Microbicide Trials Network

CLARIFICATION MEMO #01 TO:

MTN-039

A Phase 1 Open Label Safety and Pharmacokinetic Study of Rectal Administration of a Tenofovir Alafenamide/Elvitegravir Insert at Two Dose Levels

DAIDS Protocol #: 38470

IND#: 145334

Version 1.0 / 6 March 2019

Clarification Memo Date: 18 March 2021

Section 1: Summary of Clarifications and Rationale

The procedures clarified in this Clarification Memorandum (CM) have been approved by the NIAID Medical Officer and are to be implemented immediately upon issuance. IRB/IEC approval of this CM is not required by the sponsor; however, investigators may submit the CM to the IRB/IEC overseeing the study at their site for information. This CM is official MTN-039 documentation and is effective immediately. A copy of this CM must be retained in each study site's Essential Documents file for MTN-039. No change in informed consent is necessitated by or included in this CM.

This document expands the site monitoring language in Section 12 to allow remote site monitoring per recent DAIDS guidance and updates the reference to DAIDS' Site Clinical Operations and Research Essentials (SCORE) Manual in Sections 11 and 13 of the protocol. This document also updates the Protocol Team Roster.

Section 2: Implementation

With the exception of updates to the protocol team roster, text to be deleted is noted below with a ~~strikethrough~~, text to be added is in **bold**, and text in ***bold italics*** is not to be added, but to serve as a clarification of the implementation item in question. This information will be included in the protocol the next time the protocol is updated.

The following clarifications (1-2) allow remote site monitoring in Section 12, *Clinical Site Monitoring*:

1.) At the second sentence of the first paragraph:

Study monitoring will be carried out by Pharmaceutical Product Development, Inc. (PPD) (Wilmington, NC) in accordance with current DAIDS policies. Study monitors will ~~visit study sites to do the following~~:

2.) Before and at the first sentence of the second paragraph:

Monitoring visits may be conducted on-site or remotely. Remote visits may include remote source document verification using methods specified for this purpose by NIAID. Remote monitoring visits may be performed in place of or in addition to onsite visits to ensure the safety of study participants and data integrity. The site will make available study documents for site monitors to review utilizing a secure platform that is compliant with the Health Insurance Portability and Accountability Act (HIPAA) and CFR Title 21 Part 11. Selected platforms must be confirmed with the DAIDS Office of Clinical Site Oversight (OCSO) in advance.

For on-site visits, IoRs/designees will allow study monitors to inspect study facilities and documentation (e.g., informed consent forms, clinic and laboratory records, other source documents, CRFs), as well as observe the performance of study procedures.

The following clarifications (3-5) update the reference DAIDS' Site Operations and Research Essentials Manual in Section 11, *Data Handling and Recordkeeping*, and Section 13, *Human Subjects Protections*:

3.) At the first sentence of the first paragraph in sub-section 11.2, *Source Documents and Access to Source Data/Documents:*

All study sites will maintain source data/documents in accordance with **the DAIDS Site Clinical Operations and Research Essentials (SCORE) Manual (https://www.niaid.nih.gov/research/daids-score-manual)**. ~~current DAIDS policies. (https://www.niaid.nih.gov/sites/default/files/daids-sourcedocpolicy.pdf)~~

4.) At the first sentence of the first paragraph in sub-section 11.3, *Quality Control and Quality Assurance*:

All study sites will conduct quality control and quality assurance procedures in accordance with **the DAIDS Site Clinical Operations and Research Essentials (SCORE) Manual (https://www.niaid.nih.gov/research/daids-score-manual)**. ~~current DAIDS policies. (https://www.niaid.nih.gov/sites/default/files/daids-sourcedocpolicy.pdf)~~

5.) At the fourth sentence of the first paragraph in sub-section 13.5, *Informed Consent Process*:

Study staff must document the informed consent process in accordance with the **DAIDS Site Clinical Operations and Research Essentials (SCORE) Manual (https://www.niaid.nih.gov/research/daids-score-manual)**. ~~Requirements for Source Documentation in DAIDS Funded and/or Sponsored Clinical Trials (https://www.niaid.nih.gov/sites/default/files/daids-sourcedocpolicy.pdf).~~ Participants will be provided with copies of the ICF if they are willing to receive them.

6.) Protocol Team Roster – Removals: Jared Baeten, Ratiya Pamela Kunjara Na Ayudhya

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The above information will be incorporated into the next version of the protocol at a later time if it is amended.