

DF/HCC Operations for Human Research
Accrual Monitoring and Scientific Progress Review by the SRC**1. BACKGROUND:**

The Scientific Review Committee (SRC) is responsible for monitoring the accrual and evaluating the scientific merit and progress of all DF/HCC human subject research trials. The committee utilizes risk-based methodology for this monitoring process. Under the NCI Cancer Center Core Grant requirements, prioritization of protocols must be reviewed and approved by the SRC.

Evaluation of the scientific progress of the trial, and how that fits into overall progress in that specific area of research, is important to ensure that the trial is continuing to address an important scientific question.

Monitoring of zero and slow-accruing trials maximizes subject contributions by minimizing the likelihood that research will fail to complete its objectives; promotes efficient use of resources and maximizes the likelihood that research supported by DF/HCC Institutions will be completed, reported, and published.

Monitoring of rapidly accruing trials identifies research that requires close monitoring to ensure adequate resources, prospective data collection and appropriate safety review.

The SRC along with DF/HCC leadership has established specific criteria to assess whether trials are deemed slow or rapidly accruing and when trials trigger closure or additional follow-up assessment due to accrual progress.

2. ASSOCIATED DF/HCC POLICIES:

2.1. [COM-100](#)

3. DEFINITIONS:

3.1. **Target Accrual Rate:** The Target Accrual Goal divided by the Expected Duration (in days) of the trial.

3.2. **Actual Accrual Rate:** The accrual to date divided by the current number of days the trial has been open.

3.3. **Rare Cancer:** Defined per the NCI as a cancer with an incidence of ≤ 15 newly diagnosed persons out of a population of 100,000 persons per year.

4. PROCEDURE:**4.1. Accrual Monitoring**

4.1.1. An automated monthly report will be run in OnCore identifying trials that trigger closure review or a 3-month warning based on the criteria outlined below.

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4.1.2. All rare cancer trials will be excluded from the accrual monitoring report based on their “rare” OnCore annotation.

4.1.3. Any trial that is approved by the NCI’s Cancer Therapy Evaluation Program (CTEP) or the Cancer Control Protocol Review Committee (CCPRC) will be exempted from automated closures. Note these trials will still receive zero and slow accrual warnings.

4.2. Zero and Slow Accrual Monitoring Criteria for Trials Triggering a 3-Month Warning

4.2.1. Any trial open at 3 months with zero accrual.

4.2.2. Any trial open at 12, 18, or 21+ months with an accrual rate under 25% of the target accrual rate.

4.2.3. Any trial that has not met accrual goals within 2 times the expected duration of the trial.

4.3. 3-Month Warning Process

After a trial has triggered a 3-month warning based on the criteria above, the following will occur:

4.3.1. A standardized letter will be sent from the Accrual Monitor to the Core PI informing them that their trial has been identified as zero or slow-accruing and is in jeopardy of automatic closure based on the SRC automatic closure rules.

4.3.2. No response is required from the Core PI regarding the warning.

4.4. Zero and Slow Accrual Monitoring Criteria for Trials Triggering Review for Closure

4.4.1. Any trial open at 6+ months with zero accrual.

4.4.2. Any trial open at 24+ months with under 25% of the target accrual rate achieved.

4.4.3. Any trial that has not met accrual goals within 2.5 times the expected duration of the trial.

4.5. Closure Review Process

After a trial has triggered for closure review based on the criteria above, the following will occur:

4.5.1. At the time of continuing review (when required under federal regulation and IRB policy), applicable DF/HCC trials will also be reviewed by the SRC for scientific progress. The review will include but not be limited to accrual performance, scientific merit, trial completion and publication.

4.5.2. A summary of the trials to be reviewed for closure will be sent to the SRC Chairs for review.

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- 4.5.3. Any appeal submitted must include a detailed explanation for the lack of accrual, a corrective action plan for addressing the accrual, and justification for the trial remaining open.
- 4.5.4. Any appeal submitted will be reviewed by the full board SRC at a regularly scheduled SRC meeting. The committee will decide whether to approve or deny the appeal. The Core PI will be notified of the committee's decision.
- 4.5.5. If the Core PI does not submit an appeal within 30 days of the date the standardized notification letter was sent, or the appeal is denied by the SRC, the trial will be closed to new accrual by OHRS.
- 4.5.5.1. In the event the Core PI failed to submit an appeal within 30 days of the date the notification letter was sent, but wishes to submit an appeal, the PI may submit the appeal after the trial has been closed. The appeal process will be the same, requiring a detailed written explanation and plan as per 4.5.3. The appeal will be reviewed by the full SRC at a regularly scheduled SRC meeting as per 4.5.4.
- 4.5.5.2. If the appeal is approved, the approval documentation will be submitted by the core site study team as an enrollment status change amendment to re-open the trial to accrual.
- 4.5.6. A maximum of two appeals will be permitted during the lifetime of the study. If failure to meet accrual targets continues following a second appeal and closure criteria are met, a standardized letter will be sent from the Accrual Monitor to the Core PI notifying them of the closure. The SRC Chairs and OHRS leadership will be copied on this communication. The trial will then be permanently closed to new accrual by OHRS.

4.6. Rapid Accrual Monitoring Procedures

Monthly, the Accrual Monitoring coordinator will run a report identifying protocols meeting the rapidly accruing trial criteria:

- 4.6.1. An expected duration of less than one year
- 4.6.2. An expected duration of greater than one year and having an accrual rate 1.5 times faster than expected
- 4.6.3. A standardized letter will be sent from the Accrual Monitor to the Core PI, informing him or her that the trial has been identified as rapidly accruing and reminding them to closely monitor the trial's progress, including toxicities, adverse event reporting, and data.

4.7. SRC Scientific Progress Review

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- 4.7.1. Annually each DF/HCC trial will be reviewed by the SRC. The review will include but not be limited to accrual performance, scientific merit, trial completion and publication.
- 4.7.2. The SRC Chair will receive a list of all trials approved by the SRC Reviewer.
- 4.7.3. Any trial the SRC Reviewer wishes to disapprove will be sent to the full SRC for review and determination.

4.8. Protocol Priority Lists

- 4.8.1. Protocols must be prioritized within the appropriate disease program by the Disease Program Leader.
- 4.8.2. The SRC must approve all initial protocol prioritization, and subsequent prioritization updates which are then reflected in the Priority List and maintained by OHRS on the Oncology Protocol System (OncPro).