GCP| ENHEDERNE
God klinisk forskning

The Danish GCP Units guide - Submission of Annual Safety Report (ASR) in CTIS

Content

1 Abbreviations

ASR = Annual Safety Report

AR = Assessment Report

AxMP = Auxiliary Medicinal Products

CT = Clinical Trial

CTR = Clinical Trial Regulation

DLP = Data Lock Point

EMA = European Medicines Agency

IMPD = Investigational Medicinal Product Dossier

NCA = National Competent Authorities

MSC = Member States Concerned

RFI = Request for information

RMS = Reference member states

RSI = Reference Safety Information

SM = Substantial modification

SmPC = Summary of Product Characteristics

SAE = Serious Adverse Event

SAR = Serious Adverse Reaction

saMS = safety assessing Member States

2 Introduction

2.1 What is an Annual Safety Report?

The Annual Safety Report (ASR) is a document provided to the authorities regarding the monitoring and evaluation of the evolving safety profile of the Investigational Medicinal Product (IMP) and the mitigation of potential risks. Sponsors must each year submit a report on the safety of each IMP or a combination of IMPs used in a clinical trial. This obligation starts with the first authorisation of the trial and finalises with the end of the trial. Submission of an ASR is not required in case the sponsor is conducting a trial less than one year long.

The ASR must conclude and evaluate the risk/benefit of the trial, based on all SAEs and SARs observed in the period of reporting, and include a line listing of any SARs observed.

A single ASR for the trial can be prepared for multi-drug therapy using authorised/marketed drugs as an investigational drug combination. See also section 2.5 of the ICH E2F.

A separate ASR of the Auxiliary Medicinal Products (AxMPs) is not required. However, any information relating to (authorised or non-authorised) AxMPs which are relevant to the IMP may be included in the ASR. All SARs to a non-authorised AxMP(s) should be included in the line listing of SARs.

A template for an ASR and line listing of SARs can be found on the GCP unit's Danish webpage: Hændelser og bivirkninger vejledninger og skabeloner - GCP-Enhederne

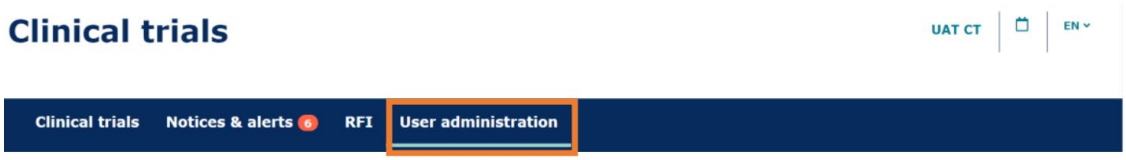
2.2 How to assign the business role; ASR submitter

The CT Admin can assign the ASR submitter business role for the specific trial. The CT Administrator user does not have ASR permissions to its role. In order to be able to perform ASR related activities; the CT administrator, should assign the ASR submitter role to him/herself.

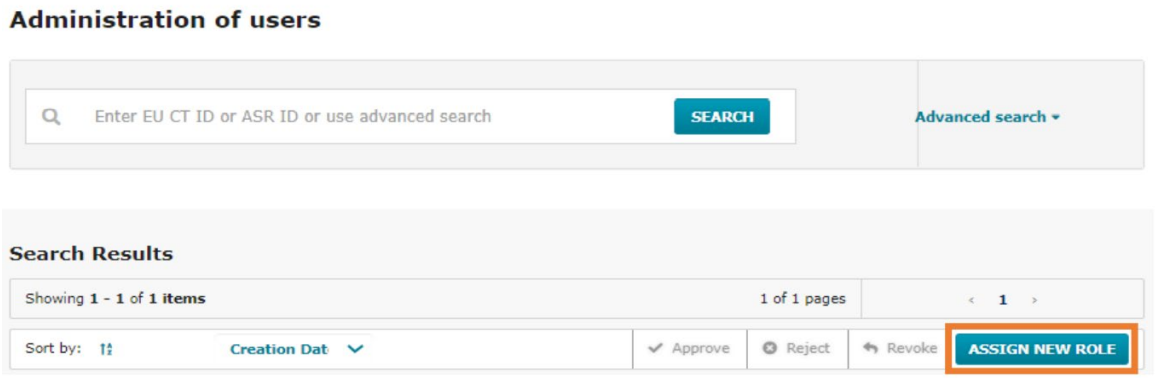
Info box:
For more detailed information please refer to Module19 - Step-by-step guide - User access management and user administration (europa.eu)

