

Template for essential information to be provided for proposals including clinical trials / studies / investigations

Document history	
Version 2016callsV1	September 2015
Modifications (compared to previous version):	Further (sub-)structuring of 1.2 'Study Design and endpoints' and 1.7 'Conduct' Addition of Annex 2: Mandatory deliverables for clinical studies Editorial changes and re-structuring.

This template only concerns you if your proposal contains a clinical trial/study/investigation! In the following, clinical trials/studies/investigations are collectively referred to as 'clinical studies'¹

Clinical studies have a number of methodological and regulatory specificities. Information on these issues is crucial for evaluators to assess the scientific quality of the proposal. The following guidance should help applicants to provide this essential information on clinical studies in a standardised format.

The use of this template is mandatory for all clinical studies¹ included in a proposal submitted to topics PM-01, PM-02, PM-06, PM-07, PM-08, PM-09, PM-10, PM-11 und HCO-07². For these topics, you will have the possibility to upload the completed template as a separate part of your application in the submission system.

For each clinical study performed within the scope of the proposal, information on the issues listed below should be provided, compiled into one single document per proposal based on this template³. Each section must be shortly and concisely described. **In case one or more issues do not apply to a particular study, please briefly explain/justify.**

When the requested information is currently not available (e.g. a clinical study is planned for a later stage of the project and will be based on data from previous studies) the source of required data should be provided and / or the selection of the applied methodology should be described.

Information provided in this template does not need to be repeated elsewhere in the proposal, but can be referred to.

¹ A 'clinical study' is defined for the purpose of this template as any clinical research involving a substantial amount of work related to the observation of, data collection from, or diagnostic or therapeutic intervention on multiple or individual patients. It includes but is not limited to clinical trials in the sense of the EU Clinical Trials Directive (2001/20/EC)

² For proposals containing clinical studies submitted to topics *not* listed here you may use the points listed below as an orientation and provide this information in section 1.3 ('Concept and approach') or in the relevant work package in section 3.1 ('Work plan – Work packages, deliverables and milestones') of part B of the proposal. If required, the table provided in section 1.9 of this template on unit costs can in this case be provided in section 3.4 ('Resources to be committed') of part B of the proposal.

³ If the proposal contains more than one clinical study, each study should be described in its own main chapter (1.1, 1.2, 1.3...; 2.1, 2.2...; 3.1... etc.) as indicated in the example below.

There are no page limitations applicable for this template, but explanations should be as concise as possible.

Information provided that is not in the scope of this template will not be taken in account for the proposal evaluation. No new chapters or additional annexes (containing e.g. complete study protocols) can be added to this template. Section headings should not be changed.

Ethical considerations have to be addressed in the respective separate section of the proposal. Similarly, risks and contingency plans have to be addressed in the respective section of the proposal (part B.3.2 and table 3.2.a) (not in this template!). If contingency plans are not outlined in the proposal (and the grant agreement), your grant agreement might be terminated and/or the EU contribution significantly reduced if a study cannot proceed as planned.

4 **mandatory deliverables** have to be implemented in the proposal for each clinical study included in the proposal. Further information on the mandatory deliverables can be found in Annex 2.

1 Clinical study No. 1

1.1 Identifier

Title, short title or unique identifier.

1.2 Study design and endpoints

1.2.1 Study design

Concise description of the selected study design.

1.2.2 Primary and secondary endpoint(s)

Description of the primary and secondary objectives (and how these objectives will be measured as endpoints/outcome measures).

1.2.3 Relevant guidance documents

References to guidance documents considered to be relevant for the study: e.g. guidelines from scientific societies (e.g. addressing standard-of-care) or regulatory bodies (e.g. from the European Medicines AgencyEMA) and HTA agencies. For example, for studies addressing development and optimisation of drug therapies, disease specific, general 'clinical pharmacology and pharmacokinetics' or methodological EMA 'Scientific guidelines' might have an impact on the later scientific/regulatory value and applicability of results.

1.3 Scientific advice / protocol assistance / communication with regulatory / competent authorities / ethics committees

If scientific advice/protocol assistance from a competent/regulatory authority has been requested, please provide the full text answer of the authority or a comprehensive summary in this section of the document. If the answer is not yet available provide an explanation of the current status. Please also include in this section any other relevant correspondence or minutes of meetings with regulatory

authorities or ethics committees such as requested or granted approvals of clinical trial applications. Clearly define the regulatory / ethical status and requirements for the study according to the national and EU regulations.

1.4 Subjects/population(s)

Definition of study population(s) by inclusion and exclusion criteria. Please discuss the potential inclusion of special populations, especially children and elderly (with defined age groups). If there populations are excluded, please justify.

Definition of sub-populations if subgroup analysis is intended.

