The RAN Institute INC.
EXCELLENCE IN RESEARCH EDUCATION

for *Investigators* and *Clinical Research Coordinators*

The Ultimate Step-by-Step Guide to Conducting Pharmaceutical Clinical Trials in the USA

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1.3 Reviewing the Investigator's Brochure

Goal: To review and fully comprehend the Investigator's Brochure provided by the sponsor.

What Should Be Done	The Regulatory Basis	Relevant Documentation	Hints
1. Review the investigative site's requirements and standard operating procedures for the Investigator's Brochure. 2. Carefully review the Investigator's Brochure received from the sponsor, making note of safety issues that may be of concern with human subjects. 3. Maintain the Investigator's Brochure on file with the investigator's regulatory file, along with the transmittal letter received from the sponsor (see SAMPLE 1.3.1). 4. Make the Investigator's Brochure available to inspectors from the FDA or sponsor. 5. Provide the Investigator's Brochure to the IRB when requesting approval of the research (see Step 1.9). 6. Review and retain updates to the Investigator's Brochure in addition to the original, with or in the investigator's regulatory file.	◆ 21 CFR 312.55 Informing investigators ◆ FDA Form 1572 Statement of Investigator ◆ ICH GCP Guideline, Part 5.12 Information on Investigational Product(s) ◆ ICH GCP Guideline, Part 7 Investigator's Brochure	**SAMPLE 1.3.1** Investigator's Brochure Transmittal Letter	◆ Sponsors are required by regulation to provide investigators with a current Investigator's Brochure. ◆ Investigators are required by regulation to read and understand the Investigator's Brochure, prior to commencing a clinical trial. Equally important is that support staff (sub-investigators and coordinators) also read the Investigator's Brochure. ◆ For marketed products, the approved product labeling may be used as the Investigator's Brochure, for clinical studies being conducted within the scope of the approved indications. ◆ Thorough familiarity with the Investigator's Brochure facilitates the investigator's ability to address concerns regarding prospective research raised by the IRB, the institution, or advocacy groups.

Sample 1.6.1 Initiation Letter to an Investigator (with List of Study Initiation Documents and Required Activities)

[Date]

[Investigator name]
[Address]

Subject: Protocol ###, Required study initiation documents and activities

Dear Dr. _____:

Enclosed are numerous documents and instructions to assist you in completing the required study initiation documents and activities. Please complete the actions required on your part for each document. If you have any questions, please contact me immediately.

Sincerely,

_____
Clinical Research Manager

Enclosure: List of Study Initiation Documents and Required Activities

Sample 1.6.1 Attachment: List of Study Initiation Documents and Required Activities

Document/Activity	Action required by investigator
Final study protocol	◆ Sign one copy and return to sponsor ◆ Submit to IRB, requesting review and approval ◆ Prepare and submit a protocol summary, if requested by your IRB
Informed consent document	◆ Review and make any IRB-specific changes, prior to submitting to the IRB for review and approval ◆ Submit to IRB, requesting review and approval ◆ Discuss and negotiate any IRB-requested modifications with the sponsor until final resolution and agreement among parties is reached
FDA Form 1572	◆ Complete all sections, sign one copy and return it to the sponsor with your current curriculum vitae ◆ Include a curriculum vitae for each sub-investigator listed on the FDA Form 1572 ◆ Retain the second copy in your study regulatory document file
Study budget	◆ Complete the budget worksheet and return it to the sponsor for approval
Financial disclosure documents	◆ Review the investigator list of financial disclosure requirements ◆ Complete and sign the investigator's financial disclosure statement ◆ Return one signed copy to the sponsor and retain a copy for your records

Note: All investigator signatures must be original signatures (not copies).