Refer and "Roles and permissions matrix summary Sponsors Workspace CTIS Training Programme – Module 7" Sponsor workspace - Roles and permissions summary (europa.eu)

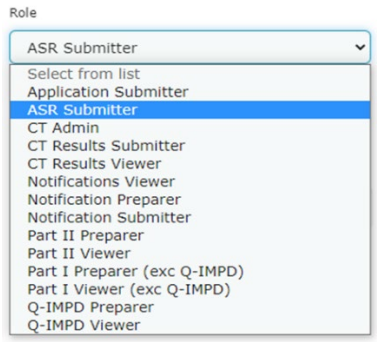
1. The CT Admin can log in to CTIS and click the User administration tab.



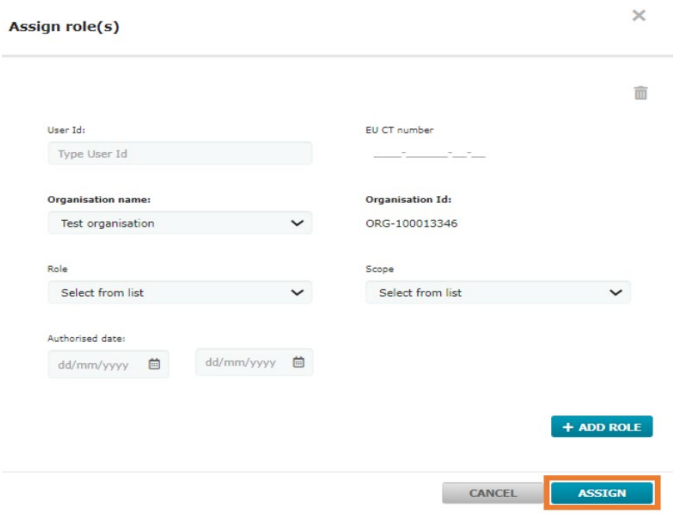
2. Click on the 'Assign new role' button.



3. Select the ASR submitter role to be assigned to the CT Administrator or other users within the organisation.



Select ´Specific trial´ in the ´Scope´ field, fill in EU CT number and click on the 'Assign' button.



3 Create and submit an Annual Safety Report (ASR)

Video and Step-by-step guide on this topic in EMA training Module 18:

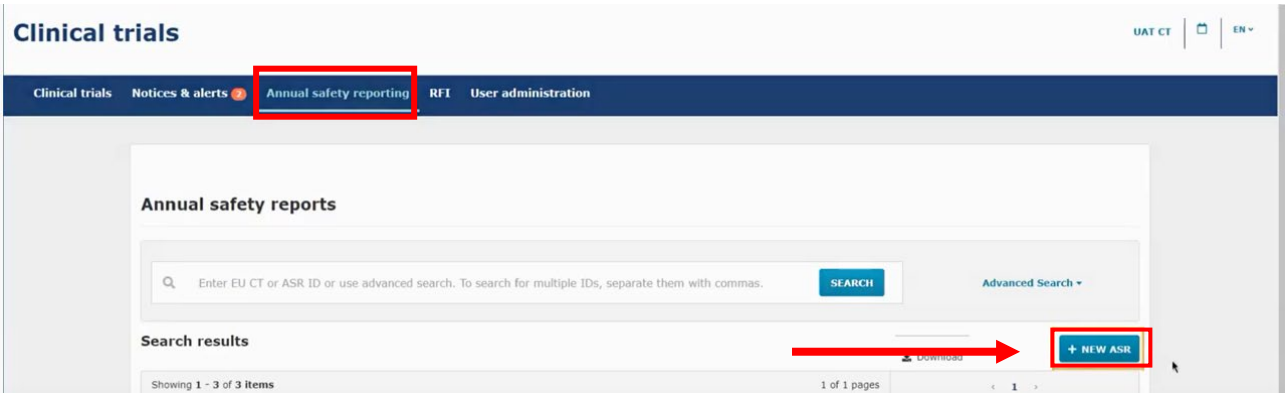
Training Video: How to create, cancel or clear and submit an Annual Safety Report

