Multicenter Osteoarthritis Study
Ancillary Study Guidelines (Version 1.2)
June 2010

(Executive Committee approval on June 18, 2010)

An ancillary study involves collection of data from or about MOST participants using procedures or measurements that are not included in the original core protocol. All proposals for ancillary studies must be reviewed and approved by the MOST Executive Committee.

Specific written agreements between the MOST Executive Committee (EC) and Ancillary Study investigators take precedence over the policies described in this document.

Ancillary Studies Guidelines may be modified by the MOST EC as study circumstances require. Any modifications of these guidelines apply to existing and future ancillary studies.

A. Who may submit a proposal?

Investigators are encouraged to conduct ancillary studies with the stipulation that such studies be scientifically sound and have little or no adverse impacts on the main study and participants. Investigators outside of MOST are welcome to propose ancillary studies. However, at least one paid MOST investigator from the University of Iowa (U of Iowa), University of Alabama at Birmingham (UAB), University of California, San Francisco (UCSF), or Boston University (BU) sites must sponsor the proposal. Other paid MOST investigators from these sites may collaborate on the ancillary study.

B. Application process and proposal format

An investigator who wishes to conduct an ancillary study submits a written proposal to the UCSF Coordinating Center (MOSTCoordinatingCenter@psg.ucsf.edu) along with a MOST Ancillary Study Proposal Form. This proposal should be submitted for review and approval by the MOST EC before a grant application is prepared. Proposals should be in the hands of the MOST EC at least 3 months prior to the funding source application deadline to ensure ample time for review, feedback, and revision.

The proposal, generally 2-5 pages in length, should include the following elements:

1. name of Principal Investigator (PI) and contact information
2. name of sponsoring MOST investigator and other participating investigators
3. research question with clearly stated hypothesis
4. background and rationale for the study

5. a detailed description of the new data to be collected, the methods and procedures to be employed and a statement of any intellectual property interests in the proposed measurements claimed by the investigators
6. a description of the proposed analytic approach
7. an estimate of the sample size required to test the primary hypothesis (including the assumptions underlying the estimate)
8. a detailed estimate of the impact of the study on the main study: cost (including administration, coordination, data management and data analysis), staff and participant time, and/or quantity of any biological specimen(s) to be collected or consumed per participant
9. a discussion of human subjects issues and risks to the participants
10. plans for obtaining funding
11. National Institutes of Health (NIH) biosketches of non-MOST investigators.

C. Approval process

The MOST EC will review each application, considering:

1. its scientific merit, including what it adds to the MOST study
2. quality of the design and methods
3. the potential impact (both positive and negative, including participant burden) on the main study.

The MOST EC may ask the investigator to revise and resubmit the proposal before voting.

Ancillary studies must be approved by a 2/3 majority of members who participate in the vote.

A new ancillary study may propose to use data collected by an existing ancillary study. If any of the existing ancillary study investigators have legitimate intellectual property interests in the data in question, the permission of this investigator must be obtained for the data to be proposed for use in the new ancillary study. Ancillary study data in which the existing investigator may have intellectual property interests include unique measures that were developed or created by the investigator and that are not generally available. Consistent with NIH policies on data sharing, those with an intellectual property interest in the data are encouraged to collaborate with investigators proposing a new use of the data.

For other data collected by an existing ancillary study that derive from generally available methods and are not the intellectual property of the ancillary study investigators, the MOST EC may approve use of these measures in a new ancillary study provided that there is no overlap or conflict between the specific aims of the existing and newly proposed ancillary studies.

The MOST EC must also review and approve a draft of the funding application and budgets prior to submission. This should be in the hands of the MOST EC at least 4 weeks prior to the submission deadline to allow time for review and revisions.

D. Priorities

Priority will be given to proposals that are scientifically important. In general, proposals that augment or complement the main scientific aims of MOST will be favored over those that take advantage of MOST for more tangential purposes.

E. IRB approval

All ancillary studies must eventually be approved by the appropriate institutional review boards (IRB) before they are performed, but IRB approval is not required to submit a proposal to the MOST EC.

F. Funding

Proposals for funding ancillary studies must be approved by the MOST EC before they are submitted to the funding agencies. Proposals for funding must include coverage of all the costs, including administration, coordinating center costs, data management, clinic staff time, equipment, and supplies.

G. Changes after approval

If changes in the design of the protocol or in the potential impact of the protocol on the main study occur after MOST EC approval, then the investigators must submit a revised protocol for review and approval.

The MOST EC may, by majority vote, terminate an ancillary study if it judges that a study has become too burdensome or its scientific value has diminished.

NOTE: Although the revised provisions in sections H and I are intended to apply to both existing and new MOST ancillary studies, actions needed to bring existing ancillary studies into compliance with these provisions will be negotiated with the ancillary study PI and circumstances that precede the adoption of these policies taken into account.

H. Data sharing and distribution

As a general principle, ancillary study data collected from MOST participants and measurements made from MOST participant's images or biospecimens have been collected using the financial and scientific resources of the MOST study, its investigators and the NIA, and should therefore be considered the joint property of the ancillary study investigators and the MOST study. Consistent with this, the data should be incorporated into the overall MOST study database and made available for use by other MOST investigators at an appropriate time according to the principles detailed below. In addition, consistent with NIH data sharing policies, the NIA and the MOST EC

strongly encourage ancillary study investigators to make the ancillary study data available, at an appropriate time, for public use (as is being done for the data from the MOST parent study). It is the responsibility of the ancillary study PI to state in writing at the time an investigator first proposes a study to the MOST EC any special circumstances that would mitigate against these guidelines for data sharing and distribution. Reasonable and justified requests for limiting access to the data will be considered. For example, where the ancillary investigators have a legitimate intellectual property interest that would be infringed by sharing the data.

