Section 1. Introduction

This section specifies the sources of procedural information available to MTN-024/IPM 031 study staff, the responsibilities of MTN-024/IPM 031 Investigators of Record (IoR), and the process by which each study site is approved to begin implementation of MTN-024/IPM 031.

1.1 Protocol Specifications

The table below documents the history of the MTN-024/IPM 031 protocol, along with Clarification Memos, Letter of Amendments, and Full Amendments. These documents are considered Essential Documents. A copy of each document should be available to staff and a copy should be maintained in site essential files. It is not necessary for sites to file copies of the below-mentioned documents in this manual.

Document	Date
MTN-024/IPM 031, Version 1.0	21 March 2013
Letter of Amendment #01	30 May 2013
Letter of Amendment #02	10 April 2014
Clarification Memo #01	05 June 2014
Letter of Amendment #03	20 January 2015

Sites are expected to operate under the protocol version and associated Clarification Memos and/or Letters of Amendment that are currently approved by the local institutional review board (IRB) of the given site. To ensure this section reflects the current specifications of the protocol, upon issuance of any future protocol Clarification Memo (CM), Letter of Amendment (LoA), or Protocol Amendment, specifications listed above will be updated accordingly.

Further information on the content and required handling of protocol clarification memos, letters of amendment, and full amendments is available in Section 10.2 of the MTN Manual of Operations (MOP) which is located at http://www.mtnstopshiv.org/node/187.

1.2 Sources of Procedural Information

All study procedures must be conducted in accordance with the MTN-024/IPM 031 protocol and this manual. The purpose of this manual is to supplement the protocol, not to replace or substitute it. In the event this manual is inconsistent with the protocol, the specifications of the protocol take precedence. Please alert the MTN-024/IPM 031 Management Team of any such inconsistencies.

Electronic versions of this manual, the MTN-024/IPM 031 protocol, and all other study implementation tools are available on the MTN-024/IPM 031 website:

http://www.mtnstopshiv.org/studies/4586

Study implementation questions that are not addressed by the protocol or within this manual should be directed to the MTN-024/IPM 031 Management Team. This group consists of the MTN Director of Pharmacy Affairs and representatives from the MTN Coordinating and Operations Center ([CORE] University of Pittsburgh (PITT) and FHI 360), the Statistical and Data Management Center (SDMC), and the MTN Network Laboratory (NL). Further information on the full responsibilities of these groups is located in Section 3 of the MTN MOP.

Please contact the MTN-024/IPM 031 Management Team using the following alias list for general questions on protocol implementation or study procedures, including clinical, lab, product, and/or CRF procedures: mtn024mgmt@mtnstopshiv.org

Current contact details for all MTN-024/IPM 031 colleagues and collaborators can be found in the MTN Directory at: http://www.mtnstopshiv.org/people/directory. Study alias lists specific to MTN-024/IPM 031 are located on the MTN webpage under Email groups at: http://www.mtnstopshiv.org/people/emailgroups.

1.3 Investigator Responsibilities

MTN-024/IPM 031 must be conducted in accordance with the United States (US) Code of Federal Regulations and the International Conference on Harmonization Consolidated Guidance for Good Clinical Practice (GCP). Copies of these regulations and guidelines are referenced in the MTN MOP.

The Division of AIDS (DAIDS) policies *Requirements for Essential Documents at Clinical Research Sites Conducting DAIDS Funded and/or Sponsored Clinical Trials* and *Requirements for Source Documentation in DAIDS Funded and/or Sponsored Clinical Trials* are useful for interpreting and operationalizing the applicable regulations and guidelines in accordance with DAIDS expectations. These resources are available on the NIAID website (http://www.niaid.nih.gov/LabsAndResources/resources/DAIDSClinRsrch/Pages/ClinicalSite.aspx) as well as on the MTN website under 'Resources and Links' (http://www.mtnstopshiv.org/resources).

MTN-024/IPM 031 must also be conducted in accordance with all site-specific regulations, policies, and guidelines applicable to human subjects research in general and/or the conduct of study procedures in particular. The site must file copies of all such regulations, policies, and guidelines in their MTN-024/IPM 031 essential document files.

The IoR must sign both a protocol signature page and an FDA Form 1572 to formally indicate his/her agreement to conduct MTN-024/IPM 031 in accordance with the study protocol, applicable US regulations, and MTN policies. A copy of the protocol signature page can be found in the protocol on page xiii (http://www.mtnstopshiv.org/sites/default/files/attachments/MTN-024_IPM031_Version%201.0%2021March2013_Final.pdf) .

The obligations and responsibilities assumed by the IoR when signing the FDA Form 1572 are listed on the form itself, also outlined in 3.4.3 of the MTN MOP. The IoR may delegate his/her obligations and responsibilities for conducting MTN-024/IPM 031 to other study staff members; however, delegation does not relieve the IoR of his/her ultimate responsibility for all study procedures performed and all study data collected. Delegation of IoR responsibilities must be formally documented throughout study implementation.

1.4 Study Activation Process

Prior to undertaking any study procedures, each study site must obtain approval to conduct MTN-024/IPM 031 from all required regulatory authorities and IRBs/ECs. The site also must complete Protocol Registration procedures with the DAIDS Regulatory Support Center and study activation procedures with DAIDS and the MTN CORE, MTN SDMC, and MTN NL. Detailed information on the requirements of these pre-implementation steps can be found in Section 11 of the MTN MOP. The MTN CORE will issue a Site-Specific Study Activation Notice when all study activation requirements have been met. No protocol-specified study procedures may be undertaken prior to issuance of the Site-Specific Study Activation Notice.

1.5 IRB/EC Submissions

Consistent with the regulations, guidelines, and policies cited above, the IoR at each site must obtain and maintain regulatory authority and/or institutional review board/ethics committee (IRB/EC) approval of MTN-024/IPM 031 throughout the period of study implementation.

Detailed information on IRB/EC submission, review, approval, and documentation requirements is located in Section 9.4 of the MTN MOP. All sites are encouraged to request an acknowledgement of receipt for all documents submitted to their IRBs/ECs and to request that IRBs/ECs note the effective and expiry dates of all approvals. Procedures for IRB/EC communication must be documented in site-specific SOPs. Documentation of all correspondence to and from all responsible IRBs/ECs (i.e., complete copies of all submissions, responses, and approvals) must be maintained in on-site essential document files. Documentation of all IRB/EC approvals must also be submitted to the MTN CORE.