

DSMB Report Template
-Open Session-

For Multi-Site Studies

PLEASE NOTE: This TEMPLATE was downloaded from National Institute on Age website.

Title Page

(Title of the Study, PI)

Table of Contents

Title Page	i
Table of Contents	ii
Report Summary	1
Protocol Synopsis	2
Project Organizational Chart, Personnel	2
Brief Statement of Purpose of Trial	2
Projected Timetable and Schedule	2
List of Participating Clinics, Data Centers, Resource Centers	2
Narrative/Trial Summary	3
Study Status	3
Summary of Past DSMB Meetings	3
Action Items	3
Resolution of Action Items	3
Summary of Protocol Changes	3
Recruitment and Participant Status: Figures and Tables	4
Figure 1: Overall Study Status	5
Figure 2: Enrollment: Actual vs. Expected	6
Table 1: Site Enrollment by Period	7
Table 2: Participant Enrollment Status	8
Table 2a – 2i: Participant Enrollment Status by Site	9
Table 3: Reasons for Screen Failures	10
Table 3a – 3i: Reasons for Screen Failures by Site	11
Table 4: Protocol Deviations	12
Table 4a – 4i: Protocol Deviations by Site	13
Table 5: Demographic and Key Baseline Characteristics	14
Table 6: Treatment Duration for All Participants	15
Data Quality Tables	16
Table 7: Summary of Missed Visits by Site	17
Table 8: Summary of Forms Submitted	18
Table 9: Missing Outcome Measures	19

Safety Assessments:Tables and Listings	20
Table 10: Incidence of Adverse Events by Body System and Preferred Term	21
Table 11: Severity of Adverse Events by Preferred Term	22
Listing 1: Serious Adverse Events by Site	23
Listing 2: Deaths by Site	24
Listing 3: Adverse Events by Site	25
Table 12: Laboratory Test Results Summary	26
Table 12a- 12i: Laboratory Test Results Summary by Site	27
Listing 4: Clinically Significant Abnormal Lab Values by Site	28

*** The final format of the reports, tables, and listings are to be determined by the Data and Safety Monitoring Board.**

Report Summary

Protocol Synopsis

Project Organizational Chart, Personnel

Brief Statement of Purpose of Trial

Projected Timetable and Schedule

List of Participating Clinics, Data Centers, Resource Centers

Narrative/Trial Summary

Study Status

Summary of Past DSMB Meetings

Action Items

Resolution of Action Items

Summary of Protocol Changes

Study Administration

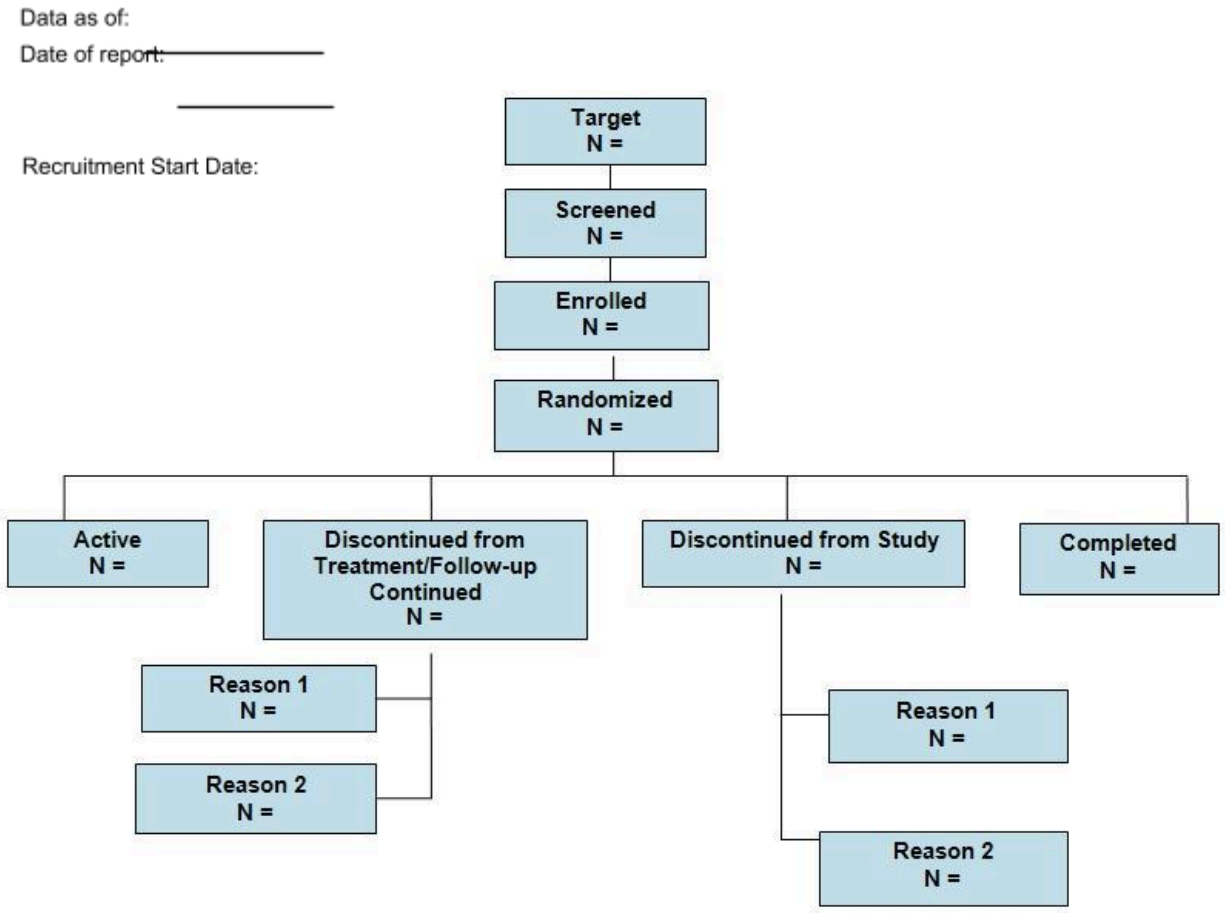
Recruitment and Participant Status:

Figures and Tables

Study Name:

Principal Investigator:

Figure 1: Overall Study Status



Study Name:

Principal Investigator:

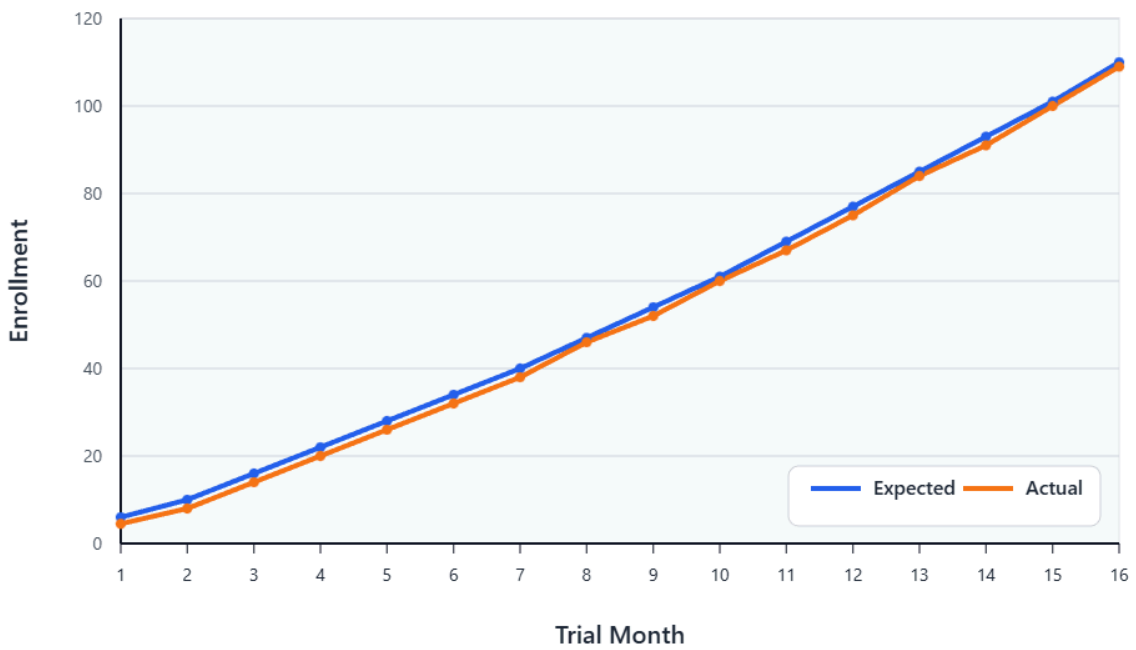
Figure 2: Enrollment: Actual vs. Expected

All Sites

Data as of: _____

Date of report: _____

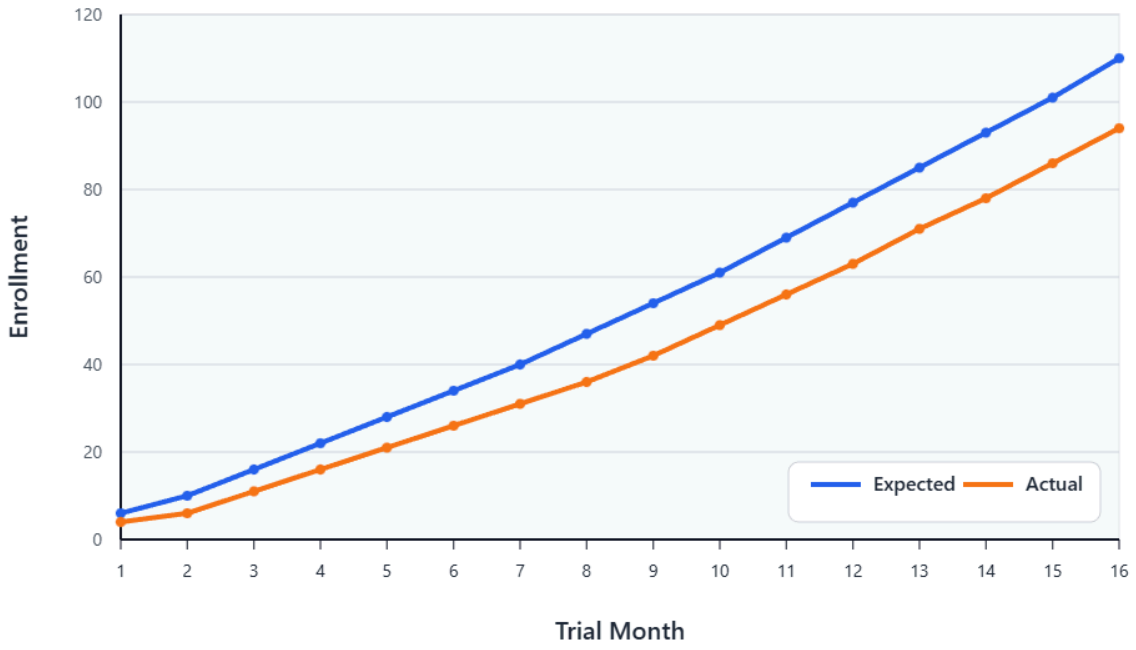
Site 1*



Study Name:

Principal Investigator:

Site 2*



** Add a graph for each participating site.*

Study Name:

Principal Investigator:

Table 1: Site Enrollment by Period

Data as of: _____

Date of report: _____

*	Period*	Site Number 1	Site Numbe r 2	Site Numbe r i**	Total
	Date First Participant Enrolled				
	Date Last Participant Enrolled				
	2004				
	2005				
	2006				
	2007				
	2008				
	Total (%)				

Depending on the length of study and design, period in each row can be equal to days, weeks, months, quarters or years

** *There should be one column for each site.*

Final format will be determined by the DSMB.

Study Name:

Principal Investigator:

Table 2: Participant Enrollment Status

Data as of: _____

Date of report: _____

	N	%
Enrolled		100
Active		
Completed		
Discontinued Treatment/Follow-up Continued		100
Personal Reason *		
Serious Adverse Event/ AE *		
Discontinued from Study		100
Lost to follow- up		
SAE/AE		
Withdrew Consent		

* *These are examples. Use categories relevant to protocol.*

Study Name:

Principal Investigator:

Table 2a – 2i: Participant Enrollment Status by Site

Data as of: _____

Date of report: _____

Site: _____

	N	%
Enrolled		100
Active		
Completed		
Discontinued Treatment/Follow-up Continued		100
Personal Reason*		
Serious Adverse Event/ AE*		
Discontinued from Study		100
Lost to follow- up		
SAE/AE		
Withdrew Consent		

* *These are examples. Use categories relevant to protocol.*

One table for each site.

Study Name:

Principal Investigator:

Table 3: Reasons for Screen Failures

Data as of: _____

Date of report: _____

Reason	N	%*
Total Screened		
Total Screen Failures		

* - % of the total number screened

Study Name:

Principal Investigator:

Table 3a – 3i: Reasons for Screen Failures by Site

Data as of: _____

Date of report: _____

Reason	Site 1 N	Site 1 %*
Total Screened		
Total Screen Failures		

* - % of the total number screened

One table for each site.

Study Name:

Principal Investigator:

Table 4: Protocol Deviations

Data as of: _____

Date of report: _____

	Protocol Deviation*	Total	Since Last DSMB Report
1			
2			
3			
4			
5			
6			
	Total # of Deviations		
	Participants Enrolled		
	Deviations per Participant		

**Possible deviations may include:*

- *Did not meet inclusion/exclusion criteria*
- *Visit noncompliance/incomplete visit*
- *Participant taking concomitant drugs which are not allowed*
- *Assessments outside protocol window*
- *Failure to obtain informed consent*

Study Name:

Principal Investigator:

Table 4a – 4i: Protocol Deviations by Site

Data as of: _____

Date of report: _____

Site: _____

	Protocol Deviation*	Total	Since Last DSMB Report
1			
2			
3			
4			
5			
6			
	Total # of Deviations		
	Participants Enrolled		
	Deviations per Participant		

- One table for each site.

**Possible deviations may include:*

- *Did not meet inclusion/exclusion criteria*
- *Visit noncompliance/incomplete visit*
- *Participant taking concomitant drugs which are not allowed*
- *Assessments outside protocol window*
- *Failure to obtain informed consent*

Study Name:

Principal Investigator:

Table 5: Demographic and Key Baseline Characteristics

Data as of: _____

Date of report: _____

Characteristics		N (%)
Total Enrolled:		
Gender	Male	
	Female	
Ethnicity	Hispanic or Latino	
	Not Hispanic or Latino	
	Unknown or not reported	
Race	American Indian/Alaska Native	
	Asian	
	Black or African American	
	Native Hawaiian or Other Pacific Islander	
	White	
	More than one race	
	Unknown or not reported	
Clinical Features/ Stratification	BMI \geq 30*	
Age	Mean	
	Median	
	Standard Deviation	
	Minimum	
	Maximum	

* This is an example, needs to be protocol specific.

Study Name:

Principal Investigator:

Table 6: Treatment Duration for All Participants

Data as of: _____

Date of report: _____

Time in Study* Total N=	n	%
Visit 1		
Visit 2		
Visit 3		
Visit 4		
Completed Study		

* Needs to be protocol specific and can be shown by visits, days, weeks, months, or treatment periods.

Final format is determined by DSMB.

Study Administration

Data Quality Tables

Study Name:

Principal Investigator:

Table 7: Summary of Missed Visits by Site

Data as of: _____

Date of report: _____

Sites	Number of Participants Missing Visits	Number of Missed Visits
Site 1		
n		
Site 2		
n		
Site 3		
n		
Site N		
n		
Total N		

Study Name:

Principal Investigator:

Table 8: Summary of Forms Submitted

Data as of: _____

Date of report: _____

Forms	# Forms Expected	# Forms Submitted	% of Delinquent Forms
Demographics			
Medical History			
etc.			
Total			

Study Name:

Principal Investigator:

Table 9: Missing Outcome Measures

Data as of: _____

Date of report: _____

		Outcome 1	Outcome 2*
S i t e 1	Total		
	Since Last DSMB Report		
S i t e 2	Total		
	Since Last DSMB Report		
S i t e i	Total		
	Since Last DSMB Report		
T O T A L	Total N		
	Since Last DSMB Report		

** Additional outcomes can be added if necessary.*

Safety Assessments for All Participants:

Tables and Listings

Study Name:

Principal Investigator:

Table 10: Incidence of Adverse Events by Body System and Preferred Term

Data as of: _____

Date of report: _____

Body System and Preferred Term	Total N=n*	Total N= (%)**	Total N=Events** *
Overall			
Cardiovascular			
Myocardial Infarction			
Increased Blood Pressure			
etc.			
Genitourinary			
Yeast Infection			
Vaginal Bleeding			
etc.			
Gastrointestinal			
etc....			

* *Number of participants experiencing an AE (participant is to be counted only once for each adverse event)*

** *% of total number of participants in the study*

*** *Number of events for Body System and Preferred Term*

This table can present overall incidence of adverse events as shown above; or adverse events related to the intervention as judged by the investigator; or treatment emergent events.

Study Name:

Principal Investigator:

Table 11: Severity of Adverse Events by Preferred Term

Data as of: _____

Date of report: _____

Preferred Term*	Total N=Mild n** (%)***	Total N=Moderate n (%)	Total N=Severe n (%)
Headache			
Pain			
etc.			

- * *For each preferred term, sort by most common event in descending order of incidence.*
- ** *Number of participants experiencing a certain severity of an adverse event where each participant is counted only once at highest level of severity.*
- *** *% of participants experiencing a certain severity of an adverse event*

This table can present severity of all adverse events sorted by preferred term in descending order of incidence as shown above; or adverse events related to the intervention as judged by the investigator; or treatment emergent events.

Study Name:

Principal Investigator:

Listing 1: Serious Adverse Events by Site

Data as of: _____

Date of report: _____

Site	Participant ID	Onset Date	Stop Date	Expected (Y/N)	Relationship to Intervention*	Outcome*	Description of SAE

* *Definite, Possible, Not Related*

** *Outcome:*

Recovered, without treatment

Recovered, with treatment

Still Present, no treatment

Still Present, being treated

Residual effect(s) present – no treatment

Residual effect(s) present- being treated

Subject died

Study Name:

Principal Investigator:

Listing 2: Deaths by Site

Data as of: _____

Date of report: _____

*

Site	Participant ID	Date of Death	Cause of Death	Relationship to Intervention*

Definite, Possible, Not Related

Study Name:

Principal Investigator:

Listing 3: Adverse Events by Site*

Data as of: _____

Date of report: _____

Site	Participant ID	Days on Intervention	Preferred Term	Relationship to Intervention**	Severity	Serious (Y/N)	Outcome***

* This listing can be sorted by Preferred Term or by Participant ID.

** Definite, Possible, Not Related

*** Outcome:

Recovered, without treatment

Recovered, with treatment

Still Present, no treatment

Still Present, being treated

Residual effect(s) present - no treatment

Residual effect(s) present - being treated

Participant died

Study Name:

Principal Investigator:

Table 12: Laboratory Test Results Summary*

Data as of: _____

Date of report: _____

-----Change from Baseline-----

* *Table may include lab test results that are clinically significant, as defined by the protocol, or ALL lab test results.*

Laboratory Test	Study Visits	N	Mean	SD	Min	Median	Max	N	Mean	SD	Min	Median	Max
Test 1	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												
Test 2	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												
Etc...	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												

Final format is determined by the DSMB.

Study Name:

Principal Investigator:

Table 12a- 12i: Laboratory Test Results Summary by Site*

Data as of: _____

Date of report: _____

-----Change from Baseline-----

Laboratory Test	Study Visits	N	Mean	SD	Min	Median	Max	N	Mean	SD	Min	Median	Max
Test 1	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												
Test 2	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												
Etc...	Screening												
	6 Months												
	12 Months												
	24 Months												
	36 Months												

* Table may include lab test results that are clinically significant, as defined by the protocol, or ALL lab test results.

** One table for each site.
Final format is determined by the DSMB.

Study Name:

Principal Investigator:

Listing 4: Clinically Significant Abnormal Lab Values by Site

Data as of: _____

Date of report: _____

Site	Participant ID	Visit	Age	Gender	Lab Panel	Lab Test	Result