



Version 2.0 vom Februar 2014

BMBF-Förderrichtlinien

Klinische Studien mit hoher Relevanz für die Patientenversorgung

Leitfaden für die Einreichung von Projektskizzen

Das Bundesministerium für Bildung und Forschung (BMBF) fördert im Rahmen dieser Fördermaßnahme konfirmatorische¹ klinische Studien und systematische Reviews von nachweislich hoher Relevanz für die Patientenversorgung. Die Fördermaßnahme wird dabei in enger Abstimmung mit dem Förderkonzept zu Klinischen Studien der Deutschen Forschungsgemeinschaft (DFG) durchgeführt. Die Randbedingungen der Förderung sind in der Förderrichtlinie des BMBF und dem vorliegenden Leitfaden niedergelegt. (Siehe auch: www.gesundheitsforschung-bmbf.de/de/5174.php).

Gefördert werden können

prospektive, interventionelle und konfirmatorische Studien zum Wirksamkeitsnachweis von therapeutischen, diagnostischen oder prognostischen Verfahren sowie von Verfahren zur Sekundärprävention. Ebenfalls können **systematische Reviews** gemäß internationaler Standards² gefördert werden.

Geschlechts- und altersgruppenspezifische Aspekte sind bei den Studien in angemessener Weise zu berücksichtigen.

Monozentrische Studien können nur in begründeten Ausnahmefällen gefördert werden. Forschungsansätze zur Versorgung Kranker (Versorgungs- bzw. „*effectiveness*“-Studien), zur Rehabilitation, sowie zu ausschließlich gesundheitsökonomischen Fragestellungen³, explorative⁴ Studien oder Studien mit zunächst vorgeschalteten explorativen Phasen liegen ebenfalls nicht im Fokus dieser Fördermaßnahme und können daher nicht gefördert werden. Ebenso können im Rahmen dieser Fördermaßnahme keine nicht-interventionellen Studien oder experimentelle Untersuchungen an gesunden Menschen gefördert werden. Grundsätzlich von der Förderung ausgenommen sind Studien, an deren Ergebnissen Unternehmen der gewerblichen Wirtschaft ein unmittelbares wirtschaftliches Interesse haben. **Des Weiteren sind Doppelinreichungen bei DFG und BMBF nicht zulässig und führen zum Ausschluss aus dem Verfahren.**

Hinweise und Muster zum Leitfaden sowie weiterführende Links finden Sie auf der Internetseite des BMBF. Die dort veröffentlichten Anforderungen/Informationen werden regelmäßig aktualisiert. Eine Durchsicht vor dem Verfassen der Projektskizze wird dringend empfohlen.

¹ vgl. hierzu ICH topic E8 “General considerations for clinical trials”, EMA 1998, www.ema.europa.eu/pdfs/human/ich/029195en.pdf

² vgl. hierzu Moher D et al., The PRISMA Group (2009) Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA statement; BMJ; 339; 332-336

³ vgl. hierzu „Empfehlungen zu forschungs- und lehrförderlichen Strukturen in der Universitätsmedizin“, Wissenschaftsrat Köln, Januar 2004, S. 84-85

⁴ siehe Fußnote 1

Für **Projektskizzen zu klinischen Studien** gilt ein zweistufiges Verfahren. Zunächst sind Projektskizzen einzureichen, die von einem unabhängigen Gutachterkreis geprüft werden. **Vorrangig werden in diesem Begutachtungsschritt die gesundheitspolitische Bedeutung und der patientenbezogene Nutzen der Studien sein.** Einreichende, deren Skizzen durch den Gutachterkreis positiv bewertet werden, werden zur Vorlage von ausführlichen Projektskizzen aufgefordert.

1. Einreichen von Projektskizzen

Die Skizzen sind nach den Vorgaben des Leitfadens (s. Abschnitt „Clinical Trial Outline Application“) zu erstellen (maximal 6-seitig incl. Literaturverzeichnis, DIN A4, in englischer Sprache). Bitte benutzen Sie die Formatvorlage auf der Internetseite des Projektträgers ([http://www.gesundheitsforschung-bmbf.de/media/CLINICAL TRIAL OUTLINE APPLICATION form 2014.doc](http://www.gesundheitsforschung-bmbf.de/media/CLINICAL_TRIAL_OUTLINE_APPLICATION_form_2014.doc)).

Die Projektskizzen sind ausschließlich elektronisch als PDF-Dokument einzureichen unter <http://www.pt-it.de/ptoutline/ks2014/>. Im Rahmen der elektronischen Einreichung wird ein PDF-Dokument zur Authentifizierung der Einreichenden generiert. Der Ausdruck dieses Dokuments ist von folgenden Personen handschriftlich zu unterzeichnen:

- der oder dem Haupteinreichenden und
- der zuständigen Biometrikerin bzw. dem zuständigen Biometriker.

Das unterzeichnete Dokument ist innerhalb von einer Woche nach Einreichungsfrist an die darauf angegebene Adresse zu senden. Die Skizzen sind zu festgelegten Terminen einzureichen, welche auf den Internetseiten des BMBF publiziert werden.

Projektskizzen, die den Vorgaben dieses Leitfadens nicht entsprechen, können nicht berücksichtigt werden. Insbesondere führen die Überschreitung der vorgegebenen Seitenzahl und fehlende Unterschriften des für die Studie verantwortlichen Biometrikers bzw. Biometrikerin zu einem Ausschluss aus dem weiteren Verfahren.

2. Einreichen von ausführlichen Projektskizzen

Einreichende, deren Skizzen durch den unabhängigen Gutachterkreis positiv bewertet wurden, werden zur Vorlage von **ausführlichen Projektskizzen** aufgefordert. Diese dürfen maximal 15 Seiten für die vorgegebenen Punkte 1. – 8. umfassen. Es ist ein ausgedrucktes Exemplar mit Originalunterschriften (A4, doppelseitig gedruckt), inklusive der Anhänge vorzulegen. Zusätzlich sind

- (a) die ausführliche Skizze als pdf-Datei (max. 4 MB) und
- (b) der Anhang als pdf-Datei sowie
- (c) die Finanzübersicht (financial summary, financial plan, monitoring details) als Excel-Datei auf einer CD-ROM einzureichen.

