Requirement for Investigators and Sub-Investigators to File Financial Disclosure Forms

MTN-027: Safety and PK of IVRs Containing VCV (MK-4176) and/or MK-2048
Investigator of Record – Definition

“The individual at the CRS responsible for ensuring that a clinical trial is conducted in accordance with the protocol, applicable U.S. federal regulations, in-country regulations and any provisions imposed by the reviewing IRB/EC/other regulatory entity. This person is the signatory for the Form FDA 1572 for studies conducted under an IND or the DAIDS Investigator of Record Form for non-IND studies.”

(from DAIDS Protocol Registration Manual, p.8)
Reporting Financial Interests

• Goal: preserve objectivity of clinical research and the protection of human subjects

• Regulation: 21 CFR 54 and 21 CFR 312.53

• Requirement: each clinical investigator must disclose any financial interests that may be affected by the outcome of the research or attest to the absence of relevant significant financial interests
Specific Requirement

• Per 21 CFR 54, each clinical research Investigator and sub-investigator (anyone listed on the FDA Form 1572 for the study) is required to disclose the aggregated financial interests of themselves, their spouse and dependent children, as they relate to the study sponsor and/or study product(s).

• Per 21 CFR 312.53, financial disclosures must be completed prior to study involvement
1. **Prior to the date** an Investigator or sub-investigator is added to the FDA Form 1572 and the date they begin their involvement in the study (i.e. the start date noted on the Delegation of Authority (DoA)).

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When to Report: 4 Time Points
Sponsor: DAIDS

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2. Within thirty (30) days of discovering that relevant changes to their significant financial interests have occurred (during their study involvement and for one year following the end of their study involvement).

3. At the time an Investigator or sub-investigator is removed from the FDA Form 1572 or DoA.

4. At the completion of all study-specific activities, that is, the date of the last follow-up for the study at that site.

*At any additional times specified by the study sponsor.
How to Report Financial Disclosure

- Blank study-specific Financial Disclosure Forms available on MTN website (www.mtnstopshiv.org)
  - Under “Studies”, click on relevant study number, then click on “Study Implementation Materials”, and look under “Other Tools/Templates”.
  - All items can be entered electronically except signature and date

- Definition of reportable financial interests (as per 21 CFR 54) and instructions for completion of the form will appear on the form itself.
Steps to Report Financial Disclosure

• **Print** the study-specific, Financial Disclosure Form.

• **Complete** the form in its entirety (items #1-10).
  - Remember to check all boxes, sign and date the form.
  - ‘Study start date’ = 1st IRB/EC approval for study as a whole.
  - ‘Study end date’ = last follow-up date for site.

• **Upload** a scanned copy of the completed, signed and dated form to the DAIDS Protocol Registration System.
  - Submit ALL scanned forms under “Other” submission category.
  - Identify the submitted items as Financial Disclosure forms.

• **File** the original, completed, signed and dated form in the study binder with the associated FDA Form 1572 or DoA.
What to do if unable to obtain Financial Disclosure(s)?

- Sites must contact investigator(s) and sub-investigator(s) for completion of FDs at required time points, even if staff no longer working at site
  - Must make at least two (2) attempts by different contact methods (e.g., phone, mail, email) over a two-week period
  - Must document these attempts

- If, after site contact attempts, investigator(s) or sub-investigator(s) are unresponsive, site must complete a Note to File
  - Must document reason(s) FD not obtained
    - If due to staff leaving site, must document departure date
    - Must document unsuccessful site contact attempts
    - Multiple staff may be included in one Note to File
Reporting Financial Disclosure via HANC Online System

- Per 42 CFR 50, only required of staff listed as Investigator of Record in FDA Form 1572 or DAIDS IoR Form
  - Also applicable to non-IND studies (e.g., MTN-015)
- Log in to fdcoi@hanc.info and submit statement
  - If already have a HANC account, annual solicitations will be sent via email
  - If do not have a HANC account or if it has been deactivated, notify MTN Regulatory for account (re)activation
    - Once account (re)activated, solicitation email will be sent