1. Integration of data into the overall MOST study database.

Data from approved ancillary studies will be incorporated into the overall MOST study database at the earliest opportunity, but no later than within 12 months of being collected from participants or measured from participant materials. The goal is to ensure that a clean data set and documentation compatible with the overall MOST study database is provided to the coordinating center while the ancillary study investigators have the time, interest and resources to do so. If the original data was collected using the coordinating center data system then it is already incorporated into the MOST study database, and the ancillary study PI is required to provide dataset documentation as requested by the Coordinating Center.

As needed, ancillary study PI will receive an analysis file containing the data collected for the ancillary study and other data from the main study required to address the aims of the ancillary study.

2. Use of ancillary study data by other MOST investigators.

After a reasonable period of time (in general 12 months after the recommended timeline for integration of ancillary study data into the main study database) ancillary study data will be available for use by other MOST investigators according to the following rules, with exceptions as agreed to in writing by the MOST EC:

a) Other MOST investigators can NOT use these data to address any of the specific aims of the ancillary study without the written agreement of the ancillary study PI. However, the MOST EC may deem that a study's aims have not been addressed within a reasonable period of time and reserves the right to work with the ancillary study investigators to prepare publications addressing the aims.

b) Other uses of the data that do not overlap the specific aims of the ancillary study are permitted. For these other uses, MOST investigators are strongly encouraged to give the ancillary study PI the option to collaborate in the analysis of the data, unless the data are used in a minor way, such as one of a number of covariates for which specific results are not reported or one of a number of outcomes and is not a primary focus of the analysis. The MOST EC will review any proposed uses of ancillary study data without collaboration by the ancillary PI to determine if this is appropriate according to the above standard.

c) Any other written agreements between the MOST EC and an ancillary study PI with regard to sharing and use of the ancillary study data in other MOST publications take precedence.

3. Release of ancillary study data for public use

NIA/NIH sponsorship and funding of MOST requires that all MOST data is made available for public use at an appropriate time. Since NIA-funded resources and data make the ancillary study possible in the first place, it is a goal of NIA and the MOST EC that this public access policy also applies to ancillary study data.

A general guideline is that the ancillary study data be made available for public release via the MOST public website within 24 months of the completion of data collection.

This recommended timeline can be modified if papers addressing an ancillary study's main aims have not yet been accepted for publication due to the unavailability of data necessary to address these aims and the ancillary study investigator has an approved and active analysis plan on file that addresses the aims.

I. Data analysis and publications

Publication of ancillary study data will be subject to the procedures and conditions of these MOST Ancillary Study Guidelines and the MOST Study Publications Guidelines. Once an approved ancillary study is funded, the PI of the ancillary study will specify a timeline for preparation of the primary papers with the MOST EC and this timeline will be evaluated, modified as needed with input from the ancillary study PI and approved by the MOST EC.

The ancillary study PI named in the proposal will arrange for analysis of the data at the BU Data Analysis Center, the UAB or U of Iowa Clinical Centers, or the UCSF Coordinating Center. Exceptions can be granted by request to the MOST EC.

The ancillary study PI will have the first opportunity to publish analyses related to the specific aims of the ancillary study. Ancillary study investigators will have priority for first and prominent authorship on these papers.

Data collected by the ancillary study will be available for use in publications by other MOST investigators, provided that this use does not overlap or conflict with the specific aims of the ancillary proposal and as further provided in section H.2, above.

MULTICENTER OSTEOARTHRITIS STUDY

ANCILLARY STUDY PROPOSAL FORM

Email completed form to MOSTCoordinatingCenter@psg.ucsf.edu
or fax to 415-514-8150, ATTN: MOST Ancillary Studies.

Name of ancillary study investigator:

MOST investigator (sponsoring):

Telephone number:

Fax number:

Date of request: / /
Month/ Day/ Year

E-mail address:

Site: ☐ BU ☐ UAB ☐ UCSF ☐ UI ☐ Project Office ☐ Other

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1. Working title of proposal:

2. Please attach a proposal (generally 2-5 pages in length) that includes the following:

a) Research question with clearly stated hypothesis
b) Background and rationale for the study
c) A detailed description of the methods and procedures to be employed
d) Proposed analytic approach
e) An estimate of the sample size required to test the primary hypothesis (including assumptions underlying the estimate)
f) A detailed estimate of the impact of the study on the main study: costs (including administration, data analysis, and Coordinating Center costs), staff and participant time, radiation exposure, and/or quantity of any biological specimen(s) to be consumed per participant
g) Plans for funding

3. Other investigators who you know will be working on this ancillary study (include NIH biosketch for non-MOST investigators):

4. Unless otherwise indicated below, your proposal will be posted on the MOST website, once the ancillary study is approved by the MOST Executive Committee. (Note: The MOST website is a restricted-access website maintained by the UCSF Coordinating Center.)

☐ No, I do not want my proposal posted on the MOST website.

For UCSF Coordinating Center Use:

Ancillary study proposal reference #:

Date distributed to Executive Committee for review: / /

Date MOST Memo sent to proposer: / /

Executive Committee approval date: / /

Comments: