

I. Introduction

An independent Data Monitoring Committee (DMC) has been created to assess the progress, safety data and critical efficacy endpoints (if appropriate) and provide recommendations to the RTOG Foundation Board for clinical trials conducted by RTOG Foundation, Inc. This DMC will review cumulative study data to evaluate safety, study conduct, and scientific validity and data integrity of RTOG Foundation studies. This Charter will outline the roles and responsibilities and serve as the Standard Operating Procedure (SOP) for the DMC.

II. Composition of the DMC

The DMC will be comprised of at least three members appointed by the RTOG Foundation Board and may include physicians, statisticians, consumer representatives and other professionals from within and outside of the RTOG Foundation. Members are selected based on their experience, reputation for objectivity and knowledge of good clinical trial methodology. The DMC may have protocol-specific panels that are responsible for one or more individual studies. DMC members may be assigned to one or more protocol-specific panels depending upon the member's expertise and absence of a conflict of interest.

- a) Members are appointed for three (3) year terms and may be reappointed.
- b) Members are expected to regularly participate in committee meetings. A quorum is required to hold an RTOG Foundation DMC meeting.
- c) A quorum occurs when at least 50 percent of the voting DMC members assigned to a panel are present for the meeting.
- d) All DMC members must sign a Confidentiality Agreement and report any real or potential Conflicts of Interest as per Section VIII.

III. Responsibilities of the DMC

- a. The primary responsibilities of the DMC are to monitor the safety and welfare of trial participants, review safety analyses, review interim analyses of outcome data and to recommend whether or not a trial should be continued, modified or terminated based on findings from the aforementioned data reviews or other relevant observations. DMC members should familiarize themselves with the RTOG Foundation protocols that they are responsible for and propose plans for data safety monitoring. Committee members must also protect the confidentiality of the study data and the DMC meeting discussions.

- b. The DMC reviews trial status reports, reports of related studies and considers other information and recommendations supplied by members of the protocol team (Protocol Statistician, Protocol Chair, and RTOG Foundation Board Chair) to determine if the trial being monitored needs to be modified or terminated.
- c. The DMC reviews and approves major trial modifications proposed by the protocol team prior to the implementation of the modification (e.g., study termination, dropping of a treatment arm, increasing sample size, etc.).

IV. **Responsibilities of the DMC Chair**

The DMC Chair shall:

- a. Serve as a voting member
- b. Facilitate DMC meetings, assist in the development of the agenda and ensure that meeting minutes and recommendation(s) are appropriately documented
- c. Serve as the primary contact person for the DMC
- d. Ensure that individuals involved in the day-to-day management of the study are excluded from DMC voting procedures
- e. Discuss DMC recommendations with the RTOG Foundation Board

V. **DMC Meetings**

DMC meetings are to be held at least twice a year on an approximate six-month cycle. Additional special meetings can be held at the discretion of the DMC Chair and/or if an urgent study or safety issue arises for any trial conducted by the RTOG Foundation. All trials being monitored by the DMC are reviewed at each regular meeting. Meetings are held by conference call, but may occur in person if deemed warranted by the DMC Chair. A quorum is required to hold an official meeting.

All DMC members will be provided with statistical reports for each trial being monitored describing the trial's current status prior each regular or special meeting.

Discussions during DMC meetings will involve, but not be limited to, the following items:

- a. Accrual
- b. Toxicity data
- c. Protocol compliance
- d. Treatment arm-specific data including toxicity and compliance (Blinded trials)
- e. Interim analysis of safety results (If available)
- f. Efficacy outcome analysis results (If available)

Following these discussions, the voting members of the DMC will make a final decision regarding their recommendation for each trial being reviewed.

VI. Recommendations

The DMC will make its recommendations for each trial to the RTOG Foundation Board. Recommendations must be approved by a majority vote of the DMC. If a recommendation is made to modify a trial for other than patient safety, efficacy or accrual, the DMC will provide an adequate written rationale for its decision. In the event that a recommendation is made by the DMC not to continue the study as planned, the RTOG Foundation Board will review the recommendation and report back to the DMC as expeditiously as possible.

VII. Early Release of Results

Any planned or unplanned release of outcome data external to the DMC membership prior to the final approval for the general dissemination of results as specified in the protocol must be reviewed and approved by the DMC.

VIII. Conflict of Interest

All individuals invited to serve on the RTOG Foundation DMC will complete a Conflict of Interest Report and disclose to the RTOG Foundation Board any potential, real or perceived conflicts of interest. These will include professional interest, proprietary interest and miscellaneous interest considerations as described in the attached conflict of interest policy. After appointment, DMC members should also disclose potential conflicts of interest which may develop during the course of their tenure on the DMC. The RTOG Foundation Board will review possible conflicts of interest and determine whether there is sufficient basis to exclude the individual from serving on the DMC or retire a current member.

IX. Reference

The Data Monitoring Committee policy of the National Cancer Institute serves as a reference for this charter.

X. Appendices

RTOG Foundation Data Monitoring Committee Statement of Confidentiality
RTOG Foundation Data Monitoring Committee Conflict of Interest Statement