

Model Clinical Trial Agreement (mCTA) and Clinical Research Organisation Model Clinical Trial Agreement (CRO-mCTA)

Guidance

March 2020

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Introduction

The first model clinical trial agreement (“mCTA”) for pharmaceutical research was drawn up and published by the Department of Health and Social Care and The Association of the British Pharmaceutical Industry (ABPI) in 2003, with the intention that a template agreement would make the contracting process more straightforward and efficient.

Since 2003, the mCTA has been refined and developed to take account of a changing regulatory regime and clinical trial environment. The first version of the clinical research organisation model clinical trial agreement (“CRO-mCTA”) was published in 2007 and this was updated in 2011, in line with the 2011 version of the mCTA. Both mCTA and CRO-mCTA were updated again in 2018, with the most significant update being the replacement of four UK nation-specific templates with a single template applicable to all four UK nations. More information about the development of the mCTA and CRO-mCTA (the “mCTAs”) is provided below.

The mCTAs have been developed through consultations between the various stakeholder groups, including representatives from the Department of Health and Social Care, the Health Research Authority, the National Institute for Health Research, the Medical Research Council, the Devolved Administrations, the NHS, life sciences trade associations and national and global heads of research from bio-pharmaceutical companies and clinical research organisations.

The mCTAs have been devised to meet the needs of the companies Sponsoring clinical trials and clinical research organisations managing sites and to reflect the duty of care that Participating Organisations have for their patients.

This guidance provides an introduction to the mCTAs, outlining when and how they should be used, as well as providing an overview of the changes made in March 2020 to update the mCTAs and summarising some of their key provisions.

mCTA and CRO-mCTA – Background

The mCTA was published by the Department of Health and the ABPI in 2003.

The mCTA was updated in 2006 to take into account the introduction of the EU clinical trials directive and the directive on good clinical practice in pharmaceutical research.

Versions of the mCTA were also created for use in Northern Ireland, Scotland and Wales.

The first CRO-mCTA was published in 2007. Based on mCTA 2006, it allowed unmodified use of a template agreement in circumstances where a CRO undertook site management responsibilities and allowed for the division of responsibilities between Sponsor and CRO to be set out.

A further update, to both the mCTA and CRO-mCTA, took place in 2011. Modifications were made in two areas only: clarification that universities employing staff involved in contract clinical trials at Participating Organisations are classed as agents of the Participating Organisation; and anti-bribery and corruption provisions were included.

The 2018 model was the fourth version of the mCTA, and the third version of the CRO-mCTA, and was influenced by the work of the Ministerial Industry Steering Group (MISG), a body which brings together government and the bio-pharmaceutical industry.

In 2016, the MISG Clinical Research Working Group (CRWG) recognised the need to enhance further the UK's position as a great place to do commercially-funded research. Following feedback from NHS stakeholders and industry partners, it was decided to develop UK-wide mCTAs as well as bringing the mCTAs up-to-date with current practice, regulations and changes in the regulatory environment.

The current versions of the mCTA (March 2020) build upon the previous versions and reflect significant engagement with both NHS and commercial stakeholders. The most substantial changes take account of the introduction of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The mCTAs now form GDPR Article 28(3) compliant data processing agreements, as well as incorporating provisions for the transfer of Personal Data and/or pseudonymised data. It is anticipated that the mCTAs will be kept under ongoing review.

Summary of Key Changes in March 2020

Investigational Medicinal Products and other Investigational Drugs are now separately defined and separately dealt with.

Clause 2.1: now extends beyond the Participating Organisation procuring the services of the Principal Investigator, to also procuring the services of sub-investigators and other personnel.

Clause 2.3: now obliges the Participating Organisation to notify the Sponsor/CRO if the Principal Investigator is erased from the medical register (or equivalent UK professional register, where the Principal Investigator is not a medical doctor) or is otherwise sanctioned by an applicable regulatory or other governmental authority.

Clause 2.6: has been added to represent that the Participating Organisation will support the Principal Investigator in timely completion of case report forms.

Clauses 3.2. and 3.3: now oblige the Participating Organisation to ensure that the Principal Investigator and personnel will comply with all relevant law and guidance. The

Bribery Act 2010 has been added to the non-exhaustive list of laws with which the parties are required to comply.

Clause 3.7.1(c): no longer obliges Sponsors to provide Participating Organisations with copies of annual safety reports.

Clause 3.7.1(e): has been agreed with the MHRA GCP Inspectorate to oblige the Sponsor to provide any ongoing safety and toxicology data updates to the Principal Investigator immediately, to ensure the safety of clinical trial subjects in Phase I clinical trials.

mCTA Clause 4.4.1 (CRO-mCTA Clause 4.5.1): has been modified to reflect the fact that consent will not be obtained from, or on behalf of, all participants in clinical trials (e.g. patients lacking capacity, in emergency settings).

mCTA Clause 4.4.2 (CRO-mCTA Clause 4.5.2): has been updated to require that disclosures of financial interest and arrangements are updated as necessary.

mCTA Clause 4.12 (CRO-mCTA Clause 4.13): has been updated to allow the Sponsor/CRO and Participating Organisation to agree whether the recruitment target relates to clinical trial subject(s) enrolled, dosed or randomised and whether this target is a minimum or set target.

Clause 5.2: clarifies that a party's liability for death or personal injury is not restricted or excluded by the agreement if arising from wilful misconduct.

Clause 5.6 and 5.6.1: now require that the Participating Organisation will maintain its membership of the relevant NHS clinical negligence indemnity scheme(s) for the duration of the clinical trial and provide evidence to this effect to the Sponsor/CRO upon request.

Clause 6: has been substantially redrafted to take account of GDPR and the Data Protection Act 2018.

Clause 8.4: has been updated to specify that clause 8 remains in force without time limit for Personal Data.

mCTA Clause 11.4 (CRO-mCTA Clause 11.5): the previous obligation on the Participating Organisation, to procure that the Principal Investigator assigns any arising intellectual property rights to the Sponsor, has been extended to procure that any agent of the Participating Organisation does the same.

Clause 14.1.2: has been simplified without modifying its meaning.

Clause 14.7: has been modified to clarify that some confidential information, including that within the investigator file, must be retained by the Participating Organisation.

Clause 16.1: Clause 16 has been added to the list of clauses in the agreement that will prevail over the Protocol in the case of inconsistency, thereby ensuring that the order of precedence set out in the agreement has precedence over any contradictory statement in the Protocol.

Clause 20.1: has been modified to include reference to the Contract (Third Party Rights) (Scotland) Act 2017, which is applicable when the Participating Organisation is established in Scotland.

Appendix 6, Clause 4.4 of the 2018 mCTAs has been removed. This recognises that whilst an audit trail should be maintained it is not in all cases acceptable to maintain the original title, coding or acronym assigned to material (e.g. when data minimisation principles call for further pseudonymisation or anonymisation).

Appendix 8 (mCTA) / Appendix 9 (CRO-mCTA): an additional appendix has been included to allow for provision of evidence from the sponsor that they have formally authorised an affiliate to sign the Agreement on their behalf and thereby bind them as a Party to the Agreement. Where this is not the case, the appendix should be deleted. If the Sponsor has formally authorised the CRO to act in this manner, the evidence of this formal authorisation should be incorporated in Appendix 8 of the CRO-mCTA.

Structure of the Guidance

This guidance is in two parts:

1. Section 1 provides an overview of how the mCTAs should be used.
2. Section 2 is an overview of some of the provisions within the mCTAs.

1. Section 1: Use of the mCTAs

1.1 What are the mCTAs?

The mCTA is the standard form contract for use by industry Sponsors and NHS organisations running contract clinical trials.

The CRO-mCTA is the standard form contract used by industry Sponsors, the clinical research organisation separately contracted by them to undertake site management responsibilities, and NHS organisations running contract clinical trials.

Contract clinical trials are industry-Sponsored trials in which NHS patients receive Investigational Medicinal Products (“IMPs”) under the duty of care of NHS hospitals.

All references in this guidance to “clinical trial” should be read as a reference to a contract clinical trial.

1.2 When should the mCTAs be used?

The mCTA is intended to be used for all phases of contract clinical trials, including Phase I trials, but should not be used for Phase I trials in healthy volunteers.

The CRO-mCTA is intended to be used as above but where, in addition, the Sponsor has contracted with a clinical research organisation to be responsible for

aspects of trial management at site. Where the CRO-mCTA is used, it forms a tripartite agreement between the Sponsor, CRO and NHS organisation.