1.5 Statistic analysis planning and power calculation

Definition and justification (power calculation) of sample size, definition of statistical methods and planning of statistical analysis.

1.6 Cumulative safety information

Concise information on safety and tolerability of study interventions: e.g. pre-clinical data from in-vitro or in-vivo studies; data from previous clinical studies; data from (pharmaco-)vigilance systems or other sources.

1.7 Conduct

1.7.1 Schedule for study conduct including timelines for key study milestones⁴

Please present in this section a (realistic!) planning of the schedule for the study conduct including provisions and timelines for ethics and further administrative approvals. As a minimum include realistic planning and timing for the key study milestones below. Dates for key study milestones are defined relative to the starting date of the project (i.e. month 1, month 6 etc.):

- First Patient (or study subject), First Visit (FPFV):
- Last Patient (or study subject), First Visit:
- Last Patient (or study subject), Last Visit:
- End of Study (including follow-up and data analysis):

1.7.2 Description of recruitment strategy

Description of the recruitment strategy including realistic estimates of the expected recruitment rate (subjects per month/per centre) based on available data or (realistic!) assumptions.

1.7.3 Assignment of intervention for controlled trial

Methods for allocation and blinding

⁴ Key study milestones will be scrutinised during the time course of the project. Significantly delayed key study milestones (e.g. FPFV) might lead to the termination of the grant agreement.

1.7.4 Study management, study monitoring, data and sample management

Please include a description of

- Planned strategy for study / trial management,
- Study monitoring plan (monitoring visits, level of source data verification, etc.)
- Adverse event reporting
- Data collection and management
- Sample management

1.7.5 Sponsor, coordinating centre(s) and committees

Please specify the trial sponsor. Specify the role of the coordinating centre(s) and different committees (as for example Data Safety Monitoring Board, Independent Data Monitoring Committee, etc.).

1.7.6 Study medication

If a study medication (investigational and non investigational medicinal products) is required, please provide information on whether manufacturing and / or labelling of the study medication is required and which plans and / or commitments are in place for this.

1.7.7 Clinical centres

Indicative list of clinical centres / recruitment centres planned to be involved in the clinical study.

1.8 Orphan designation

If orphan designation has been granted provide the reference of the Commission Decision. If orphan designation has been requested but not granted, provide an update on the current status.

1.9 'Unit costs per patient' for clinical trials / studies / investigations

[Commission Decision C\(2014\) 1393⁵](http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit%20costs_clinical_studies.pdf) authorises the use of unit costs for clinical studies. **The use of unit costs is an alternative to the use of actual costs. Its use is voluntary, i.e. each beneficiary can decide whether to be reimbursed on the basis of unit costs or of actual costs for a given clinical study.** Beneficiaries can use different forms of reimbursement (unit costs or actual costs) for different clinical studies. Costs that are covered by unit costs cannot be declared as actual costs. **If no beneficiary intends to use unit costs, this section of the template does not need to be completed!**

When a beneficiary intends to use unit costs, the **detailed and complete** calculation must be provided in Table(s) X.9 of this template (see below). The direct costs must be determined by estimating the resources used per task and per patient or subject and using its historical costs for these resources. The beneficiary must estimate the resources used specifically per patient for the conduct of the clinical study (i.e. personnel costs of doctors, other medical personnel and technical personnel; costs of medical equipment and costs of other service contracts) on the basis of the protocol for the clinical study. The resource estimate must be the same for all members of the consortium using unit costs in a particular study.

⁵ (http://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit%20costs_clinical_studies.pdf)

The beneficiary must use as historical costs the costs recorded in its certified or auditable profit and loss accounts for year N-1 (last closed financial year at the time of submission of the grant application). The amount of unit costs per patient is fixed in the grant agreement for the entire duration of the project, without adjustment for inflation.

For detailed information please refer to Annex 1 of this document and/or to Commission Decision C(2014) 1393

The resources and costs identified will be evaluated by independent experts as part of the evaluation of the proposal.

If unit costs are to be used, the estimation of resources and historical costs must be provided in the following table as part of this document.

Text in *blue font (examples)* must be replaced by concrete estimations of resources and historical costs.