Bei der Ausarbeitung sind die Vorgaben dieses Leitfadens (s. Abschnitt „Full Application for the Funding of a Clinical Trial“ und Abschnitt „Appendices“) zu berücksichtigen. Ausführliche Projektskizzen, die den Vorgaben des Leitfadens nicht entsprechen, können nicht berücksichtigt werden.

Für **Projektskizzen für systematische Reviews** gilt ein einstufiges Verfahren. Für die Abfassung dieser Skizzen benutzen Sie bitte die Vorlage, die auf der Internetseite des Projektträgers zu finden ist ([http://www.gesundheitsforschung-bmbf.de/media/Template Systematic Reviews 2014.doc](http://www.gesundheitsforschung-bmbf.de/media/Template_Systematic_Reviews_2014.doc)). In der Vorlage finden Sie weitere Hinweise. Projektskizzen, die den Vorgaben der Vorlage nicht entsprechen, können nicht berücksichtigt werden. **Die Projektskizzen sind ausschließlich elektronisch einzureichen unter <http://www.pt-it.de/ptoutline/ks2014/>.** Im Rahmen der elektronischen Einreichung wird ein pdf-Dokument zur Authentifizierung der Einreichenden generiert. Der Ausdruck dieses Dokuments ist von der oder dem Projektverantwortlichen handschriftlich zu unterzeichnen und innerhalb von einer Woche nach Einreichungsfrist an die darauf angegebene Adresse zu senden. Die Skizzen sind zu in den Förderrichtlinien festgelegten Terminen einzureichen, welche auf den Internetseiten der Förderer publiziert werden.

Clinical Trial Outline Application

Note that there are major differences as compared to the previous BMBF/DFG funding scheme “clinical trials (especially under 1 “Relevance” and 3.3 “Outcome measures”) !

Please prepare your application in English not exceeding 6 pages (DIN A4, at least 10 point Arial and 9 point Arial for the synopsis, margins of at least 2 cm and single-spaced lines). The number of pages includes cited literature. Make an entry under every heading/subheading.

Note: Applications that fail to comply with these requirements and those not providing sufficient data in section 2.1 will be rejected without peer review.

STUDY SYNOPSIS

APPLICANT/COORDINATING INVESTIGATOR	Name, address, telephone, fax, e-mail <i>In case of multiple applicants the principal investigator/coordinating investigator⁵ of the trial who will assume responsibility for conducting the clinical trial, should be listed first.</i>
TITLE OF STUDY	<i>The title of the trial (not exceeding 140 characters) should be as precise as possible. In case of funding this title shall be quoted in the annual reports of the BMBF. Acronym is optional.</i>
CONDITION	<i>The medical condition being studied (e.g. asthma, myocardial infarction, depression)</i>
OBJECTIVE(S)	<i>Which principal research questions are to be addressed? Specify clearly the primary hypotheses of the trial that determines sample size calculation.</i>
INTERVENTION(S)	<i>Description of the experimental and the control treatments or interventions as well as dose and mode of application. For diagnostic tests or procedures the index test and the reference procedure (gold-standard) should be described.</i> <u>Experimental intervention / index test:</u> <u>Control intervention / reference test:</u> <u>Duration of intervention per patient:</u> <u>Follow-up per patient:</u>
KEY INCLUSION AND EXCLUSION CRITERIA	<u>Key inclusion criteria:</u> <u>Key exclusion criteria:</u>
OUTCOME(S)	<u>Primary efficacy endpoint:</u> <u>Key secondary endpoint(s):</u> <u>Assessment of safety:</u>
STUDY TYPE	<i>e.g. randomized / non-randomized, type of masking (single, double, observer blind), type of controls (active / placebo), parallel group/cross-over, prognostic, diagnostic</i>

⁵ Zur Definition des "Investigator" siehe die harmonisierte "Guideline for Good Clinical Practice" der International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH GCP) (<http://www.ema.europa.eu/pdfs/human/ich/013595en.pdf>). Diese Definition sollte auch für nicht-pharmakologische Studien verwendet werden: (1.34 Investigator) "A person responsible for the conduct of a clinical trial at a trial site. If a trial is conducted by a team of individuals at a trial site, the investigator is the responsible leader of the team and may be called the principal investigator." (1.19 Coordinating investigator) "An investigator assigned the responsibility for the coordination of investigators at different centres participating in a multicenter trial."

STATISTICAL ANALYSIS	<u>Efficacy / test accuracy:</u> <u>Description of the primary efficacy / test accuracy analysis and population:</u> <u>Safety:</u> <u>Secondary endpoints:</u>
SAMPLE SIZE	<u>To be assessed for eligibility (n = ...)</u> <u>To be allocated to trial (n = ...)</u> <u>To be analysed (n = ...)</u>
TRIAL DURATION	<u>Time for preparation of the trial (months):</u> <u>First patient in to last patient out (months):</u> <u>Duration of the entire trial (months):</u> <u>Recruitment period (months):</u>
PARTICIPATING CENTERS	<u>How many centres will be involved? (n)</u>
PREVIOUS BMBF PROJECT NUMBER	<i>If applicable, the BMBF code number of the latest application or of any previous application(s) for project-funding concerning <u>this trial</u>.</i>
OTHER SUBMISSION OF PROPOSAL ELSEWHERE	<i>Please state, if the same or a similar version of proposal has been submitted in another funding programme.</i>

1. RELEVANCE

Which medical problem is to be addressed? Which principal research questions are to be addressed? Bring them into order indicating major and minor motivations / starting hypotheses of the investigation planned.

1.1 PREVALENCE, INCIDENCE, MORTALITY

Please state the prevalence, e.g. per 100.000 residents, incidence, e. g. per 100.000 residents per year and mortality (case fatality rate) of the disease, according to most reliable data.

