Dose Escalation in Investigator-Sponsored Protocols

1. BACKGROUND:

The Overall Principal Investigator (PI) is responsible for assuring that the dose escalation schema is followed in Phase I DF/HCC Investigator-Sponsored protocols.

2. ASSOCIATED DF/HCC POLICIES:

2.1. REGIST-101A
2.2. REGIST-101B
2.3. Implementing Dose Escalation Changes in Phase I Research – OHRS Info Sheet - Policy

3. PROCEDURE:

3.1. Dose Cohort Completion

3.1.1. If registration is centralized, the Office of Data Quality (ODQ) Protocol Registrar notifies the Overall PI and study team when the last of a cohort of subjects is registered to a DF/HCC Investigator-Sponsored protocol.

3.1.2. If registration is decentralized, the study team notifies the Overall PI when the last of a cohort of subjects is registered in OnCore to a DF/HCC Investigator-Sponsored protocol.

3.2. Dose Escalation Amendment Submissions to OHRS

3.2.1. Collectively, the Overall PI and study team verify the significant toxicities noted in the prior dose levels and determine whether the next dose level can open to enrollment.

3.2.2. The Overall PI or designee completes the OHRS Closure/Re-Open to Accrual Form-Including Dose Escalation Changes amendment submission and submits the form to OHRS for IRB Review and Activation. The submission must include an updated Eligibility checklist. For all studies utilizing a dose escalation scheme, an Alert Page Dose Escalation Table is required and must include the following:

3.2.2.1. All dose levels up to the current dose level. This table may be replicated if the protocol includes more than one dose escalation scheme.

3.2.2.2. A clear title for each dose escalation table.

3.2.2.3. When a recommended phase 2 dose or a dose expansion is declared, and the protocol document is not amended to include this dosing information, please add it to the Alert Page.

3.2.2.4. The dose escalation table should be regularly reviewed and any closed dose levels should be indicated. A dose level is considered closed when there will be no further participants registered at that dose level. Please note "CLOSED" and the date the dose level closed under the "Effective Date" column. The closed date should be the date when all registration to that dose level ends.

3.2.3. Additional subjects cannot be registered until the submission has been IRB approved and activated.

3.2.4. The Overall PI is responsible for notifying all research team members of the dose level status.