Table X.9: Unit cost declaration for (identifier, see 1.1)

Task, Direct cost categories	Resource per patient	Costs in year N-1 Benef. ^a 1 (short name)	Costs in year N-1 Benef. ^a 2 (short name)
Task No. 1			
<i>Blood sample</i>			
<i>(a) Personnel costs: - Doctors</i>			
<i>- Other Medical Personnel</i>	<i>Phlebotomy (nurse), 10 minutes</i>	<i>8,33 EUR^b</i>	<i>11,59 EUR^b</i>
<i>- Technical Personnel</i>	<i>Sample Processing (lab technician), 15 minutes</i>	<i>9,51 EUR^b</i>	<i>15,68 EUR^b</i>
<i>(b) Costs of consumables:</i>	<i>Syringe</i>	<i>XX EUR</i>	<i>XX EUR</i>
	<i>Cannula</i>	<i>XX EUR</i>	<i>XX EUR</i>
	<i>Blood container</i>	<i>XX EUR</i>	<i>XX EUR</i>
<i>(c) Costs of the medical equipment:</i>	<i>Use of -80° deep freezer, 60 days</i>	<i>XX EUR</i>	<i>XX EUR</i>
<i>....</i>	<i>Use of centrifuge, 15 minutes</i>	<i>XX EUR</i>	<i>XX EUR</i>
<i>(d) Services</i>			

Task No. X			
...			
...			
Total amount:		XX EUR	XX EUR

^aBeneficiary, linked third parties or third parties contributing in kind to the clinical study: The estimated unit costs have to be presented per beneficiary, linked third party or third party contributing in kind to the clinical study. Please add columns for additional participants if needed.

^bCosts incurred in another currency shall be converted into Euro at the average of the daily exchange rates published in the C series of the Official Journal of the European Union (<https://www.ecb.int/stats/exchange/eurofxref/html/index.en.html>), determined over the corresponding year N-1. If no daily Euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding year N-1.

Direct costs of activities carried out centrally by one (or a limited number of) beneficiary/ies for all patients/study subjects (or the patients/study subjects at several beneficiaries), such as a site monitoring or trial insurance should be reimbursed based on actual costs.

2 Clinical study No. 2 (if applicable)

2.1 Identifier

Title, short title or unique identifier.

etc.

3 Clinical study No. 3 (if applicable)

Etc.

Annex 1: Method to determine the unit costs

(a) Personnel costs of medical and technical personnel directly assigned to the conduct of the clinical study

The amount of the unit cost component ‘personnel costs’ is determined for each task described in the protocol as follows:

*{Average hourly cost for **Doctors** X Estimated number of hours worked by doctors for each task described in the protocol and for each patient or subject*

*+ Average hourly cost for **Other medical personnel** X Estimated number of hours worked by other medical personnel for each task described in the protocol and for each patient or subject*

*+ Average hourly cost for **Technical personnel** X Estimated number of hours worked by technical personnel for each task described in the protocol and for each patient or subject}*

with

***Average hourly cost for Doctors** = Certified or auditable total personnel costs for Doctors for year N-1 / {1720 X number of full-time equivalent for the personnel category Doctors for year N-1}*

***Average hourly cost for Other medical personnel** = Certified or auditable total personnel costs for other medical personnel for year N-1 / {1720 X number of full-time equivalent for the personnel category Other medical personnel for year N-1}*

***Average hourly cost for Technical personnel** = Certified or auditable total personnel costs for technical personnel for year N-1 / {1720 X number of full-time equivalent for the personnel category Technical personnel for year N-1}*

and

***Total personnel costs** = Actual salaries + actual social security contributions + actual taxes and other costs included in the remuneration, provided they arise from national law or the employment contract or equivalent appointing act*

(see conditions set out in Article 6.1.A.1 of the model Horizon 2020 grant agreement).

The use of hourly costs determined according to another methodology, including according to the beneficiary's usual cost accounting practices, is not allowed.

(b) Costs of consumables specifically used for the conduct of the clinical trial

The amount of the unit cost component 'costs of consumables' is determined for each task described in the protocol as follows:

{Average price per item for the first category of consumables specifically used in the clinical study X Estimated number of items used for each task described in the protocol and for each patient or subject

+ Average price per item for the second category of consumables specifically used in the clinical study X Estimated number of items used for each task described in the protocol and for each patient or subject

+ *Average price per item for the third category of consumables specifically used in the clinical study X Estimated number of items used for each task described in the protocol and for each patient or subject*

+ *idem for each category of consumables specifically used in the clinical study}*

with

Average price per item for a category of consumables used in the clinical study = Certified or auditable total costs of purchase of the consumables in year N-1 for the category of consumables concerned / Total number of items purchased in year N-1 for the category of consumables concerned

and

Total costs of purchase of the consumables = Total value of the supply contracts (including related duties, taxes and charges such as non-deductible VAT) concluded by the beneficiary for consumables delivered in year N-1, provided the contracts were awarded according to the principle of best value for money and without any conflict of interests
(see conditions set out in Article 6.1.D.3 of the model Horizon 2020 grant agreement)

(c) Costs of the medical equipment specifically used for the conduct of the clinical study

The amount of the unit cost component ‘costs of medical equipment’ is determined for each task described in the protocol as follows:

{Average cost of depreciation and of directly related services for the first category of equipment specifically used in the clinical study per unit of use X Estimated number of units of use of the equipment for each task described in the protocol and for each patient or subject

+ *Average cost of depreciation and of directly related services for the second category of equipment specifically used in the clinical study per unit of use X Estimated number of units of use of the equipment for each task described in the protocol and for each patient or subject*

+ *Average cost of depreciation and of directly related services for the third category of equipment specifically used in the clinical study per unit of use X Estimated number of units of use of the equipment for each task described in the protocol and for each patient or subject*

+ *idem for each category of equipment specifically used in the clinical study}*

with

Average cost of depreciation and directly related services per unit of use = {Certified or auditable total depreciation costs in year N-1 for the category of equipment concerned + Certified or auditable total costs of purchase of services in year N-1 for the category of equipment concerned} / Total capacity in year N-1

and

Total depreciation costs = Total depreciation allowances as recorded in the beneficiary's accounts of year N-1 for the category of equipment concerned, provided the equipment was purchased according to the principle of best value for money and without any conflict of interests + Total costs of renting or leasing contracts (including related duties, taxes and charges such as non-deductible VAT) in year N-1 for the category of equipment concerned, provided they do not exceed the depreciation costs of similar equipment and do not include finance fees

(see conditions set out in Article 6.1.A.1 of the model Horizon 2020 grant agreement)

Total costs of purchase of services = Total value of the contracts concluded by the beneficiary (including related duties, taxes and charges such as non-deductible VAT) for services delivered in year N-1 for the functioning of the equipment, provided the contracts were awarded according to the principle of best value for money and without any conflict of interests

(see conditions set out in Article 6.1.D.3 of the model Horizon 2020 grant agreement)

Total capacity = Total time of use of the equipment expressed in hours, days or months and supported by evidence or the number of accesses to the equipment, for which supporting evidence may take the form of records or electronic log of units-of-access provision.

The total capacity must take due account of real constraints (e.g. opening hours), but must reflect the equipment full capacity and include any time during which the equipment is usable but not used or any unit of access available but not used.

(d) Costs of other specific contracts necessary for the conduct of the clinical study

The amount of the unit cost component 'costs of other specific contracts' is determined for each task described in the protocol as follows:

{Average cost of the first specific service necessary for the conduct of the clinical study per patient or subject

+ *Average cost of the second specific service necessary for the conduct of the clinical study per patient or subject*

+ *Average cost of the third specific service necessary for the conduct of the clinical study per patient or subject*

+ *idem for each specific service necessary for the conduct of the clinical study}*

with

Average cost of a specific service per patient or subject = Certified or auditable total costs of purchase of a service in year N-1 for the category of specific services necessary for the conduct of clinical studies / Total number of patients or subjects included in the clinical studies for which the specific service was delivered in year N-1

and

Total costs of purchase of a service = Total value of the contracts concluded by the beneficiary (including related duties, taxes and charges such as non-deductible VAT) for the specific service delivered in year N-1 for the conduct of clinical studies, provided the contracts were awarded according to the principle of best value for money and without any conflict of interests

(see conditions set out in Article 6.1.D.3 of the model Horizon 2020 grant agreement)

(e) Indirect costs

The amount of the unit cost component 'indirect costs' is determined for each task described in the protocol by applying a flat rate of 25 % of the sum of the unit cost components referred to in points (a), (b) and (c) above (excluding the unit cost component referred to in point (d) above and the costs of resources made available by third parties which are not used on the premises of the beneficiary, as well as financial support to third parties, as set out in Article 29(1) of Regulation (EU) No 1290/2013).

Annex 2: Mandatory deliverables for clinical studies

The following mandatory deliverables have to be implemented in the proposal for each clinical study:

1. 'First study subject approvals package'

(prior to enrolment of first study subject):

- a. Final version of study protocol as approved by first regulator / ethics committee(s) (no need to change deliverable if later amendments)
- b. Registration number of clinical study in a WHO- or ICMJE- approved registry that also allows later posting of study results.
- c. Approvals (ethics committees and national competent authority if applicable) required for invitation / enrolment of **first** subject in at least one clinical centre

2. 'All approvals package'

(for clinical studies including more than one study site)

All approvals from ethics committees and national competent authorities (if applicable) of all study sites once the last approval has been received.

3. 'Midterm recruitment report'

Deliverable to be scheduled for the time point when 50% of the study population is expected to have been recruited. The report shall include an overview of recruited subjects by study site, potential recruiting problems and, if applicable, a detailed description of implemented and planned measures to compensate delays in the study subject recruitment.

4. 'Report on status of posting results'

Report on the status of posting results in the study registry/ies (including timelines when final posting of results is scheduled after end of funding period). To be

scheduled for the time of expected results posting or for the last months of the project, whichever comes earlier.