Info box:
Make sure to have the ASR document in PDF prepared before you start the completion of the ASR form.
The ASR form cannot be saved, but has to be completed and submitted in one go!
You also need to have all the relevant information ready (e.g. Reference Safety Information on Investigational medicinal products, relevant events that occurred (incl. SAR line listing), reporting period, etc.) before you start.

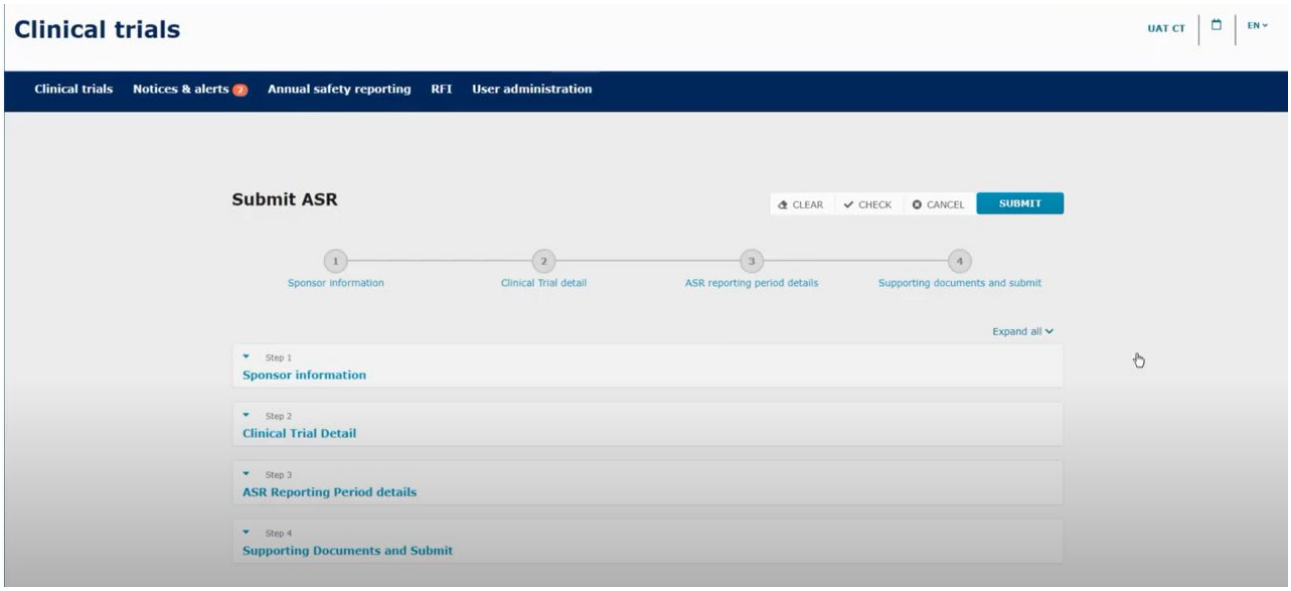
In the 'Annual safety reporting' tab, users of the sponsor workspace with the role of 'ASR submitter', are able to complete and submit new Annual Safety Reports (ASRs). Sponsor users can only view ASRs for the clinical trials they have a role in.

Information entered in the ASR form cannot be saved. The form has to be completed in one go and submitted, or the entered information will be lost.

To create and submit an Annual Safety Report users can open `the Annual Safety Reporting form` by clicking on the **'+New ASR' button**.

