



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Step-by-step guide

How to evaluate an Additional MSC clinical trial application

CTIS Training Programme – Module 08

Version 1.0 – October 2021

Learning Objectives

- Understand the process involved in the Assessment of an Additional Member State Concerned Clinical Trial Application (Add MSC CTA).
- Remember the workload management functionalities in CTIS that allow users to monitor their tasks during the evaluation of an Add MSC CTA.

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Additional MSC CTA evaluation

An **Additional Member State Concerned Clinical Trial Application** (Add MSC CTA) is an application for extending a previously authorised Clinical Trial (CT) to the territory of another Member State(s). The subsequent addition of an MSC to a CT can be for both mononational and multinational trials.

The evaluation process of adding a subsequent MSC is established in Article 14 of the Regulation (EU) No 536/2014 on Clinical Trials (CT Regulation). This process includes an **assessment of Part II** and the **decision**, as there has already been a positive conclusion on part I.

The additional MSC will have access to Part I of the application and will be able to create considerations, which can lead the Reporting Member State (RMS) to raise a Request for Information (RFI). However, the assessment of the additional MSC on Part I will not change the decision made on this part of the application.

This Step-by-step guide includes:



Evaluation of a Clinical Trial Application (CTA)

This section outlines an overview of the evaluation of a clinical trial application process.



Assessment of Add MSC CTA

This section outlines the steps that the added MSC, to which the CTA has been extended, has to follow to evaluate the Part II of the CTA, and the specificities in case the added MSC wants to create considerations for Part I.



