdesign en de rationale hiervoor toe. Beschrijf de karakteristieken van de studiepopulatie en wat de variabelen zijn (exposures, outcomes,…).

7.1 Study Design

7.2 Study Population

7.2.1 Inclusion Criteria

7.2.2 Exclusion Criteria

7.3 Study Duration for Subjects

8 Assessments and Procedures

Geef een overzicht van de procedures per visite weer in een tabel. Ter aanvulling kan een schematisch diagram toegevoegd worden. Geef gedetailleerd weer welke data zullen worden gecollecteerd.

9 Interventions/Treatment

10 Data Collection and Management

Beschrijf hoe de data zullen worden verzameld, gecontroleerd op kwaliteit en verwerkt voor de studieanalyse. Motiveer de keuze van de steekproefgrootte (sample size).

10.1 Monitoring

The investigator must make all trial documentation and related records available in case a monitoring visit or audit by the Sponsor is requested. Also in case of regulatory inspections all trial documentation should be made available to the inspector(s). All participant data must be handled and treated confidentially.
The Sponsor's monitoring frequency will be determined prior to the start of the trial. A monitoring plan will be generated detailing the frequency and scope of monitoring for the trial. Throughout the course of the trial the monitoring plan can be adjusted as necessary.

10.2 Data Collection

An Electronic Data Capture system "***add name of the system in the text***" will be used for data collection. The system is validated and access to all levels will be granted/revoked by the Sponsor representative. Trial data should be entered within reasonable time after the subject attended the visit. Corrections/modifications will be automatically tracked by an audit trail detailing date and time of the correction and the name of person performing the correction.

10.3 Database Management and Quality Control

10.4 Statistical Considerations and Data Analysis

Geef een uitleg over de gebruikte methode (procedure) en/of data-analyse strategie in relatie tot de gestelde onderzoekshypothesen. Leg mogelijke ethische implicaties van de geplande methodologie uit.

11 Safety Monitoring and Reporting

Geef de definitie van een AE en een SAE volgens de GCP-richtlijnen. Geef aan hoe deze AE's en SAE's zullen verzameld, nagekeken en gerapporteerd worden alsook de periode van collectie voor

iedere studiedeelnemer. Indien van toepassing kunnen instructies meegegeven worden voor de opvolging van specifieke, reeds gekende nevenwerkingen.

11.1 Adverse Events

11.1.1 Definitions

An adverse event is any untoward medical occurrence in a patient or clinical investigation subject participating in a clinical trial. It includes any unfavourable and unintended sign, symptom or disease temporally associated with the trial procedures, whether or not considered to be related to the trial procedures.

11.1.2 Reporting

11.1.3 Laboratory Test Abnormalities

11.2 Serious Adverse Events

11.2.1 Definitions

Any untoward medical occurrence that:

- Results in death,
- Is life-threatening,
- Requires inpatient hospitalization or prolongation of existing hospitalization,
- Results in persistent or significant disability/incapacity,
- Is a congenital anomaly/birth defect

Or

- other important medical condition (ICH 2EA)

Medical and scientific judgement should be exercised in deciding whether expedited reporting is appropriate in other situations, such as important medical events that may not be immediately life-threatening or result in death or hospitalisation but may jeopardise the patient or may require intervention to prevent one of the other outcomes listed in the definition above. These should also be considered serious.

11.2.2 Immediate Reporting

12 Ethical Considerations

12.1 Ethical Conduct of the Study

12.1.1 Declaration of Helsinki

The trial will be performed in accordance with the Declaration of Helsinki, the conditions and principles of Good Clinical Practice, the protocol and applicable local regulatory requirements and laws.

12.1.2 Ethics Committee

Before the start of the trial or implementation of any amendment, approval of the trial protocol and amendments, informed consent forms and other relevant documents will be obtained from the applicable ethical committee(s).

12.2 Informed Consent

Each participant shall provide Informed Consent before performance of any study-related activities.

The IC form that is/are used must be approved by reviewing EC and be in a language that the participant can read and understand. The ICF should be in accordance with current ICH and GCP guidelines and with applicable local regulations.

12.3 Study Data Protection

The collection and processing of personal data from participants enrolled in the study will be limited to those data that are necessary to fulfill the objectives of this study. These data must be collected and processed with adequate precautions to ensure confidentiality and compliance with applicable data protection laws and regulations.

12.4 Subject Identification

The participant identification will be treated as confidential and will be filed by the investigator in an identification log. This log is kept at the participating site and shall not be copied. In all reports and communication between the site and the Sponsor the participant shall be identified with a participant study number.

13 Insurance

UZ Brussel/VUB is, as Sponsor of the trial, responsible for ensuring appropriate general/product liability insurance and as required in accordance with applicable laws and regulations, country-specific liability insurance coverage for claims made by a trial subjects for injury arising from the subject's participation in the trial.

14 Reporting and Dissemination

The data and information collected during this trial will be reported in a clinical trial report and/or a publication in a scientific/medical journal. Reporting of trial results will be performed according to local regulations.

Data collected within the UZ Brussel or VUB as an employee or (phd) student of the VUB are owned by the UZ Brussel VUB. For the correct authorship rules we refer to the International Committee of Medical Journal Editors:
https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html

15 Finance and Conflict of Interest Statement

Investigators and study team members will provide the Sponsor with sufficient, accurate financial information in accordance with local regulations to allow the Sponsor to submit complete and accurate financial certification or disclosure statements to the appropriate regulatory authorities/ethics committee. Any update of information on financial interests should be disclosed during the course of the study.

16 Tables and Figures

17 References