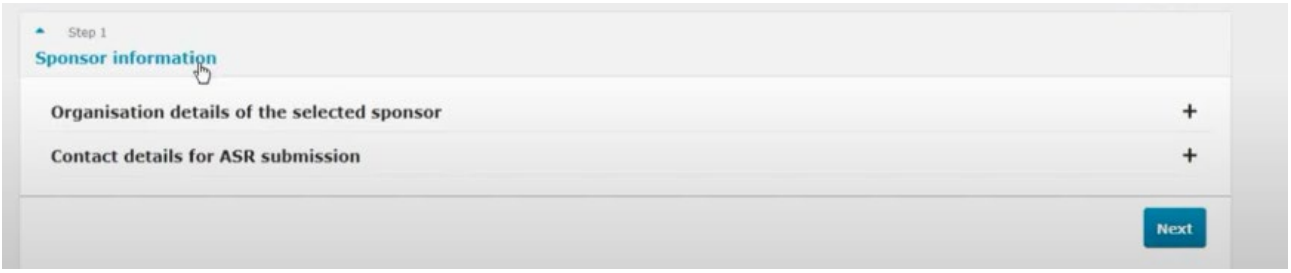


An ASR form opens:



Fill in the information for the four steps (**Sponsor information**, **Clinical Trial Detail**, **ASR Reporting Period details** and **Supporting Documents**) and submit by clicking the ´**Submit´ button**.

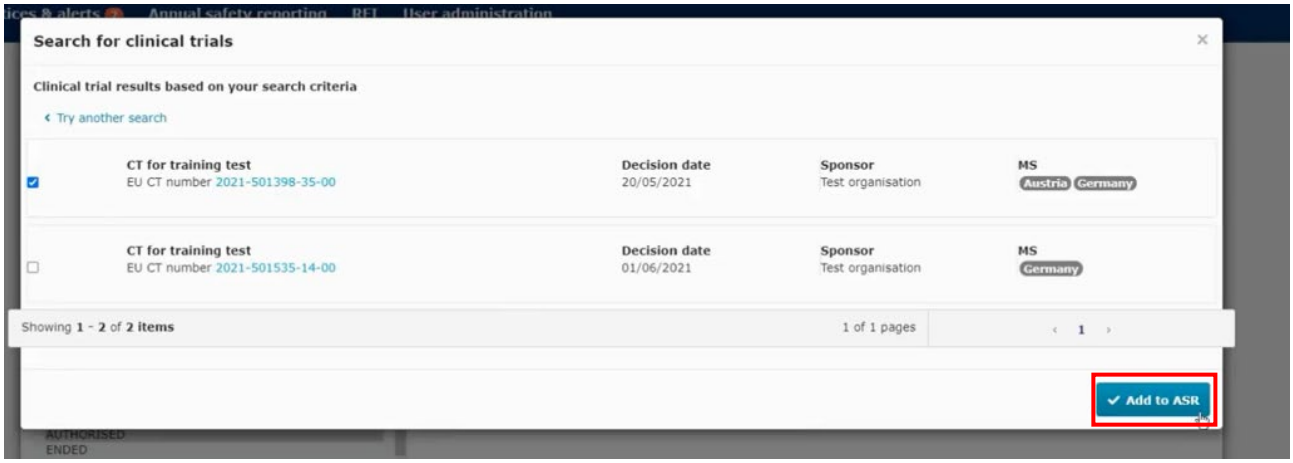
Step 1: Sponsor information



Fill in Organisation details of the sponsor and the contact details for the person who is responsible for the submission and can be contacted with an email address and a phone number. Click ´**Next**´.