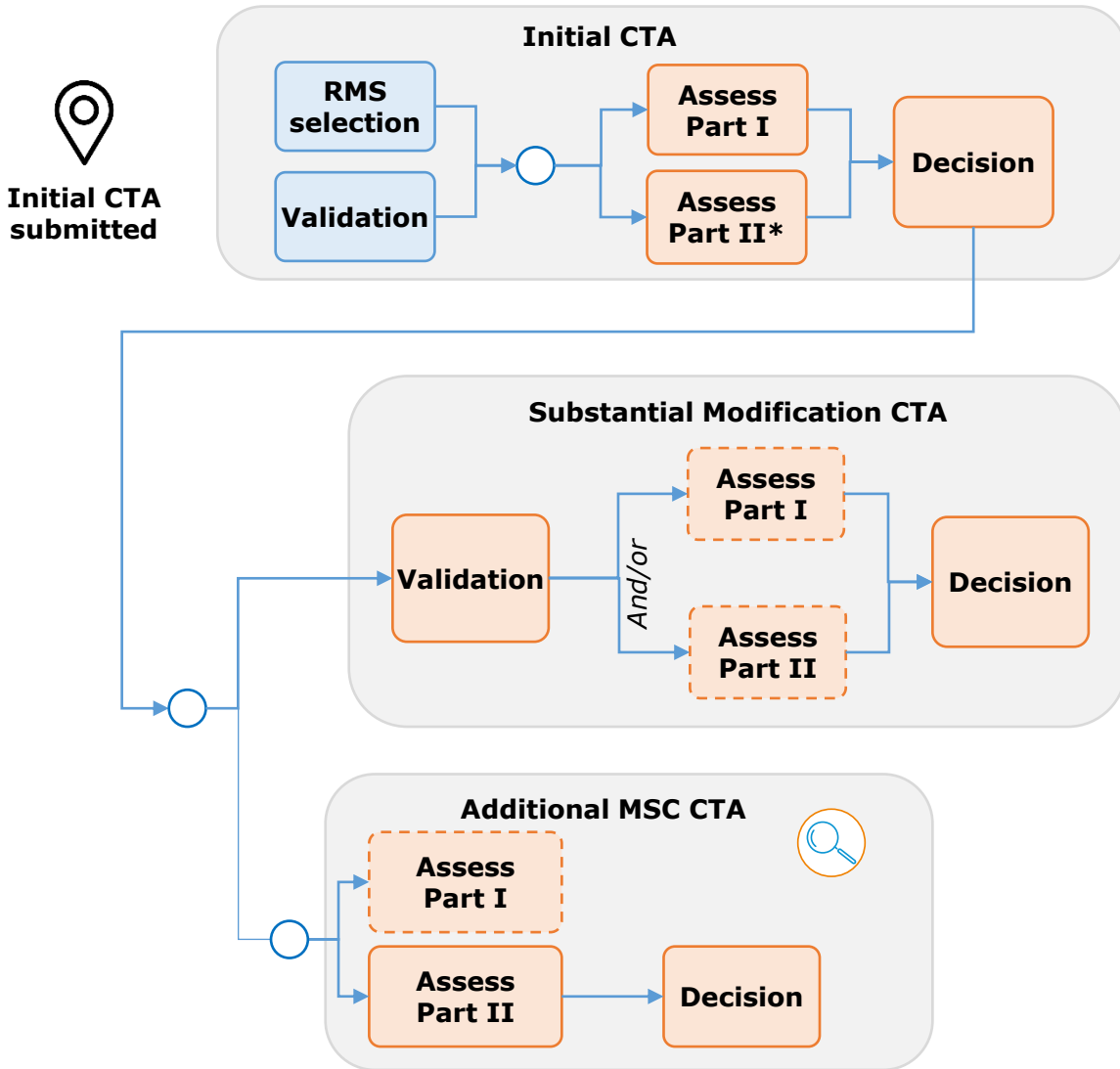
Decision of Add MSC CTA

This section outlines the steps that the added MSC, to which the CTA has been extended, has to follow to submit a decision regarding the Add MSC CTA (i.e. whether the trial is 'Authorised', 'Authorised with conditions', or 'Not authorised').

Evaluation of a CTA

The evaluation process starts **once the sponsor has submitted an initial Clinical Trial Application (CTA)**. The MSCs can **evaluate the documentation** provided by the sponsor to ensure the compliance with the CT Regulation. The evaluation is performed for the following types of CTAs: Initial CTA, Substantial Modification (SM) and Additional MSC CTA (Add MSC).

EVALUATION OF A CLINICAL TRIAL APPLICATION



The MSC has 52 days to complete the evaluation + 31 days if requests for information are raised.



Focus of this document.



Content included in module 06 eLearning | Step-by-step guide RMS selection.



Content included in module 08 Quick guide | Step-by-step guide SM | Step-by-step guide Add MSC.



Step in the process that may occur depending on the CTA submitted. An SM CTA can include Part I and Part II, Part I only or Part II only. For an Add MSC CTA users may raise considerations for Part I, but the conclusion cannot be modified.

*In case of applications limited to Part I, the sponsor has two years from the notification of the conclusion of Part I to submit an application limited to Part II.

Assessment of an Add MSC CTA

Access Add MSC CTAs

1. Similar to **other types of CTAs**, the subsequently added MSC receives a notice informing that **an Add MSC CTA has been submitted**. Users can access the tasks through the notice received, the **'Task'** tab or the evaluation section.

The screenshot shows the 'Notices & alerts' tab with a notification for 'Application submitted'. The notification details include the ref number 2021-501398-35-00, source type 'Subsequent addition of MSC', received date 01/09/2021, IMP 'Irbesartan', RMS 'Austria', and sponsor 'Test Organisation'. The notice text states: 'Test Organisation has submitted an Additional MSC application which involves Germany for the 1627 application.'

2. On the **'Tasks'** tab, added MSCs will receive a series of tasks related to the assessment. MSCs can start by assigning the **'Document Considerations'** tasks.

The screenshot shows the 'Tasks' tab with two task cards. The first card is 'Submit Part II Conclusion' (Pending, 2021-501398-35-00) for Austria, with a due date of 18/10/2021 and 46 remaining days. The second card is 'Document Considerations Additional Msc' (Pending, 2021-501310-33-00) for Greece, with a due date of 26/10/2021 and 40 remaining days. Both tasks are for 'SUBSEQUENT ADDITION OF MSC' and 'Assess part II'.

3. Users perform the evaluation of the Add MSC CTA in the **'Evaluation'** section of the CTA; regardless of the way they accessed the application (i.e. via **'Notice & alert'** or **'Task'** tabs).

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The screenshot shows the 'Evaluation' section of the CTA interface. The left sidebar has 'Evaluation' highlighted. The main content area shows 'Assessment Part I' with a 'Considerations' section. Below this is a table with columns: Number, MSC, Application section parts, Application section and document, Evaluation process, Consideration, Comments, Shared on, Consolidator action date, Consolidator action, and All. The table currently shows 'No considerations found'.

Assessment of an Add MSC CTA

Assess Part I: create considerations

- To create considerations regarding the Part I of an Add MSC CTA, the added MSC can access the 'Tasks' tab. Then, click on the 'Assign to me' button from the 'Document Considerations Additional MSC' task to go to the CTA Evaluation section.