1.2 BURDEN OF DISEASE

Please provide suitable indicators to describe the burden of disease, e. g. DALYs (disability-adjusted life years). Please provide information on the socioeconomical burden of disease.

1.3 IMPROVEMENT OF THERAPY / IMPACT OF THE TRIAL

Novelty: Which therapy options are available for treatment of the disease? What is the novel aspect of the proposed trial? Does the trial challenge existing paradigms?

Clinical impact: Provide information on the possible impact on the delivery of health care and on clinical practice. Which evidence gap is to be closed?

Patient benefit: Describe the possible clinical / real life benefit(s) for the patients. Detail the potential impact on relieving the burden of disease and / or treatment (e.g. dose reduction, avoiding adverse effects, shortening futile treatment times).

Socioeconomic impact: Reflect on the socioeconomic impact of the trial.

1.4 PATIENT PARTICIPATION

How were the patients' needs, goals, and preferences considered in developing the main question and in defining endpoints? Have patient representatives / patient advocacy groups been involved?

2. EVIDENCE

Set your trial into perspective. This section should detail the background of the starting hypotheses and the feasibility of the trial. Which trials have been conducted either by you or by

others? What is the relevance of their results? Give references to any relevant systematic review(s)⁶ and / or (own) pilot studies, feasibility studies, relevant previous / ongoing trials, case reports / series. State what your study adds to the totality of evidence when your study is added to previous work. Include a description of how you searched for the evidence (databases, search terms, limits) and how you assessed its quality — i.e., how you selected and how you combined the evidence. Note that insufficient clinical evidence precludes funding.⁷

3. JUSTIFICATION OF DESIGN ASPECTS

Please provide justifications and do not only list the respective information.

3.1 CONTROL(S) / COMPARATOR(S)

Justify the choice of control(s) / comparison(s): Is placebo acceptable? Which trials establish efficacy and safety of the chosen control regimen? For diagnostic trials: What is the rationale for the units, cut off and / or categories?

3.2 INCLUSION / EXCLUSION CRITERIA

Justify the population to be studied, include reflections on generalisability and representativeness.

3.3 OUTCOME MEASURES

Justify the endpoints chosen: Are the chosen endpoints relevant for the patients? Are there other trials that have utilized this endpoint? Are there any guidelines proposing this endpoint / these endpoints? Discuss the clinical relevance of the outcome measures for the target population. Have the measures been validated?

3.4 METHODS AGAINST BIAS

Is randomisation feasible? Which prognostic factors need to be regarded in the randomisation scheme and the analysis? What are the proposed practical arrangements for allocating participants to trial groups? Will trial-site effects be considered in randomization?

Is blinding possible? If blinding is not possible please explain why and give details of alternative methods to avoid biased assessment of results (e.g. blinded assessment of outcome).

For diagnostic trials: what is the training and expertise of persons executing and reading the index tests and the reference standards.

3.5 PROPOSED SAMPLE SIZE / POWER CALCULATIONS

What is the proposed sample size and what is the justification for the assumptions underlying the power calculations? Include a comprehensible, checkable description of the power calculations and sample sizes detailing the outcome measures on which these have been based for both control and experimental groups; give event rates, means and medians, the software used for sample size calculation etc., as appropriate. Justify the size of difference that the trial is powered to detect, or in case of a non-inferiority or equivalence study, the size of difference that the trial is powered to exclude. It is important that the sample size calculations take into account anticipated rates of non-compliance and losses to follow up.

3.6 FEASIBILITY OF RECRUITMENT

What is the evidence that the intended recruitment rate is achievable (e.g. pilot study)? Describe from what data you assessed the potential for recruiting the required number of suitable subjects.

4. STATISTICAL ANALYSIS

⁶ Eine Definition für einen systematischen Review finden Sie unter Oxman, AD (1994). Checklists for review articles, BMJ; 309; 648-51.

⁷ vgl. hierzu Clark S and Horton R (2010). Putting research into context – revisited; The Lancet; 376(9734); 10-11

What is the proposed strategy of statistical analysis? What is the strategy for analysing the primary outcome? If interim analyses are planned, please specify. Are there any subgroup analyses? What are the methods for calculating test reproducibility in diagnostic trials?

5. ETHICAL CONSIDERATIONS

Discuss briefly the acceptability of the risk incurred by the individual participant versus the potential benefit for the participant / population concerned.

6. TRIAL MANAGEMENT

6.1 MAJOR PARTICIPANTS

Please indicate persons responsible for design, management and analysis of the trial.

#	Name	Affiliation	Responsibility/Role
			Principal/Coordinating Investigator
			Trial Statistician ⁸
		

6.2 TRIALS EXPERTISE

Please indicate trials expertise of all above-mentioned participants by citing relevant publications and / or specifying major role in ongoing trial(s) (to be identified; max. 5 publications of the last 5 years per person). Ensure that the team of investigators has the necessary expertise to carry out the study.

6.3 TRIAL-SUPPORTING FACILITIES

Which trial-specific facilities and other resources are available for conducting the trial?

7. FINANCIAL SUMMARY

Please give a rough estimation of the costs expected for the total duration of the trial.

Item	Total funding period
Clinical Project Management	
Project Management: (e.g. Statistical Planning, Protocol, Case Report Form (CRF), Informed Consent, CRF printing)	€
Case Payment	€
Data management (e.g. Database Set-up and Validation Data Entry, Coding, Query Management)	€
Biostatistics	€
Quality Assurance (e.g. on-site Monitoring, Data Monitoring and Safety Committee)	€
Travel (e.g. Trial Committees, Meetings)	€
Materials	€
Trial Drug	€
Fees, Insurance	
Other	€
TOTAL	€

Co-financing of the trial by a company:

For pharmacological interventions: trial drug under patent protection no; yes, until Date:

For interventions with medical devices: device is CE-certified no; yes

⁸ Assure that the biostatistician has the expertise to carry out clinical trials, e.g.: GMDS certificate, <http://www.gmds.de/organisation/zertifikate/zertifikate.php>; ICH guidance E9 "Statistical Principles of Clinical Trials"

Commercial interest: Describe any potential commercial interest of a company in the results of the trial or explain why no such interest exists. Note that direct commercial interest of a company in the results of the trial precludes funding.