The mCTAs are not for use in non-commercial studies funded or Sponsored by charities, government departments or Research Councils, whether or not such studies involve NHS patients and whether or not they are carried out by NHS organisations. The Model Agreement for Non-Commercial Research in the Health Service ([mNCA](#)) or [non-commercial Organisation Information Document](#) (as appropriate) should be used for this purpose.

The mCTAs are not for use between the collaborating organisations in collaborative clinical research trials. Such studies should be contracted using the Model Agreement for Collaborative Commercial Clinical Research Conducted by Companies in the Pharmaceutical and Biotechnology Industries, Universities and NHS Organisations ([MICRA](#)).

The mCTAs are not designed for the purposes of any Contract Clinical Trials (Phases I to IV) performed by private institutions with patients recruited independent of their treatment within the NHS.

The mCTAs are not for use in primary care situations. Such studies should be contracted using the Primary Care model Clinical Trial Agreement. Details can be found on the IRAS website.

The mCTAs are not for use in investigator-initiated trials. The Model Agreement for Non-Commercial Research in the Health Service ([mNCA](#)) should be used for this purpose.

1.3 Modifications of the mCTAs

The mCTAs have been developed through negotiation and discussion between a wide stakeholder group.

Prior to execution of a clinical trial agreement, it is necessary for trial-specific information to be appended to, or options selected within, the mCTAs. The information required/options are identified on the front page of the mCTAs (and throughout the mCTAs in **yellow highlight**). Other than the need to add/select information as specified, it is strongly recommended by all the UK Health Departments that the mCTAs should be used without modification.

In England and Wales, NHS organisations are required to use only an unmodified mCTA or CRO-mCTA (as appropriate and applicable). In exceptional circumstances this requirement may be waived by the letter of HRA and HCRW Approval for the study, but Sponsors should be aware that this process may cause significant delay and does not oblige NHS organisations to agree the modified agreement. Unmodified use is strongly recommended.

2. Section 2: Guidance on the Provisions in the mCTAs

2.1 Contracting Parties

In order to comply with research and clinical governance requirements and expectations, and to establish the correct lines of accountability for clinicians practising in the NHS, all contract clinical trials must be governed by contracts between the Sponsor and the Participating Organisation responsible for the research site. This remains the case even when, for example, the investigator is employed by a university and holds an honorary contract with the Participating Organisation.

Where a Sponsor has legally delegated to a corporate affiliate of the Sponsor the power to contractually bind the Sponsor by signing the Agreement on its behalf, evidence of this delegated authority should be attached as Appendix 8 of the mCTA or Appendix 9 of the CRO-mCTA. This evidence is required by the NHS as an assurance that the delegated entity is empowered by the Sponsor to sign on behalf of the Sponsor and thereby bind the Sponsor as Party to the agreement.

Where a Sponsor is not established in the EEA, their Legal Representative within the EEA should be named in the recitals of the agreement but will not be a separate signatory or party to the agreement in their capacity as Legal Representative.

Where the Sponsor has contracted a CRO to manage aspects of the clinical trial, the CRO should be a party to the contract and the separation of responsibilities between the Sponsor and CRO should be set out clearly, including evidence of the delegated activities appended at Appendix 8 of the CRO-mCTA. If the CRO has been legally empowered by the Sponsor to sign on behalf of the Sponsor to bind the Sponsor as party to the agreement, this should be clearly evidenced in this appendix.

Participating Organisations have an obligation to inform medical academics' substantive employers, which are usually universities, about clinical trials in which they are to take part.

The mCTAs should not be modified to form a tripartite agreement with an academic institution as a third party. In the event that a Sponsor has engaged a Contract Research Organisation to recruit and manage trial sites, the CRO-mCTA should be used.

In no case should a clinical trial Sponsor enter into a contract with an individual employee of either a Participating Organisation or a university in a personal capacity to undertake a clinical trial involving NHS patients.

2.2 Clause 2: Principal Investigator and Personnel

The Principal Investigator is not to be a signatory to the mCTAs. Clause 2 makes clear the obligation of the Participating Organisation to procure the performance of the Principal Investigator with respect to the Participating Organisation's obligations under the Agreement. In the March 2020 version, this obligation now extends to procuring the services of Sub-Investigators and other personnel. The

mCTAs do not seek to amend the well-understood and established obligations of Principal Investigators. Participating Organisations should bring these responsibilities to the attention of Principal Investigators in the course of research governance training.

