

TEDDY ANCILLARY STUDIES DEFINITION AND GUIDELINES

Introduction

Ancillary studies will be evaluated with careful consideration of their potential impact on the objectives and performance of the TEDDY Study. Studies that complement the objectives and thereby enhance the value of the TEDDY Study are strongly encouraged. These studies however, must not interfere with the continued interest and participation of the study subjects and investigators. To protect the interests of the TEDDY Study, each ancillary study must be individually reviewed by the TEDDY Ancillary Studies Committee and approved by the TEDDY Steering Committee before its initiation. All approved ancillary studies will be reviewed by the Ancillary Studies Committee yearly for progress and impact on the TEDDY Study as a whole.

Ancillary Study Definition

An ancillary study is defined as research or data collection involving TEDDY Study subjects, or the samples collected from those subjects, using any technique, procedure, questionnaire or observation other than those set forth in the TEDDY Study protocol. The investigator for the conduct of the ancillary study is a partner in the TEDDY Study and is therefore obliged to follow the rules and regulations governing the study as defined in the study protocol and by the Steering Committee.

Reasons for Required Approval of Ancillary Studies

Investigators and subjects are entitled to prior assurance that all ancillary studies are of high scientific merit and that no ancillary study will:

1. Cause a deviation from the defined study protocol.
2. Complicate the interpretation of the study results.
3. Potentially adversely affect subject cooperation or interest in the study.
4. Jeopardize the public image of the study.
5. Create a significant diversion of study resources locally or at the coordinating center or any other unit.
6. In any way negatively influences the cooperative spirit of the collaborating investigators.
7. Require use of samples for a study of low priority as deemed by the Steering Committee.
8. Otherwise compromises the scientific integrity of the study.

Review by the Ancillary Studies Committee

All proposed ancillary studies will be submitted to the Data Coordinating Center which will coordinate its review by the TEDDY Ancillary Studies Committee. The DCC, in consultation with the Chair of that committee, will identify at least two reviewers with such expertise as may be necessary if not already represented by the membership of the Ancillary Studies Committee. It will arrange for reviews and conference calls of committee members to discuss any proposed study. The recommendation of the

Ancillary Studies Committee will be made to the Steering Committee and the Steering Committee shall vote on the proposed ancillary study.

Funding for Ancillary Studies

The TEDDY Study cannot provide funds for ancillary studies. If funds are needed, the investigator must explore other avenues such as submission of a research grant application, or use other sources of funds, i.e., foundations. The source and amount of anticipated funds must always be identified in an application to the Ancillary Studies Committee.

Preparation of Proposals for Ancillary Studies Committee Review

The proposal submitted to the Ancillary Studies Committee should follow the National Institutes for Health (NIH) research grant (R01) format. It should include a description of the objectives, methods, significance and plans for analysis. Detailed descriptions must be provided regarding additional volumes of blood required (in addition that to be used in the protocol), procedures to be carried out on subjects, the length of stay in the clinic for the subject, or need for extra clinic visits. In addition, the proposal should discuss the measure to be taken to ensure subject safety and confidentiality, and a statement by the investigator on the potential impact of the ancillary study on the TEDDY Study trial. Prior or pending approval by the appropriate Human Subjects Committee should be demonstrated, and evidence of final approval must be provided before performance of any ancillary study procedures. In addition it should clearly indicate the resources available for this study. If resources are being sought from granting agencies this must be indicated in the application. To facilitate the review of the proposal the investigator should specifically address each of the following points on pages which are separate from the formal grant proposal:

1. The scientific merit of the proposal and the potential contributions that the proposal will make to the TEDDY Study.
2. That the ancillary study does not cause a deviation from the defined TEDDY study protocol.
3. That the proposed study does not complicate the interpretation of the results of the TEDDY Study.
4. That it does not adversely affect subject cooperation and participation in TEDDY.
5. That the volume of whole blood or sera taken from subjects does not exceed safe or prudent limits.
6. That the proposed study does not create a significant diversion from the TEDDY Study.
7. That the study does not divert or expend resources from the TEDDY Study either locally or at the coordinating center.
8. That the study does not adversely influence the cooperative spirit of the collaborating investigators.
9. That the study does not compromise the scientific integrity of the TEDDY Study.
10. That adequate resources are available to complete the proposed study or are requested from granting agencies.
11. That techniques and assays essential to the study are well established in the laboratory.

12. Results of ancillary studies will not be revealed to either TEDDY Study participants or their clinical team except as called for in the description of the proposal. All publications require approval of the TEDDY Study Publications Committee.

Each of the points listed above are examined in detail. These points must be clearly delineated in a document separate from the proposal.

Provide information regarding the source of funding.

Final approval is contingent upon the Ancillary Study Committee receiving a letter signed by all investigators in which they agree to the regulations put forth by the Publications Committee of the TEDDY Study.

Finally, a yearly report summarizing study progress, results, and the impact of the ancillary study on the TEDDY Study will be submitted to the TEDDY Ancillary Studies Committee and the TEDDY Steering Committee and reviewed every 12 months for continued approval by TEDDY..

Procedures for Obtaining Approval

The investigator should send her/his ancillary study to the DCC at the H. Lee Moffitt Cancer Center & Research Institute, University of South Florida which will then distribute it to the Ancillary Studies Committee. To ensure a thorough scientific review the Chairman of the Ancillary Studies Committee may elect to seek outside expert opinion in advance to the committee meeting, as described above. Within 30 days of receipt of the proposal a conference call involving the Ancillary Studies Committee and investigator submitting the proposal will be arranged. The investigator should be available to answer questions from the committee. The committee will vote following a discussion not involving the investigator. A simple majority vote constitutes an approval by the Ancillary Studies Committee when a quorum of at least 4 members are present. The investigator will be notified within 48 hours of the meeting of the status of his/her proposal.

The proposal and the recommendations of the Ancillary Studies Committee will be forwarded to the Steering Committee for a vote. The decision of the Steering Committee is then forwarded to the ancillary study investigator.

Publicity of Approved TEDDY Study Ancillary Studies

Publicity announcing the purposes and starting time of the study will be the responsibility of the investigator. Any publicity regarding results of the ancillary study must be approved by the TEDDY Publications Committee before such announcements can be made.

Publications and Ancillary Studies

As members of the TEDDY Study the ancillary studies investigators are subjects to the rules and regulations of the TEDDY Study Publications Agreement. This agreement requires that all reports, manuscripts, or presentations of data derived from the ancillary study must be approved by the Publications Committee prior to their publication or presentation according to the procedures set forth in the Manual of Operations.