References

Full Application for the Funding of a Clinical Trial

APPLICATION FOR A GRANT TO THE FEDERAL MINISTRY OF EDUCATION AND RESEARCH (BMBF)

Please prepare your application in English **not exceeding 15 pages for the headings 1. to 8.**, including a maximum of 1 page of references. Structure your application using the headings listed below. Make an entry under every heading. Signatures of principal / coordinating investigator and responsible biostatistician are mandatory. Submit two printed versions of application and appendix (DIN A4, printed double sided, at least 10 point Arial and 9 point Arial for the synopsis); also submit as separate pdf / xls documents on one CD-ROM the

- application (as a **single** pdf-file, not exceeding 3 MB in size), the
- appendix (as **one** pdf-file), and the
- financial details, financial summary and monitoring details (as xls-file).

Note: Applications that fail to comply with these requirements will be considered incomplete and will be rejected without peer review.

1. STUDY SYNOPSIS

APPLICANT/COORDINATING INVESTIGATOR	In case of multiple applicants the principal investigator / coordinating investigator ⁹ of the trial who will assume responsibility for conducting the clinical trial, should be listed <u>first</u> . <ul style="list-style-type: none"> • First name, last name, academic title • Institution and department (complete name) • Postal address • Telephone • Fax • E-mail address
TITLE OF STUDY	<i>The title of the trial (not exceeding 140 characters) should be as precise as possible. In case of funding this title shall be quoted in the annual reports of the BMBF. Acronym is optional.</i>
CONDITION	<i>The medical condition being studied (e.g. asthma, myocardial infarction, depression).</i>
OBJECTIVE(S)	<i>Which principal research questions are to be addressed? Specify clearly the primary hypotheses of the trial that determine sample size calculation.</i>
INTERVENTION(S)	<i>Description of the experimental and the control treatments or interventions as well as dose and mode of application. For diagnostic tests or procedures the index test and the reference procedure (gold-standard) should be described.</i> <u>Experimental intervention / index test:</u> <u>Control intervention / reference test:</u> <u>Duration of intervention per patient:</u>

⁹ "Investigator" as defined in the harmonised "Guideline for Good Clinical Practice" of the International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH GCP) (<http://www.ema.europa.eu/pdfs/human/ich/013595en.pdf>). This definition should be used accordingly for non-drug trials / studies: (1.34 Investigator) "A person responsible for the conduct of a clinical trial at a trial site. If a trial is conducted by a team of individuals at a trial site, the investigator is the responsible leader of the team and may be called the principal investigator." (1.19 Coordinating investigator) "An investigator assigned the responsibility for the coordination of investigators at different centres participating in a metacentre trial."

	<u>Follow-up per patient:</u> <u>Experimental and / or control off label or on label in Germany: if applicable</u>
KEY INCLUSION AND EXCLUSION CRITERIA	<u>Key inclusion criteria:</u> <u>Key exclusion criteria:</u>
OUTCOME(S)	<u>Primary efficacy endpoint:</u> <u>Key secondary endpoint(s):</u> <u>Assessment of safety:</u>
STUDY TYPE	<i>e.g. randomized / non-randomized, type of masking (single, double, observer blind), type of controls (active / placebo), parallel group / cross-over, prognostic, diagnostic</i>
STATISTICAL ANALYSIS	<u>Efficacy / test accuracy:</u> <u>Description of the primary efficacy / test accuracy analysis and population:</u> <u>Safety:</u> <u>Secondary endpoints:</u>
SAMPLE SIZE	<u>To be assessed for eligibility (n = ...)</u> <u>To be allocated to trial (n = ...)</u> <u>To be analysed (n = ...)</u>
TRIAL DURATION	<u>First patient in to last patient out (months):</u> <u>Duration of the entire trial (months):</u> <u>Recruitment period (months):</u>
PARTICIPATING CENTERS	<u>To be involved (n): How many centres will be involved?</u> <u>Signed agreement to participate (n): How many centres have signed an agreement to participate? Full list under 9.</u>
PREVIOUS BMBF PROJECT NUMBER	<i>If applicable, the BMBF code number of the latest application or of any previous application(s) for project-funding concerning this trial.</i>

1.1 SUMMARY

Give a summary of the main aspects of the project; it should not exceed 15 lines (max. 1600 characters incl. blanks). The project summary serves one main goal: It will inform the multidisciplinary committees which make the final decision on your grant, of the principal aspects e.g. goals, design, subjects, expected outcome of your project.

1.2 KEY WORDS

1.3 INTERVENTION SCHEME / TRIAL FLOW

Describe the intervention scheme and give a schematic diagram (flow chart) of design, procedures and stages.

1.4 FREQUENCY AND SCOPE OF STUDY VISITS

What is the proposed frequency and scope of study visits and, if applicable, the duration of post-trial follow-up? Please also give a table with time-points of visits and procedures per time-point. Specify items to be recorded on CRF per procedure.

1.5 APPLICATION HISTORY

For this study, please give a short overview over the submission of previous outlines or full proposals of this project. Which important changes have been made with regard to previous versions or in response to reviewer's comments?

2. THE MEDICAL PROBLEM

Which medical problem is to be addressed? What is the novel aspect of the proposed trial? Which principal research questions are to be addressed? Bring them into order indicating major and minor motivations / starting hypotheses of the investigation planned.