As the obligations of the Participating Organisation will be fulfilled through the work of the Principal Investigator, it is important that the Participating Organisation incorporates the obligations of the Principal Investigator and other investigators set out in the mCTAs, into a separate agreement (in a form that is at the discretion of the Participating Organisation) between the Participating Organisation and the Principal Investigator.

It is prudent for the clinical trial activities to be included in the work plans of the Principal Investigator and any Sub-Investigators. The Participating Organisation may seek assurances from the Principal Investigator and any Sub-Investigators to satisfy the conditions of the mCTAs.

2.3 Clause 2.5: Attendance at Investigator Meetings and Reimbursement of Expenses

Clause 2.5 sets out an obligation on the Principal Investigator and/or the personnel to attend meetings reasonably requested by the Sponsor (or CRO). It should be noted that no compensation will be paid for attendance at such meetings and any expenses incurred will be paid at the rate of fair market value, subject to documentation evidencing the expenses incurred being in sufficient detail to for the Sponsor's financial reporting purposes (or those of the CRO, as applicable), provided that this is not overly burdensome for the Participating Organisation.

2.4 Clause 3.2 and 3.3: Governance

These Clauses set out the minimum compliance requirements for the conduct of trials, including in respect of European law and investigational new drug (IND) in respect of trials conducted by US companies. However, it is essential that Sponsors (or CROs, where applicable) notify Participating Organisations of specific requirements that relate to the performance of trials and that arise from such laws.

2.5 Clause 3.3.7: WHO Ethical Principles

This reference to the WHO Ethical Principles is intended for use where the clinical trial involves transplantation of human cells, tissue or organs. It is an optional reference to be deleted if not applicable to the Clinical Trial.

2.6 Clause 3.7.1: Adverse Event Reporting

To facilitate use of the mCTAs for Phase I trials in NHS patients, clauses setting out obligations in relation to adverse event reporting have been included. These clauses will only be applicable where the Clinical Trial is a Phase I Clinical Trial but should not be deleted if not applicable. Note: The mCTAs should not be used for Phase I trials involving healthy volunteers.

2.7 mCTA Clause 4.7 (CRO-mCTA Clause 4.8): No Supply of Investigational Drugs Supplied by the Sponsor (or CRO) Prior to Approval

Clause 4.7 now requires Sponsors (and CROs, as applicable) to delay supply of investigational drugs supplied by the Sponsor (in addition to the previous requirement in relation to supply of the IMPs), to the relevant site(s), until all regulatory and ethics approvals have been obtained. There is an obligation on the Participating Organisation to ensure that no non-routine clinical interventions mandated by the Protocol take place before receipt of final, written ethical and regulatory approval.

2.8 mCTA Clause 4.12 (CRO-mCTA 4.13)

Reflecting different types of clinical trial and differing Sponsor requirements, mCTA 4.12 (CRO-mCTA 4.13) now requires that the Sponsor specifies whether the local recruitment target should be expressed as number(s) enrolled, dosed or randomised. Enrolled means that the clinical trial subject has consented to be a participant in the clinical trial. Dosed means that the clinical trial subject has received their first dose of Investigational Drug. Randomised means that the clinical trial subject has been randomised to an arm of the study, or equivalent, in accordance with the Protocol.

2.9 mCTA Clause 4.13.2 (CRO-mCTA 4.14.2): Enrolment Targets

mCTA Clause 4.13.2 (CRO-mCTA Clause 4.14.2) makes clear that payment will only be made for patients who have been enrolled into the clinical trial prior to the date of receipt of the notice.

2.10 mCTA Clause 4.14 (CRO-mCTA Clause 4.15): Access, Research Misconduct and Regulatory Authorities

Reflecting the strict regulatory environment faced by Sponsors (and CROs), representations have been included to confirm that the Participating Organisation is unaware of any restriction on the Principal Investigator or the personnel that would prevent that (those) individual(s) from having a role in the clinical trial. The March 2020 version clarifies that the representation made by the Participating Organisation must be made only after reasonable due diligence on its part to ensure that the Sponsor may take adequate assurance from this representation.

Detailed provisions covering the Sponsor's (and CROs) access to the premises/site and handling of possible misconduct have been agreed and these include various reporting requirements.