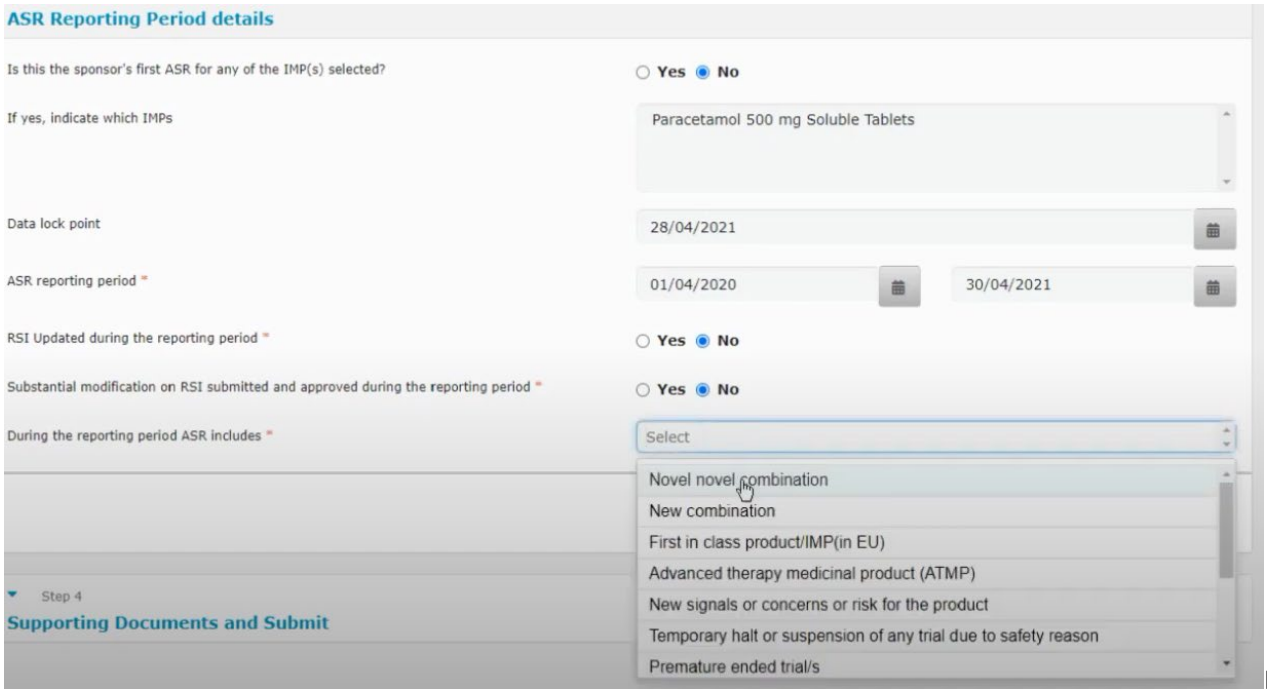
Step 2: Clinical trial details

Search for the Clinical Trial (CT) to which you want to submit an ASR. You search for clinical trials that are authorised for the sponsor organisation and select the trial for which you want to submit an ASR.



When the form opens you click on the related IMP or IMP's for the clinical trial you want to submit an ASR.

Step 3: ASR reporting period details



In this section you need to select and fill in the **data lock point (DLP).** This is the cut-off date of selecting data for the ASR. The DLP must be as close as possible to the approval date.

If this is the first ASR in the clinical trial the **ASR reporting period** starts with the date where the clinical trial is first authorised and ends with the selected DLP (approximately after one year).

The deadline for submission of ASR is every year 60 calendar days after the DLP.

The following must be answered:

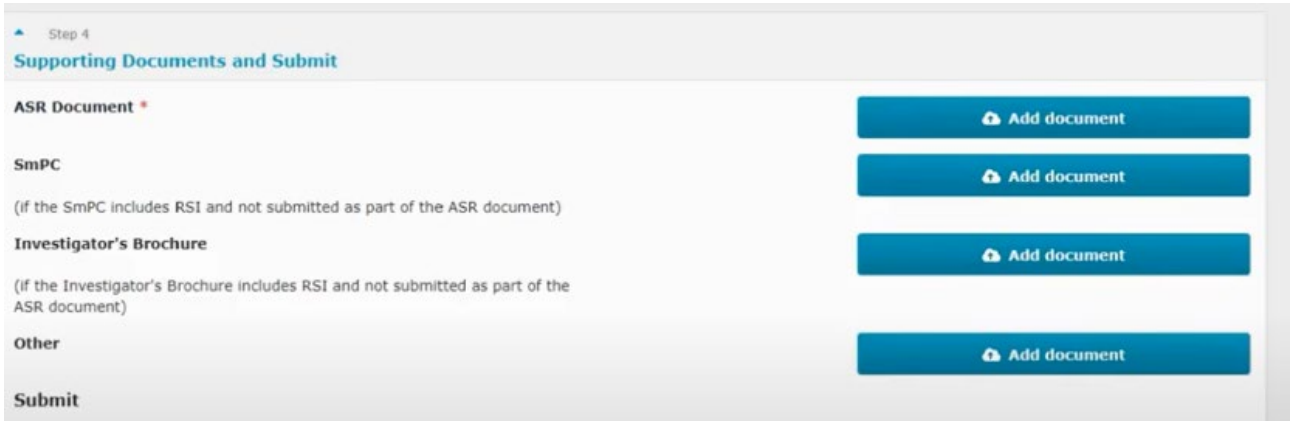
- Has the RSI (reference safety information) been updated during the reporting period?

- Has a Substantial modification on the RSI been submitted and approved during the reporting period?

In most cases the answers would be **No**.

*´**During the reporting period the ASR includes**´ must be answered* by selection of one or more items from the drop down menu.

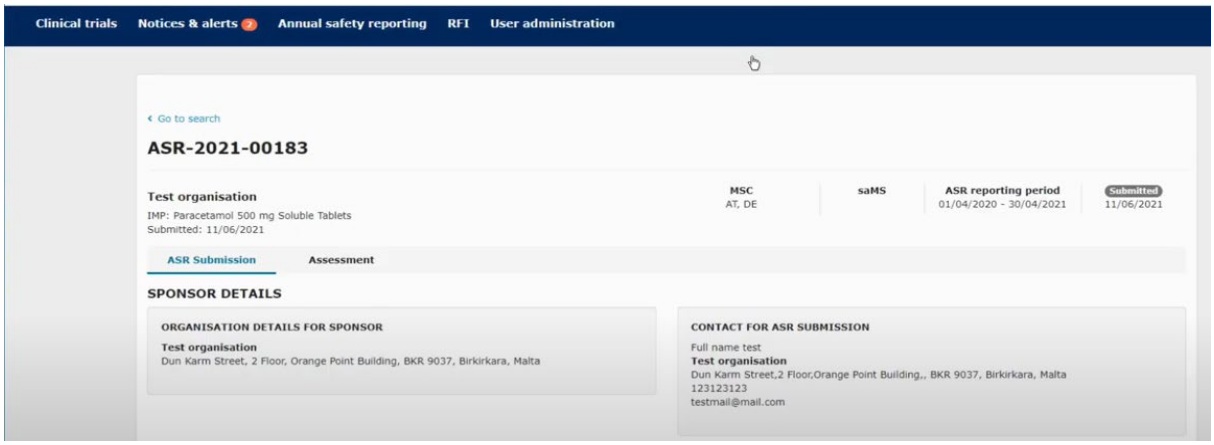
Step 4: Supporting documents and submit



In step 4 you add the ASR report document and you can also add other supporting documents. The ASR report should be uploaded as a PDF.

Now scroll to the top of the form and check if all information is valid or anything is missing by using the **´Check´ button** and submit the ASR by clicking the **´Submit´ button**.

Once submitted you see this page where all the information that was populated will appear.

