

# Section 1. Introduction

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This section specifies the sources of procedural information available to MTN 002 study staff, the responsibilities of MTN 002 Investigator of Record (IoR), and the process by which the study site is approved to begin implementation of MTN 002. Also included is information on required submissions to Institutional Review Boards and/or Ethics Committees (IRBs/ECs).

## 1.1 Sources of Procedural Information

All study procedures must be conducted in accordance with the MTN 002 protocol (see Section 2). The purpose of this manual is to supplement the protocol, not to replace or substitute for it. In the event that this manual is inconsistent with the protocol, the specifications of the protocol take precedence. Please alert the MTN Coordinating and Operations Center (CORE) of any such inconsistencies.

Any study implementation questions that arise should be managed as follows:

- Questions related to interpretation and proper implementation of the MTN 002 protocol should be directed to the MTN CORE: Megan Valentine and Sherri Johnson at [mvalentine@fhi.org](mailto:mvalentine@fhi.org) and [sjohnson@fhi.org](mailto:sjohnson@fhi.org).
- Questions related to data collection and management should be directed to the MTN Statistical and Data Management Center (SDMC): Missy Cianciola at [missy@ssharp.org](mailto:missy@ssharp.org).
- Questions related to the collection, processing, testing, storage, and/or shipment of laboratory specimens should be directed to the MTN Network Laboratory (NL): Pamela Kunjara at [rsipk@mwri.magee.edu](mailto:rsipk@mwri.magee.edu).
- When in doubt as to whether questions pertain to protocol interpretation, data collection, or laboratory procedures, contact the MTN CORE at [mtn002mgmt@mtnstopshiv.org](mailto:mtn002mgmt@mtnstopshiv.org).

Questions related to the investigational study product should be directed by the clinical research site (CRS) Pharmacist of Record to the DAIDS Protocol Pharmacist: Scharla Estep at [sr72v@nih.gov](mailto:sr72v@nih.gov). Current contact details for the above-listed contact persons and all MTN 002 colleagues and collaborators can be found in the MTN Directory at:

<http://mtnstopshiv.org>

## 1.2 Investigator Responsibilities

MTN 002 must be conducted in accordance with the United States (US) Code of Federal Regulations and the International Conference on Harmonization Consolidated Guidance for Good Clinical Practice (GCP). Copies of these regulations and guidelines are referenced in the MTN Manual of Operations (MOP).

The Division of AIDS (DAIDS) Standard Operating Procedures (SOPs) for Essential Documents and Source Documentation are useful for interpreting and operationalizing the applicable regulations and guidelines in accordance with DAIDS expectations. These SOPs are located at: <http://www3.niaid.nih.gov/research/resources/DAIDSCLinRsrch/Regulatory/>.

MTN 002 must also be conducted in accordance with all site-specific regulations, policies, and guidelines applicable to human subjects research in general and/or the conduct of study procedures in particular. The site must file copies of all such regulations, policies, and guidelines in their MTN 002 essential document files (see also Section 3.1).

The IoR must sign both a protocol signature page and an FDA Form 1572 to formally indicate his/her agreement to conduct MTN 002 in accordance with the study protocol, applicable US regulations, and MTN policies. A copy of the protocol signature page can be found in the protocol in Section 2 of this manual.

Copies of the protocol signature page and 1572 with original signatures must be sent to FHI. The site will keep copies of the protocol signature page and 1572 on site with their essential documents (See SSP Section 3).

The obligations and responsibilities assumed by the IoR when signing the FDA Form 1572 are listed on the form itself, which can be found in Section 3.4.1 of the MTN MOP. The IoR may delegate his/her obligations and responsibilities for conducting MTN 002 to other study staff members, however delegation does not relieve the IoR of his/her ultimate responsibility for all study procedures performed and all study data collected. Delegation of IoR responsibilities must be formally documented throughout study implementation.

