



**Central Administration of Biological and Innovative products and clinical studies
General Administration of clinical trials**

List of the required documents from the applicant to be submitted to GA of CT at EDA for clinical trials to be conducted in Egypt

2024

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1- Cover letter directed to the General Manager of the General Administration of Clinical Trials signed, dated and stamped by the applicant, including the following items: Sponsor & CRO name, study title, study ID and table of all submitted documents.

2- The Applicant Request to the Egyptian Drug Authority for Clinical Trial Authorization (), filled, signed and dated by the applicant.

3- Signed, stamped and dated official delegation letter from the sponsor or the CRO to the company representative person who will submit the documents and deal with Bio-Inn EDA.

4- Detailed clinical trial protocol, signed by the sponsor and prepared according to the ICH guideline for Good Clinical Practice (GCP). The protocol should have the following:

- Protocol Signature Page for each involved PI.
- Public registry identification number e.g.:
 - Clinicaltrials.gov (www.clinicaltrials.gov)
 - EudraCT Number
 - Clinical Trials Information System (CTIS) <https://euclinicaltrials.eu/search-for-clinical-trials/>
 - International Clinical Trials Registry Platform (ICTRP) Registry Network.
 - Any National database

5- Updated version of the Investigator's Brochure, with its version and date to document that relevant and current scientific information about the Investigational Product has been provided to the investigator.

6- Case Report Form, with its version and date. A printed or electronic document designed to record all the protocol required information to be reported to the sponsor on each trial subject.

7- The finalized IRB approved Informed Consent Form (ICF), with its version and date:

- For all involved age groups
- For all special populations (e.g., pregnant partners)
- For all special procedures (if applicable)
- In English and Arabic Language.



8- Institutional Review Board and/or MoH REC approval (if clinical trial site is in hospital affiliated to ministry of health) for each involved site and its application form. To document that the trial has been subject to ethics review and given favorable opinion. The IRB/MoH approval must be valid and with clear expiry date.

9- Questions raised by the IRB/MoH-REC to the applicant regarding the submitted protocol and their answers (if available)

10- The administrative approval (site's approval) of all involved sites.

11- The registration of the IRB, the license of the CRC, and the license of the CRO related to the protocol.

- The IRB should be registered The Supreme Council
- The CRC should be registered by the MoH &The Supreme Council
- The CRO should be registered in The Supreme Council.

12- Valid insurance certificate, to document that compensation to subject(s) for trial-related injury will be available. It should include the name of the insured entity, the study name/ID, and the number of involved subjects and the related annexes. The insurance company must be a local one or an international company that have a legal representative in the Arab Republic of Egypt. **The insurance period should cover one year after the end of the trial.**

13- Updated Curriculum Vitae and GCP Training certificate evidencing the qualifications of the Principal Investigator and Sub/Co-Investigator to document their eligibility to conduct the clinical trial and/or to provide medical supervision of subjects.

14- Signed and completed declarations by the Principal Investigators about compliance with the protocol, GCP guidelines and local regulations.

15- Principal Investigators &CO-Investigator's conflict of interest and financial disclosure.

16- Signed contracts to document the agreements between the involved parties:

- Between the sponsor/CRO and the Investigator/Institution or Commitment is required that contract will be submitted before study Initiation
- Between the sponsor and the CRO (if applicable)
- Between the sponsor and all designated laboratories (could be replaced by an agreement that is signed by the two parties and clarifying the responsibilities and tests that will be conducted at each lab). or Commitment is required that they will be submitted before study initiation
 - In case the local lab related to the trial will be responsible for destruction of biological samples like blood sample, this should be stated in the contract between lab& sponsor/CRO
- Between the Sponsor /CRO &the vendor (in case of IP and/ or human samples destruction IP and/or human samples transportation, or depo for IP storage) or any another third party involved in the trial or Commitment is required that these contracts will be submitted before study initiation.
- Sponsor and independent data monitoring committee (IDMC) members (If Applicable)

17- Laboratory documents:

- Simple clear list of tests that will be conducted in each lab.
- Laboratory manual for each involved lab.
- Normal values of each involved lab.
- Accreditation certificate for each involved lab to document the competence of the facility to perform the required tests and to support the reliability of the results.

18- The investigational Medicinal Product Dossier (IMPD) for both drug product and drug substance, to document the quality data of the IMP, drug specifications, drug composition, cold chain reports, stability study reports, etc.