2.1 EVIDENCE

Set your trial into perspective; substantiate your starting hypothesis. What is the rationale for the intervention? Which trials have been conducted either by you or by others? What is the relevance of their results? Give references to any relevant systematic review(s)¹⁰ and / or (own) pilot studies, feasibility studies, relevant previous / ongoing trials, case reports / series. State what your study adds to the totality of evidence when your study is added to previous work. Include a description of how you searched for the evidence (databases, search terms, limits) and how you assessed its quality — i.e., how you selected and how you combined the evidence. Note that insufficient clinical evidence precludes funding.¹¹

2.2 THE NEED FOR A TRIAL

How significant is the trial in terms of its potential impact of relieving the burden of disease and / or improving human health? What impact will the results have on clinical practice? How will the individual patient benefit from the trial? In which way have patients or their respective organizations been involved in the planning of the study? Describe any potential commercial interest of a company in the results of the trial or explain why no such interest exists. Note that direct commercial interest of a company in the results of the trial precludes funding.

2.3 STRATEGIES FOR DATA HANDLING AND THE DISSEMINATION OF RESULTS

Discuss the dissemination of results of the trial, especially beyond regular journal publication. Describe what measures will be implemented to ensure the data management, curation and long-term preservation for future reuse also by third parties. Please use existing standards and data repositories where appropriate.

3. JUSTIFICATION OF DESIGN ASPECTS

Please provide justifications. It is not sufficient to list respective parameters only.

3.1 CONTROL(S) / COMPARATOR(S)

Justify the choice of control(s) / comparison(s): Is placebo acceptable? Is there a gold standard? Which trials establish efficacy and safety of the chosen control regimen? For diagnostic trials: What is the rationale for the units, cut off and / or categories?

3.2 DOSE, MODE AND SCHEME OF INTERVENTION

Justify the dose, the mode and the scheme of the intervention. How does the intervention compare to other interventions for the same condition? For pharmacological studies: Will the trial drugs be readily available for the trial? How will the mode of intervention (e.g. drug or medicinal product) and controls be provided for this study? For diagnostic trials: What is the rationale for the units, cut off and / or categories?

3.3 ADDITIONAL TREATMENTS

Please describe the medication(s) / treatment(s) permitted (including rescue medication) and not permitted before and / or during the trial, if applicable.

¹⁰ Eine Definition für einen systematischen Review finden Sie unter Oxman, AD (1994). Checklists for review articles, BMJ; 309; 648-651.

¹¹ vgl. hierzu Clark S and Horton R (2010). Putting research into context – revisited; The Lancet; 376(9734); 10-11

3.4 INCLUSION / EXCLUSION CRITERIA

Justify the population to be studied, include reflections on generalisability and representativeness, specifically with regard to gender and age.

3.5 OUTCOME MEASURES

Justify the endpoints chosen: Are there other trials that have utilized this endpoint. Are there any guidelines proposing this endpoint / these endpoints? Patient-relevant endpoints have to be prioritized, if possible. Discuss the clinical relevance and as well the relevance for the patient of the outcome measures for the target population or the patient. Have the measures been validated? Justify appropriateness and limitations of composite endpoints, if applicable.

Determination of primary and secondary measures

How will primary and secondary endpoints be derived from actual measurements, e.g. how is the figure used in the statistical test calculated from the variables initially measured in the subjects?

3.6 METHODS AGAINST BIAS

Is randomisation feasible? Which prognostic factors need to be regarded in the randomisation scheme and the analysis? What are the proposed practical arrangements for allocating participants to trial groups? Will trial site effects be considered in randomisation?

Is blinding possible? If blinding is not possible please explain why and give details of alternative methods to avoid biased assessment of results (e.g. blinded assessment of outcome).

For diagnostic trials: what is the training and expertise of persons executing and reading the index tests and the reference standards.

3.7 PROPOSED SAMPLE SIZE / POWER CALCULATIONS

What is the proposed sample size and what is the justification for the assumptions underlying the power calculations? Include a comprehensible, checkable description of the power calculations and sample sizes detailing the outcome measures on which these have been based for both control and experimental groups; give event rates, means and medians, the software used for sample size calculation etc., as appropriate. Justify the size of difference that the trial is powered to detect, or in case of a non-inferiority or equivalence study, the size of difference that the trial is powered to exclude. Give evidence / references for the estimated effect size. Sample size calculations need to take into account anticipated rates of non-compliance and losses to follow up.

Compliance / Rate of loss to follow up

Provide details for assumptions on compliance issues. On what evidence are the compliance figures based?

What is the assumed rate of loss to follow up? On what evidence is the loss to follow up rate based? How will losses to follow up or non-compliance be handled in the statistical analysis?

3.8 FEASIBILITY OF RECRUITMENT

What is the evidence that the intended recruitment rate is achievable?

a) Pilot study

Has any pilot study been carried out using this design?

b) Achievability of recruitment rate

What is the evidence that the intended recruitment rate is achievable? Demonstrate conclusively the potential for recruiting the required number of suitable subjects (the best piece of evidence being pilot studies and preceding trials in a similar population / same institutions). How did you assess that you can recruit the necessary number of patients in each participating centre? Show justification of numbers of eligible patients per trial site in a table. The recruitment plan should show the projected recruitment including the criteria for the selection of trial sites.

International collaborations

If the proposed trial includes foreign centres or collaboration with organisations in other countries please give full details of funding arrangements agreed or under consideration in the appendix.

3.9 STOPPING RULES

Please specify the “stopping rules” or “discontinuation criteria” a) for the individual patient and b) for the whole trial. Please specify rules for closing participating centers, which fail to include the estimated number of patients.

4. STATISTICAL ANALYSES

What is the proposed strategy of statistical analysis? If multiple hypotheses are foreseen for confirmatory testing what is the procedure to ensure Type I error control and what will be the primary data analysis set (e.g. ITT-population in case of superiority RCT). What is the strategy for analysing the primary outcome? If applicable, how will multiple primary end points be analysed statistically? If interim analyses are planned, please specify. Are there any subgroup analyses? How will missing data and subjects withdrawn from the trial be handled statistically? What are the methods for calculating test reproducibility in diagnostic trials?

5. ETHICAL CONSIDERATIONS

Give a description of ethical considerations relating to the trial (assessment of risks and benefits, care and protection for research participants, protection of research participants' confidentiality, informed consent process).

6. QUALITY ASSURANCE AND SAFETY

6.1 QUALITY ASSURANCE / MONITORING

What are the proposed measures for quality assurance?

Which institution will perform the monitoring? Which SOPs will be utilized? Describe and justify the monitoring strategy (percentage of source data verification, number of monitor visits per trial site).

Please note: The funding agency (PT-DLR) will insist on the conduct of pre-trial visits. Those visits must be carried out before the trial begins in each recruiting centre by independent bodies, if feasible also accompanied by the PI or a member of the steering committee. Visiting an excess number of sites to allow selection of the most suitable sites is possible. Please make sure to include these as a milestone into the time plan and into the budget. The report of the results and the consequences drawn from these visits by the steering committee or the PI must be documented and can be requested by the funding agency. Note that delays in patient recruitment may lead to discontinuation of funding, especially if reports from pre-study visits and monitoring visits addressing possible shortcomings were not adequately dealt with in time. If conducting the pre-study visits is not possible or feasible, this has to be well justified in the proposal.

6.2 SAFETY

Arrangements for the management of the trials will vary according to the nature of the study proposed. However, all should include an element of expert advice and monitoring, that is **entirely independent** of the principal / coordinating investigator and the medical institutions involved. This will normally take the form of a scientific advisory board / trial steering committee (TSC) and / or an independent DSMB.

It is recognised that these arrangements may not always be appropriate and the committees needed may vary according to the nature of the study. Thus, the arrangements for supervision should be detailed and justified. The role of these committees can comprise to monitor and supervise the progress of the trial (including the safety data and the critical efficacy endpoints at intervals), to review relevant information from other sources, to ensure adherence to protocol, to

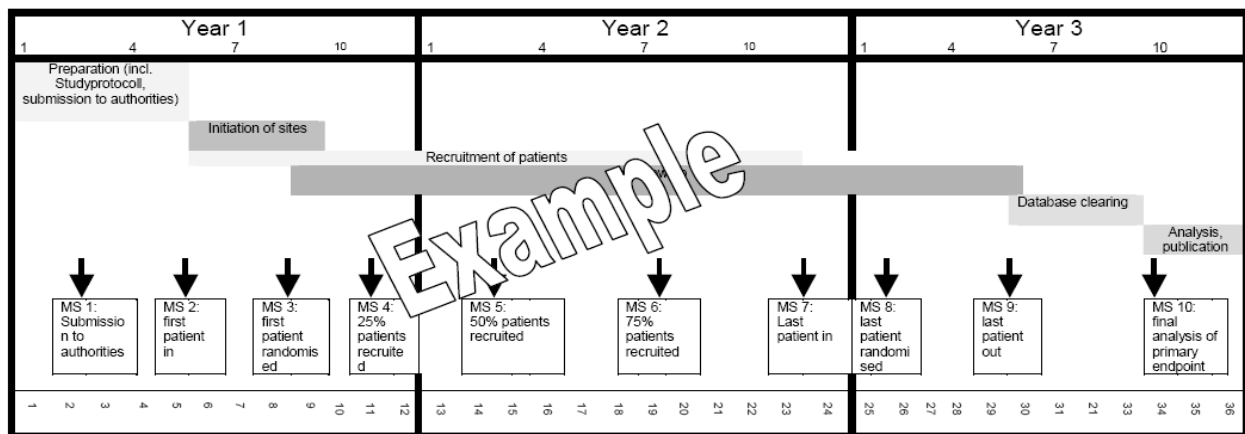
consider interim analyses, to advise whether to continue, modify or stop a trial and provide the funding agency with information and advice.

Applicants should submit their proposed arrangements for overseeing of the trial and a suggested **membership** for the committee(s). A minimum of 3 members should be listed under point 9.

7. REFERENCES

8. TRIAL TIMELINE FLOW

As funding by BMBF will critically depend on the study progression according to milestones, please provide a diagram reflecting preparation, pre-study-visits and initiation of centres, recruitment, follow-up and data cleaning/analysis. An example of such a diagram is given below. As payments by the BMBF will be made in instalments, please indicate funds needed at respective milestones.



9. LIST OF PARTICIPANTS INVOLVED IN THE TRIAL

Trial Sponsor

--

Trial Management

#	Name	Affiliation	Responsibility/Role	Signature

Trial statistician

#	Name	Affiliation	Signature

Trial Supporting facilities (reference laboratories, pharmacies etc.)

#	Name	Affiliation	Responsibility/Role

Recruiting centres (please provide signatures on declaration of commitment)

#	Name	Affiliation (<i>only institution and city, no complete address</i>)	Expected no. of patients recruited for the complete trial
Total sum of recruited patients			$\Sigma =$

Data Safety and Monitoring Board (DSMB)			
#	Name	Affiliation (<i>only institution and city, no complete address</i>)	

Other participating groups / bodies (<i>e.g. steering committee in international trials</i>)			
#	Name	Affiliation	Responsibility/Role

Review of trial protocol (<i>who will review and finalize the protocol? Please refer to numbers above and/or include others</i>)			
#	Name	Affiliation (<i>only institution and city, no complete address</i>)	

Include tabular scientific CVs (**one page**) for academic staff members playing a leading role (i.e. applicant and co-applicants, not all collaborating partners at all trial centres) under 11 (not separately in the appendix).

Recruiting centres must detail their commitment on a separate sheet (cf. appendix no. 6) as provided by the funding agency.

A final version of the trial protocol has to be submitted to the funding agency together with the statement by the ethics committee after the review process. While funding for a preparatory phase might be provided upon the general funding decision, funding of the actual trial can only be provided if all necessary formal and legal requirements are met.

Note: Any potential conflicts of interest must be disclosed in the appendix. The rules set forth in the "Guidelines for avoiding conflicts of interest" by the German Research Foundation (http://www.dfg.de/formulare/10_201e/10_201e.pdf).

10. FINANCIAL DETAILS OF THE TRIAL

10.1 COMMERCIAL INTEREST

Please justify, why this trial should be funded by a public funding agency and describe any potential commercial interest of a company in the results of the trial or explain why no such interest exists. Note that direct commercial interest of a company in the results of the trial precludes funding.

10.2 FINANCIAL SUMMARY

Indicate total duration of the trial, the period of time for which funding is requested and when funding should begin.

The overall expenditure should be summarized in the table below (maximum 1 page). Indicate amounts in € in the column "Total (€)".

Keep in mind that this financial summary serves as an overview of the funds you apply for and must not exceed 1 page. A more detailed list of funds applied for including their justification has to be provided in the financial plan (point 10.3). For creation of the financial summary you must use the template table on the next page of this document.

	Organizational Segment	Institution/ Participant/ Trial Site	No of items/ Kind of equipment/ Explanation	Qualification of staff	TV-ÖD TV-L TV-Ä	Total months	Total (€)
1	Clinical project management						
2	Project management						
3	Data Management						
4	Biometry						
5	Quality Assurance/ Monitoring		number of visits per site mean number of days per visit monitoring costs per day total no of visits @ x € each				
6	Trial committees	no. of DSMB members	no. of meetings @ x €/p				
7	Meetings/ Travel	no. of attendees	no. of meetings @ x €/p travel costs monitoring				
8	Case payment		assays/examinations per patient hours of staff per patient €/patient x no of patients				
9	Reference centers		no. of samples @ x €				
10	Materials		consumables trial manuals, files, forms				
11	Trial drug		€/patient				
12	Insurance		€/patient				
13	Fees						
14	Equipment		> 410 €				
15	Other						
TOTAL							€

months = staff indicated in months where applicable; € = other expenditures indicated in Euro where applicable; /p = per person

10.3 FINANCIAL PLAN

Funds can only be granted for research activities. Do not include patient care costs. The tables submitted should detail resources requested clearly yet briefly.

The funds applied for should correspond to defined tasks and each task should be attributed its respective resources. Please use the table below.

Also list tasks for which you do not request funding. In these cases, indicate the third parties which provide financial support, free services or consumables e.g. trial-related drugs and indicate their name(s) under separate headings (see also chapter 10.5) .

Trial stages and tasks associated should be listed in the second column of the financial plan. You may list the individual tasks separately for each participating trial site or institute, if adequate. In the third column, please explain and justify the funds necessary for carrying out the individual tasks. Explanations given should be concise and clear to make the table easier to read. Where necessary, itemise more detailed justifications below the table, referring to the number of the individual task.

State the financial resources required of the trial in the other columns. For each individual task, indicate the man months required, using one line for each level of salary; list necessary consumables ("Sachmittel") in a separate column.

Costs for tasks directly associated with the individual subject must be **detailed and justified** and pooled into a fixed rate per case, as far as reasonably possible. The individual tasks including these case payments should be highlighted (e.g. by shading the relevant lines in the table). Payment of the fixed rate per case to the participating trial centres by the principal investigator/applicant should be made in instalments.

No.	Organizational segment/ activity/ task	Explanation/ Comments/ Items	Total resources required			
			Staff			Con- sumables
			salary group	Months ¹⁾	€ ²⁾	€ ²⁾
1						
2						
3						
TOTAL						
TOTAL RESOURCES APPLIED FOR						

¹⁾ please indicate full-time equivalents

²⁾ please use thousands separator

10.4 EQUIPMENT

Please list larger instruments available to you for the trial. In case you apply for instruments which are available where you work, but which are not at the project's disposal, please give detailed information.

Scientific instrumentation

Scientific instrumentation may require installation and running costs, such as refurbishments in the building, additional laboratory expenses, working materials, maintenance costs and operating staff. These expenses **cannot** be covered by BMBF funding. Applicants must ensure that such costs are provided by their institution before sending in their project.

Application of instrumentation of more than 410,- €

Please list all requested *instrumentation which costs more than 410,- EUR* per item (sales price including taxes and other) with details and price information as follows. Please mark the relevant items in the offers which you enclose:

Instrument A (type)

Offer by of EUR

Company date

Accessories

(listed separately by brief reference. Mark the relevant items in the offer)

Instrument B

.....

.....

.....

Cost of purchase EUR

Please explain why this instrumentation is essential to the project and justify its necessity in relation to the core support furnished by the institution. Requested instrumentation must be described in sufficient detail (i.e. technical specification) to assure that the capabilities meet the requirements described in the work programme (e.g. measuring field, resolution, sensitivity).

10.5 CO-FINANCING BY INDUSTRY AND / OR OTHER THIRD PARTIES

Co-financing by industry or other third parties is possible if

- the independence of investigators is ensured and
- terms and conditions of the financial commitment are disclosed.

If co-financing is intended the application should briefly describe the type and volume of the intended co-financing, indicating the respective company or other third party.

- Describe the type and volume of support (including any services or consumables provided free of charge, e.g. drugs for the trial).
- Indicate the amount of support to be provided and assure in writing that the third party will render these services, stating their terms and conditions, if any.
- Assure that the coordinating investigator is independent, in particular with regard to the analysis of the trial and the publication of its results. A statement giving such assurances will be demanded by the BMBF after the review process is finished.

Please don't make any agreements before notion of award has been made; please contact the project management agency (PT-DLR) first! Appropriate agreements on intellectual property, confidentiality, publication of results, property rights should be concluded between all those playing a leading part in the conduct of the trial.

10.6 OTHER FUNDING

In case you have already submitted the same request for financial support or parts hereof to other institutions or the BMBF, please mention this here. Indicate those third parties which will provide funds, free services or consumables such as trial medication.

If this is not the case please declare:

"A request for funding this project has not been submitted to any other addressee. In case I submit such a request I will inform the Federal Ministry of Education and Research immediately".

11. CVs OF MAJOR PARTICIPANTS

Include tabular scientific CVs (one page) for academic staff members playing a leading role (i.e. applicant and co-applicants, not all collaborating partners at all trial centres) including a list of a maximum of 5 publications by the principal / coordinating investigator that have appeared during the last five years (only the results of clinical trials).

