



## Guidance on On-Site Serious Adverse Event (SAE) Reporting

The FDA defines a serious adverse event as any experience that suggests a significant hazard, contraindication, side effect or precaution. With respect to human clinical experience, a serious adverse drug or device event includes any experience that is fatal or life-threatening, is permanently disabling, requires or prolongs inpatient hospitalization, results in a congenital anomaly/birth defect, or may be classified as an important medical event (requiring medical or surgical intervention).

**Within 10 working days of notification of the event**, a detailed written report (IRB Form 3a – Serious Adverse Event Report for SAEs at UNTHSC / JPS) must be completed and forwarded, along with supporting documentation, to the *North Texas Regional Institutional Review Board (IRB)* located within the *Office of Research Compliance* at the *University of North Texas Health Science Center* (Office number: 817-735-0409). NOTE: For studies where the Principal Investigator (PI) is from John Peter Smith Health Network (JPS), please submit to the *Office of Clinical Research* located at JPS (Office number: 817-702-3655).

If the event resulted in death (regardless of whether the event is initially assessed as related to the study), or if the investigator initially assesses the SAE as ***possibly related (or greater causality)*** to the study protocol, an e-mail must also be sent to your corresponding institution within **24 hours** of notification of the event. This e-mail must contain the following information:

IRB Project #  
Principal Investigator  
Institution  
Project Title  
Subject's Initials, Gender and Age  
Date and Time of Event  
Brief Description of Event  
Investigator's Initial Assessment of Relationship of SAE to the Study  
What Event Resulted In: Death  
Life-Threatening Situation  
Hospitalization or Prolonged Hospitalization  
Severe or Permanent Disability  
Congenital Anomaly/Birth Defect  
Pregnancy\*  
Other (Important Medical Event)

\* Pregnancy does NOT have to be reported if the subject is receiving follow-up only, and conception occurred outside of the time period that the study protocol requires contraception (e.g. contraception is required for 6 months after the last dose of the study drug).

For general guidance regarding SAE reporting, please visit the FDA website by [clicking here](#).