January 2022

RE: Implementation of the EU Clinical Trial Regulation No 536/2014 ("CTR")

To Whom it may concern,

In order to facilitate the submission of clinical trials for review and approval under the CTR, UZ Leuven has implemented the following **process changes for clinical trials with a non-academic sponsor**:

1) Within 2 business days following trial registration through the digital registration form (available on the CTC website https://www.uzleuven.be/en/register-clinical-study-clinical):

   - UZ/KU Leuven's Clinical Trial Center (CTC) will assign an internal UZ Leuven reference number for the trial (S-number) and will validate the trial for submission to the Belgian Federal Agency for Medicines and Health Products (FAMHP), provided that:
     - all the required information is provided on the digital registration form, and
     - a final protocol, a draft contract (ideally based on the Pharma.be/RUZB template) and a prefilled written statement (already signed by the UZ/KU Leuven Principle Investigator) is uploaded along with the completed registration form
   - The sponsor/CRO will receive an email communication including the following information:
     - the assigned unique, internal UZ/KU Leuven S-number for the trial which is to be referenced on all future correspondence with UZ/KU Leuven
     - the duly signed "written statement", confirming the feasibility of the project in UZ Leuven
     - stipulation of requirements that need to be in place in order to start the trial in UZ Leuven; including but not limited to, a duly completed GDPR questionnaire and duly completed submission forms for all supporting departments involved in the trial[1];

2) Upon receiving the above referenced email communication, the sponsor/CRO can submit the trial for regulatory and ethical review through EMA's Clinical Trial Information System (CTIS). In parallel, UZ/KU Leuven will perform its internal review (see below) and will work with the sponsor/CRO to review and finalize the contractual documents (including the trial budget).

3) In order to start the trial in UZ Leuven, the sponsor of the clinical trial will (in addition to having finalized and executed the above-mentioned contractual documents) be required to provide the final protocol and the final approved informed consent form along with a screenshot of the CTIS-

[1] GDPR questionnaire available at https://www.uzleuven.be/nl/clinical-trial-center/ctc-gdpr-questionnaire and submissions forms for supporting departments available at https://www.uzleuven.be/nl/clinical-trial-center/documenten-en-procedures

portal, confirming the trial has received full regulatory and ethical approval. These documents must be uploaded through the UZ Leuven CTC website.

Please note **our internal review process remains unchanged**:

- Input from the sponsor, the Investigator and concerned supporting departments (e.g. hospital pharmacy, lab, pathology, radiology department etc.) will still be required to complete the internal financial review.
- The contractual documents can only be finalized upon agreement of both the legal and financial terms. Using the Pharma.be clinical trial agreement (CTA) template, or a pre-agreed template between UZ/KU Leuven and the sponsor, will significantly reduce the timelines for contract review and ultimately, trial start-up.
- All clinical trials require full regulatory and ethical approval prior to start of the trial. Formal green light for trial start-up is issued by the CTC and triggers internal processes to enable UZ/KU Leuven to fulfill its regulatory obligations, including those related to the General Data Protection Regulation (GDPR).

It should be noted that UZ/KU Leuven's start-up process is highly dependent on complete, accurate and timely input and feedback from multiple parties. A joined collaborative effort is required from sponsors, investigators, study teams, supporting departments, legal advisors, contract managers, financial analysts, other 3rd parties etc. to quickly and efficiently process your project from trial registration through trial start-up in compliance with applicable regulatory requirements and quality standards.

For information regarding the status of your project, please consult with your UZ/KU Leuven study team, who has the ability to monitor the project as it moves through our internal review flow.

Sincerely,

UZ Leuven CTC Team