12. DECLARATIONS OF COMMITMENT OF PARTICIPATING CENTRES

Please use the template provided to declare the commitment of each participating centre (including the centre of the principal investigator). The template is to be signed personally by the investigator at the respective site (as named in the list of participants involved in the trial; see heading 9. of the full proposal). Do not submit facsimiles.

Note: Reported recruitment will be checked in case of funding (pre-study visits). In case of inconsistencies between self-assessment and checked numbers, the principle investigator will be urged to react appropriately.

Name of investigator:

Institution:

Information on the clinical trial (according to the full proposal)¹

<u>Trial title:</u>	
<u>Inclusion criteria:</u>	
<u>Exclusion criteria:</u>	
<u>recruitment period (months):</u>	

Strategy for the determination of recruitment figures

How many patients with the condition specified above have you seen in your institution during the last 12 months?

How many of these patients would fulfil the inclusion criteria of the above mentioned trial?

How many of these patients would approximately agree to participate in the above named clinical trial per year?

How many patients will approximately be recruited during the entire trial?

Which source did you use for the estimation of potential participants in the above named clinical trial?

- Individual estimation
 Hospital data management system
 Patient registry
 Others

If others: please specify

Are there any other ongoing clinical trials/ projects competing for the same patients?

- yes
 no

If yes: How will this affect recruitment for the above-named clinical trial?

Commitment to participate

I hereby agree to participate in the above-named clinical trial and support the trial by recruiting patients.

Date/ Signature ²

Conflicts of Interest

I hereby declare that I have no conflict of private, economical or financial interests³ with regard to the above mentioned clinical trial and the investigational drugs that will be used.

Date/ Signature ²

¹ Delete italic text at completion of the template.

² Note: This document is to be signed personally by the investigator at the respective site (as named in the list of participants involved in the trial; see 9. in the full proposal), do not submit facsimiles

³ Any potential conflicts of interest must be disclosed. The rules set forth in the "Guidelines for avoiding conflicts of interest" by the DFG have to be observed (http://www.dfg.de/formulare/10_201e/10_201e.pdf).

APPENDICES

Documents specified under appendix headings 1. to 3. have to be submitted **with** the application. Documents 4 to 6 may be submitted later but are mandatory before recruitment can start.

1. SUPPORTING INFRASTRUCTURE OF THE MEDICAL INSTITUTION(S)

The BMBF expects appropriate participation by the institution(s). Please indicate the resources available at your medical institution:

- existing trial-specific supporting facilities
- previous experience with the conduct of clinical trials in accordance with GCP
- possibilities for the training of trial staff
- opportunities for earning a doctorate or qualifying as a professor with scientific achievements gained in clinical trials
- consideration of clinical trials in the performance-related allocation of research resources (“leistungsorientierte Mittelvergabe”)

2. DECLARATION OF CONFLICTS OF INTEREST

Any potential conflicts of interest must be disclosed (see and use template for “Declaration of Commitment of Participating Centres” under heading 12. in the full proposal). The rules set forth in the “Guidelines for avoiding conflicts of interest” by the DFG have to be observed (http://www.dfg.de/formulare/10_201e/10_201e.pdf).

3. MONITORING DETAILS

Duration of the entire trial	months
Duration of recruitment	months
Duration of follow-up	months
Number of patients to be allocated to trial (n)	
Mean number of patients / site (n)	
Participating sites (n)	
Total monitoring costs	€
On-site visits	€
Preparation and postprocessing	€
Travel	€
Monitoring costs / patient	€
Monitoring costs (staff) / day	€
Total number of visits per site (n)	
Duration of initiation visit / site	days
Duration of interim visits / site	days
Duration of close-out visit / site	days
Mean travel time / visit	days
Preparation and postprocessing / visit	days

4. REGISTRATION

PLEASE NOTE that the Federal Ministry of Education and Research supports Europe-wide registration of all randomized controlled clinical trials. Therefore all randomized controlled trials should be registered immediately on receipt of the notification of award at a WHO-certified registry as the *German Clinical Trials Register* (<http://www.germanctr.de/>) or *Current Controlled Trials* (<http://www.controlled-trials.com>) or <http://clinicaltrials.gov/>, that are searchable by the public at no charge. The registration is mandatory for funding and may be submitted later than the full proposal.

5. SPONSOR'S DECLARATION

The sponsor's declaration is later mandatory for funding and may be submitted later than the full proposal.

The medical institution receiving funds by the BMBF has the responsibility to ensure that the clinical trial is conducted according to the highest standards regarding the safety of subjects and the quality of data.

It is expected that the persons responsible in the respective institution are aware of the trial run through their department(s) and must ensure to provide the principal / coordinating investigator with support required. Any problems associated with the trial should be jointly resolved by the institution and the principal / coordinating investigator without delay. The awarding of funds is therefore linked to the condition that the medical institution employing the principal / coordinating investigator assumes full responsibility and all functions and obligations of the sponsor as listed in chapter 5 of the harmonised "Guideline for Good Clinical Practice" of the International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH GCP)¹², notwithstanding the fact that the funding organisation provides additional external funds.

In particular, appropriate agreements should be concluded with the parties conducting the trial in order to ensure that the responsibility referred to above can be exercised. A corresponding declaration has therefore to be submitted comprising the assurance that the trial will be conducted in accordance with the principles of ICH GCP and the medical institution will assume the sponsor's responsibilities in accordance with chapter 5 of ICH GCP.

The text of the sponsor's declaration will be provided by the Projektträger im DLR e. V. after positive evaluation of the proposed trial. Please use the provided text for your declaration. It is mandatory in its current form. The declaration must be duly signed by a representative of the medical institution and the principal/coordinating investigator.

6. APPROVAL OF THE RESPONSIBLE ETHICS COMMITTEE

Please submit the approval / favourable opinion of the responsible ethics committee's review of the trial as soon as possible. This approval is mandatory before funding of work with patients can start.

¹² <http://www.ema.europa.eu/pdfs/human/ich/013595en.pdf>