## 1.3 Study Activation Process

Prior to undertaking any study procedures, the study site must obtain approval to conduct MTN 002 from all required regulatory authorities and IRBs/ECs. The site also must complete Protocol Registration procedures with the DAIDS Regulatory Compliance Center and Study Activation procedures with DAIDS and the MTN CORE, MTN SDMC, and MTN NL. Detailed information on the requirements of these pre-implementation steps can be found in Section 10 of the MTN MOP. The MTN CORE will issue a Site-Specific Study Activation Notice when all study activation requirements have been met. No protocol-specified study procedures may be undertaken prior to issuance of the Site-Specific Study Activation Notice.

## 1.4 IRB/EC Submissions

Figures 1-2 and 1-3 list IRB/EC submission and approval requirements pertinent to MTN 002. Figure 1-2 lists requirements that must be met prior to study initiation. Figure 1-3 lists requirements that must be met during and following study implementation.

The study site is encouraged to request their IRB/ECs acknowledge receipt for all documents submitted to them, and to request that the IRBs/ECs note both the effective date and the expiry dates of all approvals. Procedures for IRB/EC communication must be documented in site-specific SOPs. Documentation of all correspondence to and from all responsible IRBs/ECs (i.e., complete copies of all submissions, responses, and approvals) must be maintained in on-site Essential Document files.

**Figure 1-2  
IRB/EC Submissions Required Prior to Initiation of MTN 002**

<b>Document</b>	<b>Written Approval Required*</b>
MTN 002 Protocol, Version 1.0	Yes
MTN 002 Letter of Amendment #01	Yes
Informed consent form (for Screening and Enrollment): <i>Note: Informed consent forms may contain information on participant incentive amounts and schedules; however incentives may be approved through submission of separate materials.</i>	Yes
Investigator of Record current CV	No
Tenofovir 1% Vaginal Gel (Tenofovir Gel) Investigator's Brochure	No
Participant recruitment materials (prior to use)	Yes
Other written information for study participants (prior to use)	Yes
Other documentation required/requested by the IRB/EC	If required by IRB/EC

\*Denotes approvals required by US regulations and GCP guidelines.

**Figure 1-3  
IRB/EC Submissions Required During and Following Conduct of MTN 002**

<b>Document</b>	<b>Written Approval Required*</b>
Study status reports/updates (at least annually)	Yes
Protocol clarification memos (submission encouraged but not required by DAIDS)	No
Protocol amendments (including full amendments (to a new protocol version) and letters of amendment)	Yes
Amended informed consent forms (including forms that are amended due to protocol amendments as well as forms that are amended for site-specific reasons, e.g., to update participant incentive information or to update site contact information) <i>Note: Informed consent forms may contain information on participant incentive amounts and schedules; however incentives may be approved through submission of separate materials. If incentive information is not presented in the informed consent forms, the supplemental materials must be updated, submitted, and approved prior to modification of the incentive amounts or schedules.</i>	Yes
Tenofovir 1% Vaginal Gel (Tenofovir Gel) Investigator's Brochure updates	No
New information that may affect adversely the safety of study participants or the conduct of the study (e.g., IND Safety Reports) <sup>§</sup>	No
Reports of adverse events, serious adverse events, and/or events meeting criteria for expedited reporting to DAIDS (per IRB/EC requirements)	No
Protocol departures/deviations/violations (per IRB/EC requirements and/or as directed by DAIDS)	No
Investigator of Record current CV (if Investigator of Record changes during study)	No
Updated/additional participant recruitment materials (prior to use)	Yes
Updated/additional written information for study participants (prior to use)	Yes
Other documentation required/requested by the IRB/EC	If required by IRB/EC
Final study report/closure report	No

\*Denotes approvals required by US regulations and GCP guidelines.

<sup>§</sup>Safety information will be distributed by the DAIDS RCC or the MTN CORE. All distributions will include instructions related to IRB/EC submission of the safety information.