For example:

- In case of medical device protocols Technical file should include (clinical equivalence form, , ISO certificate related to the device, reference ISOs, or any international quality certification if found (ex: CE mark,5(10)K or PMA in FDA,etc.) ,risk file and performance test
- In case of herbal medicine protocols, IMPD should include (reference monograph, pharmacopeia, handbook, specifications of the raw material and the finished product.....etc.)



- For IMPs with marketing authorization in Egypt, SMPC (or its equivalent) and a commitment letter clarifying that there is no difference between the marketed product & the IMP that will be used in the clinical trial regarding quality specifications of the drug product, drug substance and packaging material is required. If there is a difference, IMPD & the table of changes are required.
- For IMPs with marketing authorization in a reference country the IMPD and a commitment letter clarifying that there is no difference between the marketed product & the IMP that will be used in the clinical trial regarding quality specifications of the drug product, drug substance and packaging material is required. If there is a difference, the IMPD & table of changes are required

19- Valid GMP certificate of the Investigational Medicinal Product(s) including the placebo/Comparator (if applicable).

20- Certificate(s) of Analysis of the Investigational Medicinal Product(s) including the placebo/Comparator (if applicable).

21- Registration license in case of Investigational Medicinal Product(s) with marketing authorization in Egypt.

22- Sample of label attached to the IMP, in compliance with applicable labeling regulations and appropriateness of instructions provided to the subjects.

23- Written procedures including instructions for handling, accountability, transportation a (e.g. Pharmacy Manual) This may be separate or detailed in the protocol. In case of Medical devices, instruction for use (IFU)& operator's manual

24- Package insert/pamphlet for all trial medicines (if applicable).

25- Shipment records of the Investigational Medicinal Product(s) and trial related materials (if found). To document distribution dates, batch numbers and method of distribution of the IMP and trial-



related materials, to allow tracking of the product batch, review of distribution conditions and accountability. **(Commitment is required that they will be submitted before site's activation)**

26- Site qualification/site selection visit reports. To document that the site is suitable for the trial and that the trial procedures were reviewed with the investigator and trial's staff.

27- The protocol monitoring plan

28- Calibration certificates and SOPs of equipment used in the involved clinical trial site(s) or Commitment is required that they will be submitted before site's activation)

29- Other National Regulatory Authorities approvals of the protocol (status of the protocol in other countries). To document that the submitted protocol is currently being conducted in at least one of the reference countries mentioned in the list published on EDA website.

30- Scientific advice opinion by other regulatory authorities to the applicant regarding the IMP or the submitted protocol in case of multi-centric trials (if available)

31- Detailed clinical study reports of previous studies (e.g. Phase I, II,....)

32- Evidence shows the previous studies conducted in case of phase II, III, IV comply with stringent NRA regulations and GCP principles.

33- Plan for post-trial benefit, clarifying the sponsor's plan regarding providing the IMP after the end of the trial.

34- Statistical Analysis Plan (SAP) once finalized.

35- DSMB Charter (if applicable)

36- Summary of safety reports of marketed product(s). (In case of submitting Phase IV protocols).

37- Published articles. Full, legible copies of key, peer-reviewed related published articles supporting the application (when available)

38- Other supporting documents such as: Advertisement for subject recruitment; to document that recruitment measures are appropriate and not coercive. (If available) sample of data acquisition tools (e.g, diaries, clinical outcome assessments, patient-reported outcomes) that are provided to the investigator and/or IRB/IEC (If Applicable).

39- The CT package should be submitted via email

-For IMPs of biological origin via email ctpro.bio@edaegypt.gov.eg and cc for bio.ct@edaegypt.gov.eg

-For IMPs of chemical origin via email ctpro.pharma@edaegypt.gov.eg and cc for bio.ct@edaegypt.gov.eg

- For other types of IMPs and Medical Device via email (bio.ct@edaegypt.gov.eg)

40- Proof of payment of relevant fees.

➤ **The following documents are required to be submitted as hard copy:**

- The cover letter (**original**)
- The application form (**original**)
- The Protocol Signature Page by involved PI(s) (**original**)
- The PI(s) declaration (**original**)
- The IRB(s) (**certified copy of original**)
- The site(s)' administrative approval(s) (**certified copy of original**)
- Proof of payment of relevant fees.