The screenshot shows the 'Tasks' tab selected in the top navigation bar. Below it, a task card for 'Document Considerations Additional MSC' is visible, with a 'GREECE' status. The 'Evaluation' section is expanded, showing 'Assessment Part I' and a 'Considerations' table. A sidebar on the left has 'Evaluation' highlighted with a blue box.

- The added MSC can review the Part I documentation (e.g. Translations) and add considerations on the conclusion from the application, including Part I, by clicking on the '+ New' button, filling in the pop-up form, and clicking on the 'Save' button.

The screenshot shows the 'Document considerations' pop-up form. The form has fields for 'Evaluation process', 'Application section and document', 'Part I considerations', and 'Consideration'. Callouts point to the 'Application section and document' field, the 'Part I considerations' dropdown, and the 'Consideration' text field. A 'Save' button is highlighted with a blue box.

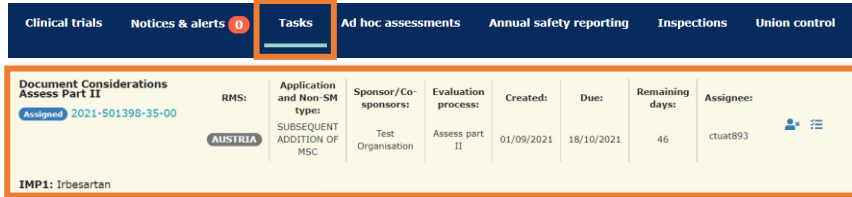
- Then, users can select the considerations created with the checkbox, and share the consideration(s) with the other MSC(s) using the 'Share' button. The assessment of the additional MSC on Part I **will not change the conclusion on Part I**.

The screenshot shows the 'Considerations' table. The 'Share' button is highlighted with a blue box. A checkbox is checked for the first row. A callout box says 'Added MSCs can edit a consideration that has not been shared.'

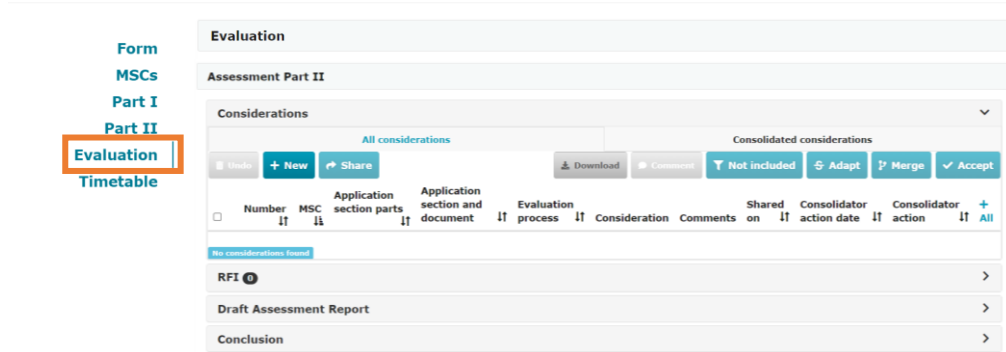
Assessment of an Add MSC CTA

Assess Part II: create considerations

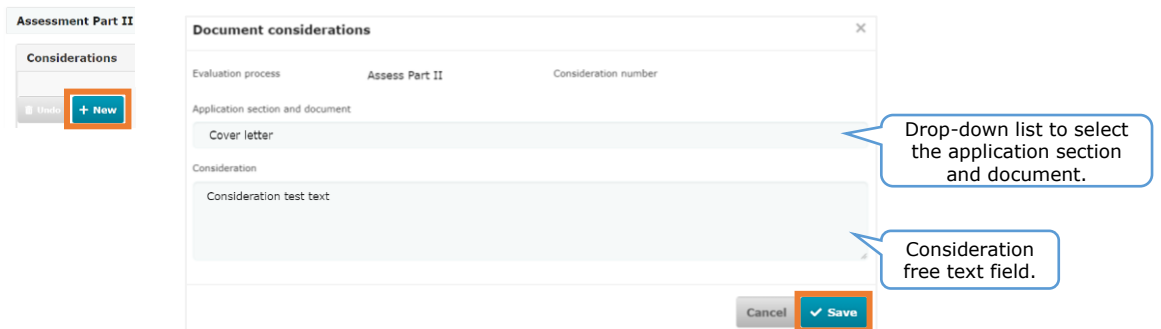
- Users can start the assessment of the Add MSC CTA by completing **the task to create considerations assigned to them**. They can click on the task to access the 'Evaluation' section.