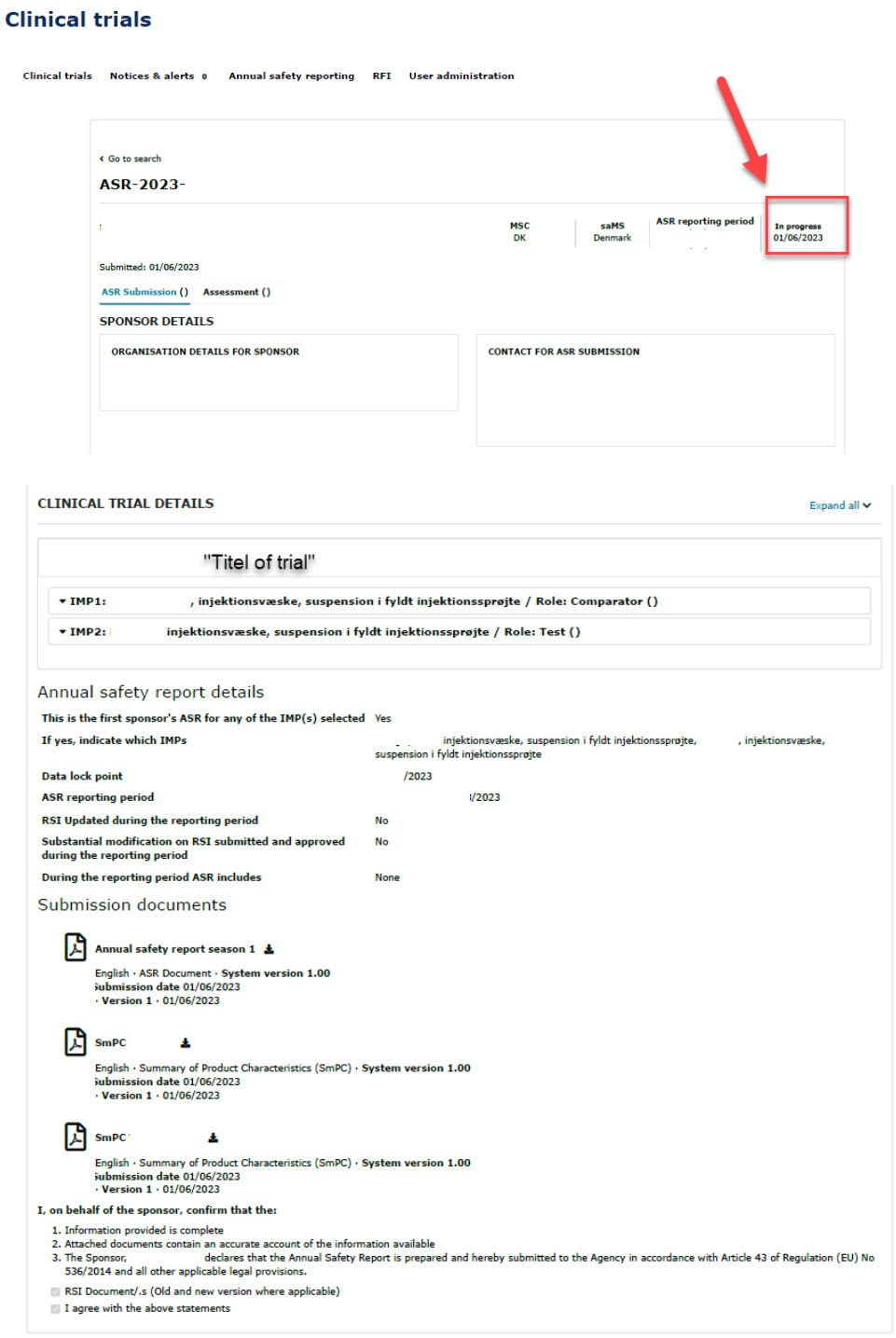


If requests for information (RFI) are received during the safety assessing Member States (saMS) evaluation of an ASR, please refer to the Step-by-step guide and video found in the **EMA training Module 18**.

4 After submission of Annual Safety Report (ASR)

The ASR will not be available in the public CTIS database.

After submission you will get a screen showing “in progress”, which you can print and use as documentation for your Trial Master File (TMF). See example of screen print below.



5 Changes log

Version 1.0

Version 1.2: Updated with section 4.