2.11 mCTA Clause 4.14.9(a) (CRO-mCTA 4.15.9(a)): Archiving

This sub-clause allows for circumstances in which archiving is arranged on behalf of the Participating Organisation, as well as where the archiving is arranged by the Participating Organisation itself. Costs associated with archiving may be reimbursed by the Sponsor (or CRO, where applicable), provided that those costs are reasonable, agreed in advance and set out in the financial schedule.

2.12 **mCTA Clause 4.14.10 and 4.14.11 (CRO-mCTA Clauses 4.15.10 and 4.15.11): Use of Material**

The mCTAs define “Material” as “...any clinical biological sample, or portion thereof, derived from Clinical Trial Subjects, including information related to such material, analysed by the Participating Organisation in accordance with the Protocol, or otherwise supplied under Appendix 6 to the Sponsor or its nominee.” mCTA Clauses 4.14.10 and 4.14.11 (CRO-mCTA 4.15.10 and 4.15.11) distinguish between the situations where a Participating Organisation analyses material, and situations where a Sponsor takes that responsibility and it is carried out either in the Sponsor’s own laboratory or through a third party laboratory.

mCTA Clause 4.14.10 (CRO-mCTA 4.15.10) should be deleted where no analysis of material will take place at the Participating Organisation.

mCTA Clause 4.14.11 (CRO-mCTA 4.15.11) should be deleted where no transfer of material from the Participating Organisation will take place for analysis by the Sponsor or their nominee.

Both clauses should remain where analysis of material will be undertaken by the Participating Organisation and by the Sponsor or their nominee.

Appendix 6 sets out general responsibilities with respect to the handling and use of material transferred to the Sponsor (or their nominee) by the Participating Organisation, applicable to both parties and is applicable only where clause mCTA 4.14.11 (CRO-mCTA 4.15.11) applies. Otherwise, it should be deleted.

Additional requirements relating to the use of Material in any specific Clinical Trial are also captured in the Integrated Research Application System (IRAS) application required to obtain approval for the Clinical Trial. Sponsors and Participating Organisations (and CROs, where applicable) are strongly encouraged to review both the IRAS question relating to use of Material and Clinical Trial Subjects in order to determine the feasibility (or otherwise) of use/participation in multiple Clinical Trials, as well as the accompanying notes which place restrictions on the use of Material.

2.13 **Clause 5: Liabilities and Indemnities**

It is essential that Sponsors and Participating Organisations (and CROs, where relevant) indemnify each other for any liabilities other than those covered under the ABPI Indemnity Agreement, in case participation in a clinical trial results in damage to a party’s property and facilities. Hospitals’ non-clinical liabilities in relation to research are not usually covered by existing NHS litigation schemes and it is unlikely that their management would authorise the taking on of unquantified and potentially unlimited liabilities, such as might arise from an intellectual property rights claim.

The liabilities of Participating Organisations to Sponsors (and CROs, where applicable) have been capped at two different levels depending on the nature of the breach. The first cap, covering (a) wilful and/or deliberate breaches of the agreement and (b) any breach related to Clauses 6, (Data Protection), 7 (Freedom of Information), 8 (Confidential Information), 10 (Publications) and

11 (Intellectual Property), provides for the Participating Organisation's liability to be limited to a maximum of twice the value of the agreement. The agreement value is the total payment due to be made by the Sponsor (or CRO, as applicable) to the Participating Organisation, if the target number of patients is recruited. The second cap covers all other breaches of the agreement by the Participating Organisation and limits the Participating Organisation's liability to the maximum value of the contract.

While for a number of types of possible breaches these provisions might not fully compensate the Sponsor (or CRO) for their loss, it is considered that the risk of paying compensation on this basis provides an additional incentive for Participating Organisations to take every reasonable precaution to prevent a breach of the agreement. These precautions could include: (i) having in place robust research governance arrangements; (ii) instituting training programmes for researchers undertaking commercial trials; (iii) emphasising to staff the importance of protecting the integrity of Sponsors' (and CROs) confidential information; and taking disciplinary action in the event of a wilful or reckless breach of the provisions of clinical trial agreements.

Under the Medicines for Human Use (Clinical Trials) Regulations 2004, Sponsors are not required to take out clinical trials insurance, but Participating Organisations will wish to be assured either that sufficient insurance cover has been purchased, or that the Sponsor has provided an indemnity covering potential liabilities to clinical trial subjects participating in the relevant clinical trial. Research ethics committees that provide an opinion on the trial proposal, may therefore take a view, in relation to the risks posed by a specific clinical trial, as to the indemnity and/or the adequacy of the Sponsor's clinical trials insurance.

2.14 **Clause 6: Data Protection**

The mCTAs include general provisions related to compliance with the relevant data protection laws and guidance. It is noted that in addition to compliance with legislation, Sponsors (and CROs) are also required to comply with NHS-specific data protection guidance. Oversight of this compliance is provided through the clinical trials approval process which includes a review of the mechanisms for protecting personal data.

Clause 6.2 constitutes a GDPR Article 28(3)-compliant data processing agreement between Sponsor, as controller of Personal Data processed for the purpose of the clinical trial, and the Participating Organisation, as processor of the Sponsor for this purpose.

Clause 6.2.6 should set out the position of the Sponsor on the use of Participant Identification Centres (PICs) in the clinical trial and, where their use is permitted, whether the Participating Organisation may engage PICs under the general written authorisation of the agreement or only with specific written authorisation from, or on behalf of, the Sponsor.

Clause 6.3 provides for the sharing of Personal Data and or the pseudonymised data of data subjects and provides the Participating Organisation with assurances as to safeguards enacted by, and/or on behalf of, the Sponsor to protect this data and handle it in an appropriate manner.

2.15 **Clause 7: Freedom of Information**

This Clause imposes obligations on Participating Organisations to take timely action to inform Sponsors (and CROs, as applicable) about requests for information, consult fully with them about disclosure, and inform them, where reasonably practicable, in a timely way of any plans they may have to disclose information against the wishes of a Sponsor.

2.16 **Clause 10: Publications**

The mCTAs recognise that Participating Organisations have a responsibility to ensure appropriate publication and dissemination of clinical research for the benefit of patients and their peers. Publication should be done in an orderly way, usually in compliance with the publication policy set out in the Protocol, provided such policy is consistent with the Joint Position as defined in the mCTAs.

This Clause sets out conditions governing the way that individual investigators should prepare their publications, and the opportunities they should allow Sponsors to comment on them. It also specifies the window of opportunity available to Sponsors in which they can protect proprietary information. It was drafted to ensure that publications based on limited and perhaps unrepresentative data from one or a limited number of sites do not inadvertently misrepresent results, by requiring that the principal report(s) of each clinical trial is (are) published before articles based on subsets of the data.

The terms of the mCTAs allow publication of data derived from the Participating Organisation after the multi-centre publication and subject to the terms of Clause 10.

2.17 **Clause 11: Intellectual Property (IP)**

Four core principles underlie the mCTAs' IP clauses. First, each party retains ownership of any pre-existing IP or know-how owned by it or licensed to it. Second, any IP or know-how generated at the Participating Organisation that relates to the clinical trial, the IMP or the Protocol (excluding any clinical procedure or related improvements) is the property of the Sponsor. Third, clinical procedures and related improvements are the property of the Participating Organisation and, depending on the inventor's employer (hospital or university), could be protected accordingly. Four, the Participating Organisation also has the right to use know-how gained during the trial in its normal activities, provided it does not result in disclosure of the Sponsor's confidential information. These provisions are designed to protect the Sponsor's IP and give it ownership of anything derived from it, while allowing the investigator's employer to protect and exploit clinical procedures and related improvements, and to use know-how generated while the Clinical Trial is being undertaken.

Example 1

If an investigator, supplied with information in the investigator brochure about the characteristics of a new drug, identified a possible role for the drug in a different disease, or a potentially more effective combination with a second drug, the rights to that IP would lie with the Sponsor.

Example 2

If a Protocol specified that a certain type of CT scan should be taken, and while analysing the scan, an employee of the Participating Organisation developed a new method of analysing CT scans, the rights to that IP would lie with the Participating Organisation.

Example 3

A Sponsor supplies a case report form for use by an investigator for the Sponsor's clinical trial. In the course of carrying out the Sponsor's clinical trial, the investigator develops, for his/her own convenience and without being requested to or paid to by the Sponsor, a novel database on which to manage the trial subject data. The rights to that IP would lie with the employer of the investigator.