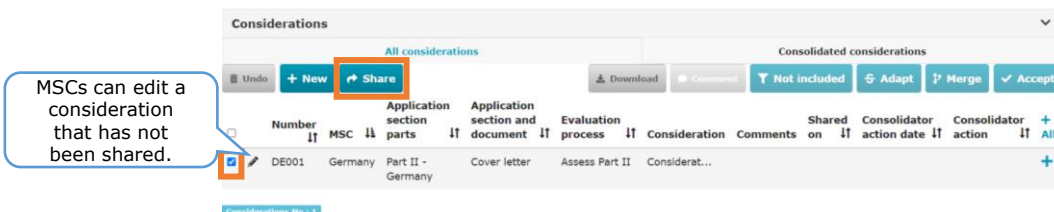
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- MSCs can create considerations regarding the Add MSC CTA (e.g. Part II) by clicking on the '+ New' button, **filling in the pop-up form**, and clicking on the 'Save' button.



- Then, users can select the considerations created with the checkbox, and share the consideration(s) using the 'Share' button. The process to create and share considerations is the same for the Part I of the CTA.



Assessment of an Add MSC CTA

Assess Part II: Consolidate considerations

- To **consolidate considerations**, the added MSC can access the **'Tasks'** tab and select the **'Assign to me'** button from the **'Consolidate considerations'** task. Users can **click on it** to access the 'Evaluation' section.

- The added MSC can select the **considerations via the checkbox**, and **click one of the four buttons to consolidate them** (i.e. 'Not Included', 'Adapt', 'Merge', 'Accept').

- Users can view the **results of the consolidation** on the **'Consolidated considerations'** sub-tab.

- On the **'Consolidated considerations'** sub-tab, the added MSC can **share the consolidated considerations**.

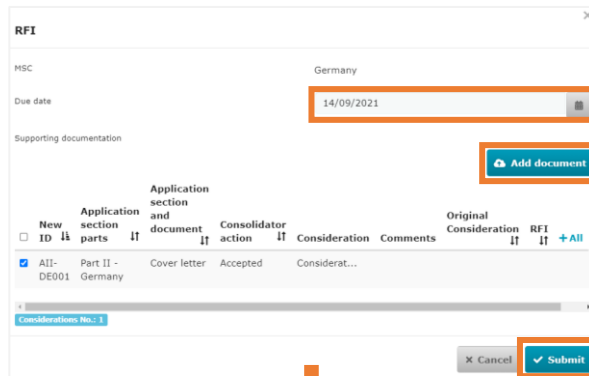
Assessment of an Add MSC CTA

Create Requests for Information (RFI)

- After reviewing the considerations, the newly added MSC can create a Request For Information (RFI) to the sponsor. To do so, users can click on the checkboxes of the related considerations and on the '+ Create RFI' button.



- Then the added MSC can populate the pop-up window establishing the due date, uploading supporting document, selecting the considerations, and clicking on the 'Submit' button. Once the RFI is submitted, users can view it in the 'Evaluation' section.



- The added MSC can assess the response to the RFI submitted by the sponsor by selecting the 'Response to RFI Submitted' alert or the 'Assess RFI response' task and the 'assign to me' button. This will redirect the MSC to the dedicated RFI section of the evaluation on the application page.



Assessment of an Add MSC CTA

Assess RFI response

1. MSCs can open the RFI and **scroll down to review the details**. Then, they can **share assessment comments** at the end of the RFI.

RFI 1

RFI-CT-2021-501398-35-00-AM01-001 Responded: 02/09/2021

Download

MSC: Germany Submission date: 02/09/2021 Due date: 14/09/2021 Response date : 02/09/2021

Assessment comments

Assessment comment regarding the RFI response.

Share comment

Submit Part II conclusion

1. On the 'Tasks' tab, users can assign the 'Submit Part II Conclusion' task.

Clinical trials Notices & alerts 0 **Tasks** Ad hoc assessments Annual safety reporting Inspections Union control

Submit Part II Conclusion	RMS:	Application and Non-SM type:	Sponsor/Co-sponsors:	Evaluation process:	Created:	Due:	Remaining days:	Assignee:
Pending 2021-501398-35-00	AUSTRIA	SUBSEQUENT ADDITION OF MSC	Test Organisation	Assess part II	01/09/2021	22/11/2021	81	

