※システムにUploadする際は、File名を「Protocol Outline\_YYYYMMDD」としてください。
（例：Protocol Outline\_20160401）（File名は英数字のみ）

**研究計画書概要 Protocol Outline**

研究計画書概要は、英語で作成してください。（日本語の併記も可）

# 研究課題名 Study Title

　 **研究代表者/研究実施責任者（氏名・所属）**Principal Investigator

　 研究計画書概要作成年月日および版 Creation date and version

# 序論Introduction

# 研究実施の根拠と目的 Study Rationale and Objectives

## 実施の根拠 Study Rationale

## 研究の目的 Study Objectives

# 研究デザイン Study Design

## 種類 Type/Design of Study

## 対象疾患(患者) Study Population

## 適格基準 Eligibility Criteria

### インフォームド・コンセント/アセント Informed Consent / Assent

### 選択基準 Inclusion Criteria

### 除外基準 Exclusion Criteria

## 評価項目 Primary and Secondary Outcome Variables

### 主要評価 Primary Analysis

### 副次的評価 Secondary Analysis

検証試験でない場合には、主要・副次に分ける必要はありません。

## 実施手順 Study Procedures

### 評価スケジュール Schedule of Assessments

### 評価方法 Study Assessment Methods

## 目標症例とその設定根拠 Sample Size

# 研究期間 Study Period

# 安全性情報の収集と報告 Collection and reporting of safety information(Collection and reporting of serious and non-serious adverse events)

##  Definitions of serious and non-serious adverse events and other safety information

###  Adverse event

An adverse event is any untoward medical occurrence in a patient administered a medicinal product and which does not necessarily have to have a causal relationship with this treatment. An adverse event can therefore be any unfavorable and unintended sign (for example, an abnormal laboratory finding), symptom, or disease temporally associated with the use of a medicinal product, whether or not considered related to this medicinal product. Diseases, symptoms, or signs present during the period from the time of the informed consent to the start of administration of a medical product are considered as new AEs only if they worsened after the start of administration of the medical product.

###  Serious adverse event

A serious adverse event or reaction is any untoward medical occurrence that at any dose:

1. results in death
2. is life-threatening,

NOTE: The term “Life-threatening” in the definition of “serious” refers to an event/reaction in which the patient was at risk of death at the time of the event/reaction; it does not refer to an event/reaction which hypothetically might have caused death if it were more severe.

1. requires inpatient hospitalization or results in prolongation of existing hospitalization,

NOTE: “inpatient hospitalization” refers to an event in which the patient was hospitalized at a medical institution overnight or longer due to an AE. It also includes an event in which the patient was hospitalized due to an AE but did not receive particular treatment (treatment with bed rest). The following situations are not classified as “inpatient hospitalization” hospitalization for examinations and treatment of underlying diseases or complications that have not worsened since the start of medical product administration, social or expedient hospitalization that is not intended for treatment of an AE, and hospitalization for treatment or examinations that had been scheduled before the start of medical product administration.

1. results in persistent or significant disability/incapacity
2. is a congenital anomaly/birth defect
3. is a medically important events or reaction.

Medical and scientific judgment should be exercised in deciding whether other situations not be immediately life-threatening or result in death or hospitalization but might jeopardise the patient or might require intervention to prevent one of the other outcomes listed in the definition above. Examples of such events are intensive treatment in an emergency room or at home for allergic bronchospasm; blood dyscrasias; or convulsions that do not result in hospitalization; or development of drug dependency or drug abuse.

Non-serious AEs are all AEs that do not meet the criteria for a "serious" adverse event.

###  Other safety information

Other safety information is defined as “Any information from any source containing information such as the following:

* + A female subject or a partner of a male subject becomes pregnant during the course of the study
	+ Lack of efficacy
	+ Overdose/incorrect dosage (accidental or intentional)
	+ Abuse/misuse (e.g., subjects sharing medication) – even without resulting adverse reaction
	+ Accidental exposure (e.g., child takes parent’s medication)
	+ Medication error
	+ Withdrawal reactions
	+ Disease progression/exacerbation of existing disease
	+ Drug-drug/Drug-food interactions
	+ Reports of unexpected benefit
	+ Suspected counterfeit product
	+ Suspected transfer of infectious disease/agent by the medication product concerned
	+ Product complaint report (any deficiencies related to the identity, quality, labeling, durability, reliability, efficacy, performance of a medicinal product, suspected counterfeit product)
	+ Pediatric use (if not an approved use)
	+ Occupational exposure
	+ Off-label use

##  Collection and reporting of safety information

###  Immediate Reporting of SAEs

**5.2.1.1. SAEs required to be reported immediately**

1. Any SAE that occurs during the study period, regardless of whether considered related to the study or a medical product or not;
2. Any SAE that occurs during the follow-up period and for which a causal relationship to the Otsuka medical product cannot be ruled out during follow-up investigation of AEs, or an event that is found to be serious during the follow-up period and for which it is concluded that a causal relationship to the Otsuka medical product could not be ruled out;
3. Any SAE that occurs after the study period and is reported by the subject to the investigator, and for which the investigator judges that a causal relationship to the medical product could not be ruled out.