The terms of the mCTAs do not give the Sponsor rights to all IP generated by employees of the Participating Organisation either in the course of the clinical trial or in the field of the clinical trial.

2.18 Clause 12.6: Longstop dates

It is noted that the Sponsor (or CRO, as applicable) has a right to refuse payment of invoices which are not dated within 60 days of site close out (or within 60 days of the Sponsor providing final invoicing data, if that data is requested within 45 days of the site close out).

2.19 Clause 12.7: Payment Terms

The mCTAs provide a payment term of 45 days. Sponsors, CROs and Participating Organisations are strongly advised that this payment term should not be revised with respect to any specific Clinical Trial. This payment term represents a balance between the financial processes of Participating Organisations and those of Sponsors and CROs.

2.20 Clause 16.1: Order of Precedence

In most respects, the terms of the Protocol will prevail over the other terms of the mCTA. However, in respect of six important Clauses: 5 (Liabilities and Indemnities), 6 (Data Protection), 7 (Freedom of Information), 8 (Confidentiality), 10 (Publications), 11 (Intellectual Property) and 16 (Agreement and Modification), the terms set out in the mCTAs will prevail.

2.21 Clause 16.3: Changes to the Protocol

The procedure to be followed when changes are made is set out in Clause 16.3 and if the change requires a revised financial schedule, this should be agreed, signed by the Parties and attached to the Agreement. Amendments requiring changes to the financial schedule should not be delayed until contract variation is completed. Instead, amendments should be implemented in a timely manner whilst good faith negotiation between the parties continues to finalise and agree the variation.

2.22 **Clause 17: Force Majeure**

The parties will agree a reasonable time limit after which delays due to an act of God etc., affecting one party's performance of their duties, allow the unaffected party to terminate the contract.

2.23 **Clause 18.1.1: Notices**

It is permitted to serve notice by email, at the discretion of the Sponsor, as set out in this clause.

2.24 **Clause 19: Dispute resolution**

Under the mCTAs, the parties are required, in the first instance, to attempt to resolve any dispute through discussion between senior managers which, if unsuccessful, may proceed to mediation. An informal local procedure is specified, escalating, if necessary, through more formal processes. If mediation fails, the parties can take the dispute to the courts of the jurisdiction in which the Participating Organisation is constituted.

2.25 **Clause 20.4: Governing Law and Jurisdiction**

The Governing law of the mCTA and CRO-mCTA is determined by reference to the nation of the UK within which the Participating Organisation is constituted.

2.26 **Clause 20.5: Counterparts and Signatures**

The signatories to the mCTA and CRO-mCTA will be the authorised representatives of the Sponsor and the Participating Organisation (and CRO, where applicable). Likewise, in the case of the Participating Organisation, the signatory must also have legal authority to bind it. This might be the Chief Executive, the Director of R&D or the Director of Finance. In the case of the Sponsor, if the Sponsor has formally delegated authority to contractually bind it to a corporate affiliate of the Sponsor, this should be evidenced at mCTA Appendix 8 (CRO-mCTA Appendix 9). In the case of CRO-mCTA, if the Sponsor has formally delegated authority to the CRO to sign the Agreement and thereby bind the Sponsor as a Party to the Agreement, this should be evidenced in Appendix 8 of CRO-mCTA.

The mCTAs allow for execution to be through use of an electronic signature and for execution to be via counterparts.

Sponsors, CROs (as applicable) and Participating Organisations are encouraged to discuss execution arrangements early in the finalisation process in order to determine the most appropriate arrangements for all parties.

2.27 **Appendix 1**

The milestones included in this appendix are by way of example and the parties may jointly amend the list as they see fit. It is noted that the target dates should be determined in relation to individual sites and not in relation to the relevant clinical trial as a whole. Timelines will require early negotiation involving the Principal

Investigator and the Sponsor (and the CRO, where applicable). It will be particularly important that they are realistic with respect to the date that the protocol will be finalised, and should build in as footnotes, contingency plans for changes in the event that there is delay in, for example, regulatory or ethics committee approval. The shared responsibilities indicated on the table in Appendix 1 show that the timing of some events is dependent on good co-ordination between the parties in, for example, scheduling all participants' availabilities for the initiation visit.

2.28 Appendix 2: ABPI Clinical Trial Compensation Guidelines 2015 and Appendix 3: Form of Indemnity

Both appendices are the current ABPI documents and no proposed modifications to either will be accepted.

