Arab Republic of Egypt
Egyptian Drug Authority
CA of Biological and Innovative products and clinical studies.
GA of Clinical Trials
Protocols & Studies Follow up Administration

جمهورية مصر العربية
هيئة الدواء المصرية
الادارة المركزية للمستحضرات الحيوية و المبتكرة والدراسات الاكلينيكية
الإدارة العامة للدراسات الإكلينيكية
إدارة البروتوكولات و متابعة إجراء الدراسات

List of required documents for protocol reliance submission from the investigator, sponsor &/or CRO to be submitted to Bio Inn-EDA for clinical trials in Egypt

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 on a Medicinal Product for Human Use,** 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- **A declaration letter** by the applicant (Sponsor, PI, CRO) stating that C.T package data (protocol, IB, nonclinical reports, previous study reports and other relevant documents) are identical to that submitted, evaluated and approved by the Regulatory authority of the reference countries.

5- **Approval or rejection of clinical trials by Regulatory authority of the reference countries with full detailed clarifications.**

6- **Status of the protocol in all centers.**

7- Full assessment report from the Regulatory authority of the reference countries including comments and recommendation.

8- The Question & Answer documents &/or any correspondence between the Sponsor and Regulatory authority of the reference countries relating to safety and efficacy or queries, the risk management plan, or benefit-risk decisions applicants.

9- All information relevant to risk-benefit assessment and the safety of the investigational product, obtained during the investigation or otherwise received from any source, foreign or domestic, including information derived from any clinical or epidemiological investigations, animal investigations, commercial marketing experience, reports in the scientific literature, and unpublished scientific papers (If applicable).

10- Reports in the scientific literature, unpublished scientific papers (If available) and full, legible copies of key, peer-reviewed related published articles supporting the application (when available).

11- 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, International Clinical Trials Registry Platform (ICTRP) Registry Network.

12- 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.

13- 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.

14- 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.

15- **Institutional Review Board/Ministry of Health (MoH-REC) approval 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.

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

17- **Final MoH approval once obtained.**

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

19- **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 in either MoH or in the Supreme Council of Universities (according to site's affiliation)
- The CRC should be licensed by the MoH
- The CRO should be licensed by the MoH

20- **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. 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.**

21- **Updated Curriculum Vitae and GCP 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.

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

23- **Principal Investigator's conflict of interest and financial disclosure.**

24- **Signed contracts to document the agreements between the involved parties:**

- Between the sponsor/CRO and the Investigator/Institution

- 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).
- Between the sponsor/CRO and the vendor (for IMP/Human samples storage and/or destruction).

25- Laboratory documents:

- List of name, address, and telephone number of all involved laboratories.
- Simple clear list of tests that will be conducted in each lab.
- Laboratory manual for each involved lab.
- Normal values of each involved lab.
- GLP 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.

26- 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:

- *Regarding medical device protocol, IMPD should include (clinical equivalence form, quality file, ISO certificate related to the device, reference ISOs….etc.)*
- *Regarding 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 or in a reference country, in addition to the IMPD, 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, table of changes should be submitted.

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

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

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

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

31- Written procedures including instructions for handling, accountability, transportation and destruction of the IMP and other trial related materials (e.g., Biological samples). This may be separate or detailed in the protocol.

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

33- Destruction related documents (for IMP and/or human samples)

- Detailed procedures of destruction.
- Accreditation certificate from the Ministry of Environment for the vendor or the clinical trial site where the destruction will take place.

- **Contracts:**
  - *If the destruction of the IMP will take place in the clinical trial site, this should be clearly stated in the contract between the sponsor/CRO and the site.*
  - *If the destruction of the IMP will take place through a vendor, the contract between the sponsor/CRO and the vendor will be required.*
  - *If the IMP will be returned to the sponsor, a commitment will be required that the sponsor is responsible for the IMP destruction along with the bill of lading.*
  - *Destruction of biological sample should be clearly stated in the contract with the responsible entity (e.g., the laboratory, the clinical trial site, or the vendor). In case of sample exportation, a commitment will be required that the sponsor is responsible for the destruction of surplus human samples.*

34- **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)**

35- **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.

36- **Calibration certificates and SOPs of equipment used in the involved clinical trial site(s).**

37- **The protocol monitoring plan**

38- **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.

39- **Scientific advice issued by other regulatory authorities to the applicant regarding the IMP or the submitted protocol (if available)**

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

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

42- **Statistical Analysis Plan (SAP)**

43- **DSMB Charter (if applicable)**

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

45- Other supporting documents such as: Advertisement for subject recruitment, to document that recruitment measures are appropriate and not coercive. (If available).

46- 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)

➢ **The following documents are required to be submitted as hard copy**
  - The cover letter **(original)**
  - The application form **(original)**
  - The IRB(s)/MoH approval(s) **(certified copy of original)**
  - The site(s)' administrative approval(s) **(certified copy of original)**
  - The Protocol Signature Page by involved PI(s) **(original)**
  - The PI(s) declaration **(original)**

47- Proof of payment of relevant fees:
- 5000 L.E (screening)
- 20,000 L.E (evaluation of previous studies)
- 75,000 L.E (initial submission protocol evaluation).