**5.2.1.2. Procedures for immediate reporting**

1. When an event corresponding to an SAE and Product Quality Complaints occurs, the investigator or sub-investigator should notify the safety information contact site, using the format of the medical institution or Otsuka Pharmaceutical Co., Ltd. by fax or e-mail immediately (in principle, within 24 hours) after they become aware of the occurrence.

<Safety information contact details>

<NAME XX>, PV Operation Office, PV Department, Osaka Headquarter, Otsuka Pharmaceutical Co. Ltd.

3-2-27, Otedori, Chuo-ku, Osaka-shi, 540-0021, Japan

E-mail address: <Otsuka-ICSR@hq.otsuka.co.jp> FAX: 06-6943-8729

1. The investigator or sub-investigator should then submit a detailed report using the format of the medical institution or Otsuka Pharmaceutical Co., Ltd. within 10 days after they become aware of the occurrence of an SAE. Additional information should be also provided by fax or e-mail to the safety information contact site immediately (in principle, within 24 hours) if it becomes available.
2. The investigator or sub-investigator should provide the head of the medical institution and Otsuka Pharmaceutical Co., Ltd. with additional information on the reported SAE, if further information is requested.

###  Immediate reporting of pregnancy

If a female subject or a partner of a male subject becomes pregnant during the course of the study, the investigator or sub-investigator should notify the safety information contact site by fax or e-mail using the format of the medical institution or Otsuka Pharmaceutical Co., Ltd. within 3 working days after they are informed. They should then provide additional information if requested.

##  Data collection timeframe and final report submission

The data collection for this project will begin on [insert data] and will terminate on [insert data]. The investigator should provide Otsuka Pharmaceutical Co., Ltd. with a final study report which will be finalized within 1 year from the end of the study.

##  Safety Reporting Responsibilities

###  Action to be taken on the occurrence of an SAE

**5.4.1.1. Action to be taken by investigator or sub-investigator**

*This section should be described in accordance with the official format of medical institute.*

[Description Example]

When investigator or sub-investigator become aware of the occurrence of an SAE, they should take necessary measures, such as providing an explanation to study subjects based on the regulations of the medical institution, and notify the investigator immediately.

**5.4.1.2. Action to be taken by investigator**

*This section should be described in accordance with the official format of medical institute.*

[Description Example]

When the investigator becomes aware of the occurrence of an SAE (during an interventional study), investigator should notify the head of the medical institution immediately.

* + *In addition, the following measures should be taken, depending on the implementation system of the clinical study.*
		1. *Single center studies*

Furthermore, information about the occurrence of reported AEs should be immediately provided to researchers, etc., involved in the study.

* + 1. *Multi-center studies*

Furthermore, information about the occurrence of reported AEs should be immediately provided to researchers, etc., involved in the study and investigators who conduct the multi-center study.

**5.4.1.3. Action to be taken by the head of the medical institution**

*This section should be described in accordance with the official format of medical institute.*

[Description Example]

When any report of SAE from principle investigator have been received, the head of medical institution should correspond immediately and take necessary steps in accordance with guidance of the institution. In addition, the head of institution should take the opinions of ethical committee to decide necessary process for the investigation.

##  Data reconciliation

The investigator should provide the list of information on SAEs that will occur in subjects to the safety information contact site during the study and at the end of study.

# 統計解析 Statistical Analysis

## 主要及び副次的評価項目の解析 Primary and Secondary Variable Analysis

### 主要評価項目の解析 Primary Analysis

### 副次的評価項目の解析 Secondary Analysis

3.4評価項目に合わせて、主要・副次がない場合には、「評価項目の解析」としてください。

# 品質管理及び品質保証 Quality Control and Quality Assurance（日本語のみでの記載も可）

## モニタリング Monitoring

## 監査 Auditing

# 研究組織 Clinical Study Organization

## 研究代表者/研究実施責任者（氏名・所属） Principal Investigator

## 統計解析責任者（氏名・所属） Statistical Analysis Responsible Person

## 研究事務局 Division of Clinical Study

## データセンター Data Center

## 参加予定施設数 Number of Institutions

# 補償への対応 Compensation　（日本語のみでの記載も可）

# 研究結果の公表とスケジュール Publication Plan

# 倫理及び利益相反 Ethics and Responsibility / Conflicts of Interest　（日本語のみでの記載も可）

研究対象者の利益、不利益等

研究責任者および研究グループの利益相反

# 参考資料および文献リスト References

# 付録 Attachments　（日本語のみでの記載も可）