2.29 Appendix 4

The financial arrangements for the clinical trial should be appended as Appendix 4 of the mCTAs. Sponsors (and/or CROs, as applicable) and Participating Organisations should use the NIHR Industry Costing Tool (iCT) to derive a contract value, in line with the nation-specific processes of the UK nation in which the participating organisation is established.

The financial and other interests of universities that might employ the medical academics and sometimes the research fellows and research nurses involved in clinical trials should be recognised by Participating Organisations. The notification arrangements noted above are designed to ensure that universities have the information needed for the protection of their interests. There should be formal agreement between Participating Organisations and universities, covering their entire clinical trials portfolio, setting out processes for the identification of the university's direct and indirect costs and overheads, and the apportioning of research income between the institutions. This issue could be covered in the partnership agreements between Participating Organisations and associated academic institutions that are negotiated in the process of implementing research governance arrangements. In the case of clinical trials for which the investigator's or site team members' substantive contract is held by a university, the university should be involved in the calculation of staff costs for the trial and the NHS research managers should agree the content of the financial schedule with the university. Appendix 4 should be populated with details of the financial arrangements of the clinical trial and it should not be used for other matters.

There should not be separate financial arrangements between the Sponsor (and CRO, as applicable) and any Participating Organisation departments such as the pharmacy, nor with the university that employs an investigator.

The staging or scheduling of payments should be negotiated, including any payments to be made before administration of the Investigational Drug(s), or any other clinical intervention mandated by the protocol, (e.g. site set-up costs) and whether such payments are refundable or non-refundable.

Clinical trials are undertaken by Participating Organisations under income generation rules and are commercial services supplied under contract to

companies. Invoicing arrangements should be via the Participating Organisation's finance department using formal VAT invoices in compliance with NHS Standing Financial Instructions.

2.30 **Appendix 5**

It should be noted that there is an obligation on Participating Organisations that are not members of the relevant risk pooling scheme, to ensure that the Principal Investigator carries medical liability insurance.

2.31 **Appendix 7: Equipment and Resources**

Where no Equipment/ Resources are being provided Appendix 7 should be omitted from the final clinical trial agreement.

Appendix 7 includes tables where equipment and resources that are provided by Sponsors (and/or CROs, as applicable) for the clinical trial should be listed. These tables include a column where the depreciated value of the equipment/resources can be detailed. It is noted that there is no standard method for determining depreciation and therefore, this must be discussed and agreed between Sponsor and Participating Organisation (and CRO, as applicable).

The Sponsor (or CRO, as applicable) should indicate whether alternative 1 or 2 should be used with respect to liability in Clause 7.2 of Appendix 7. The selection should be clearly indicated in the agreement.

It is noted that Northern Ireland does not have any MIA arrangements and that the MIA in England is not applicable to equipment loaned or gifted for the purpose of clinical trials. Alternative #1 must be used where the Participating Organisation is constituted in England or Northern Ireland.

2.32 **Appendix 8 (CRO-mCTA only): Sponsor's Clinical Trial Related Duties and Functions Under ICH-GCP to be Performed by CRO**

This appendix should clearly set out which Sponsor responsibilities for site management will be performed by the CRO. If the Sponsor has formally empowered the CRO to sign this Agreement and thereby legally bind the Sponsor to its terms as a Party, this must be explicitly evidenced.

2.33 **Appendix 9 (Appendix 8 CRO mCTA): Formal Delegation of Authority from Sponsor to a Corporate Affiliate to Contractually Bind the Sponsor as a Party to this Agreement**

Where applicable, attach here evidence of formal delegation of authority, from the Sponsor to the corporate Affiliate of the Sponsor, to sign this Agreement and thereby legal bind the Sponsor to its terms as a Party.

Contact Points for Advice and Assistance

For queries relating to the use of the mCTAs for trials taking place in England:
please contact the Health Research Authority, at mcta@hra.nhs.uk.

For queries relating to use in Wales:
please contact the Health and Care Research Wales Support and Delivery Centre at research-contracts@wales.nhs.uk.

For queries relating to use in Scotland:
please contact NHS Research Scotland at enquiries@nrs.org.uk.

For queries relating to use in Northern Ireland:
please contact ResearchContracts@innovations.hscni.net.