IMP1: Irbesartan 300 mg tablets · IRBESARTAN

2. On the **evaluation page**, MSCs can click on the 'padlock' button to be able to upload the **assessment report**.

Assess Part II

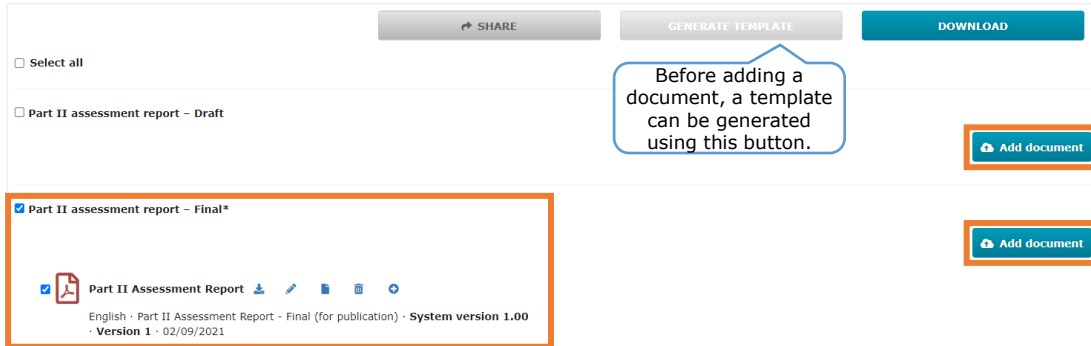
Authorised 2021-501398-35-00

Evaluation process: Assess part II | Due date: 22/11/2021 | Status: Assigned

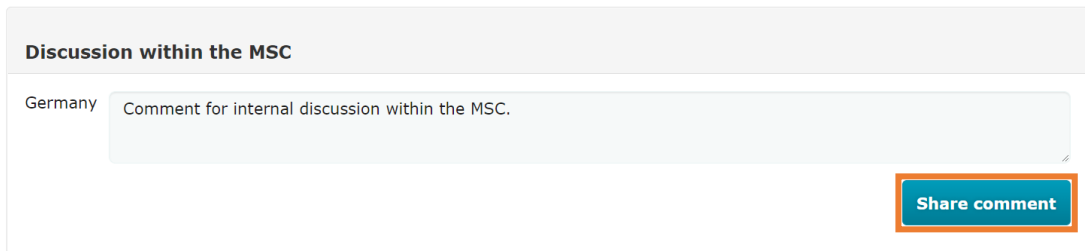
Assessment of an Add MSC CTA

Submit Part II conclusion

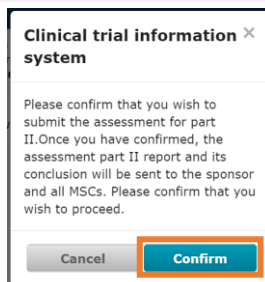
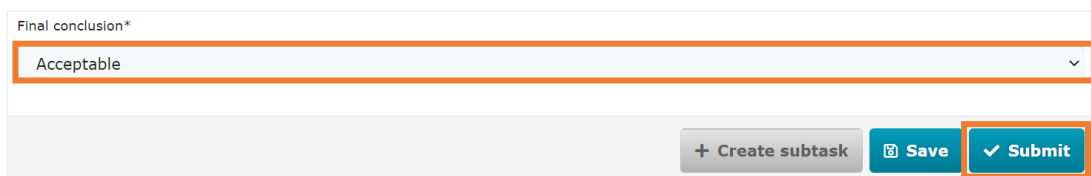
- The added MSCs can click on the 'Add document' button to add a Draft (as applicable) and **Final Assessment Report documents**.



- Below, users can **share comments** to generate a **discussion within the MSC** regarding the **assessment reports** of the CTA. To do so, they can type a comment on the text field and click on the 'Share comment' button.



- Then, MSCs can **select the final conclusion** out of the drop-down list, among the options: 'Acceptable', 'Acceptable with conditions', or 'Not acceptable' and click on the 'Submit' button. Finally, they can click on the 'Confirm' button.



Decision of an Add MSC CTA

Submit a Decision

1. After the final assessment report has been submitted and Part II assessment has been concluded, MSCs can access 'Tasks' tab and click on the 'Assign to me' button from the 'Authorise' task. So that a decision on the authorisation of the CT can be issued by the added MSC.

2. On the Decision page, via a drop-down list, users are able to select whether the trial is 'Authorised', 'Authorised with conditions', or 'Not authorised'.

3. Finally, users can **add supporting documentation to the decision** and can click on the 'Complete' and 'Confirm' buttons.

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Clinical Trials Information System (CTIS)

Step-by-step guide: How to evaluate an Additional MSC clinical trial application: Assessment and Decision

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