REPORTING REQUIREMENT AND TIMELINE FOR SERIOUS ADVERSE EVENTS (SAE)

		Relatedness (Causality): **Only "Related" SAE (definitely / probably / possibly) needs to be reported to CIRB. Unrelated SAE does not need to be reported to CIRB. "Related" means there is a reasonable possibility that the event occurred as a result of participation in the research.**		
		Seriousness (Severity):	**Expectedness (Nature):**	**Reporting Timeline:**
Clinical Trial[1]	**Local SAE**	Death or life-threatening	Unexpected/ Expected	Report within 24 hours. Follow up report to be submitted if the information in the initial submission is incomplete.
		Other Local SAE	Unexpected	Report as soon as possible but not later than 15 calendar days.
	Non-local SAE[3]	Death or life-threatening	Unexpected	Report within 30 calendar days.
All Other Research[2]	**Local SAE**	Death or life-threatening	Unexpected/ Expected	Report within 24 hours. Follow up report to be submitted if the information in the initial submission is incomplete.
		Other Local SAE		
	Non-local SAE	Death or life-threatening		
		Other Non-local SAE		

[1] For clinical trials of health products/medicinal products conducted in accordance with the Health Product Act (Cap. 122D)/ Medicines Act (Cap. 176).
[2] For all other research studies (including studies regulated under the Human Biomedical Research Act 2015).
[3] Only Non-local SAE related to Investigational Therapeutic or Investigational Medicine Product should be submitted.

Important Note:

- All reporting timelines are counted from the day that the PI becomes aware of the event.
- For clinical trials of health products/medicinal products conducted in accordance with the Health Product Act (Cap. 122D)/ Medicines Act (Cap. 176), PIs/Sponsors/Institutions should report to HSA within the stipulated timeline according to HSA requirement.
- For studies regulated under Human Biomedical Research Act 2015, SingHealth RI will report required SAE to MOH.
- Please refer to the next page for definition on SAE, Expectedness and Relatedness.

For Local SAE Report Form Submission:

- Local SAE refers to SAE occurring in participants recruited by sites that were reviewed by CIRB.
- It should be reported using the LSAE Report Form.
- 'Initial Report' should be selected if the event is being reported for the first time.
- If the information is incomplete at the point of initial report submission, the PI should adhere to the reporting timeline and complete it as much as possible.
- Any additional relevant information must be submitted through LSAE Report Form by selecting 'Follow-up Report'.
- If information is already complete at the point of initial report submission, there is no need to submit 'Follow-up Report'.

For Non-Local SAE Submission:

- Non-local SAE refers to SAE occurring in participants recruited by sites that were not reviewed by CIRB.
- It should be submitted using the Other Reportable Event Report Form via available format (e.g. CIOMS).
- If CIOMS report is not available, please attach the Non-local SAE Reporting form along with any supporting documents.
- If the information is incomplete at the point of initial report submission, the PI should adhere to the reporting timeline and complete it as much as possible.
- Any additional relevant information must be submitted through Other Reportable Event Report Form.

Definitions:

- **Serious adverse event (SAE)** in relation to human biomedical research means any untoward medical occurrence as a result of any human biomedical research which:
    - results in or contributes to death
    - is life-threatening
    - requires in-patient hospitalisation or prolongation of existing hospitalisation
    - results in or contributes to persistent or significant disability/incapacity
    - results in or contributes to a congenital anomaly/birth defect
    - result in the transmission of a communicable disease
    - result in any misidentification or mix-up of any type of human of any type of tissue, gametes or embryo
    - results in such other events as may be prescribed

- **Serious Adverse Event (SAE)** as defined in the Health Products (Clinical Trials) Regulations and the Medicine (Clinical Trial) Regulations means any adverse event that:
    - results in death
    - is life-threatening
    - requires in-patient hospitalisation or prolongation of existing hospitalisation
    - results in persistent or significant disability or incapacity
    - consists of a congenital anomaly or birth defect

- **Expectedness (Severity):**
    - **Expected (Anticipated) Adverse Events:** These are risks or events reported in the Investigator's Brochure and listed in the consent form. The CIRB will consider an adverse event as "anticipated" or "expected" only if it is discussed in the protocol and included in the Informed Consent Document.
    - **Unexpected (Unanticipated) Adverse Events:** These are any unexpected untoward event or medical occurrence in a participant that is not consistent with the known, predicted possible effects of the research protocol. An unexpected adverse event can therefore be any unanticipated, unfavourable and unintended sign (including an abnormal laboratory finding), symptom or disease temporally associated with the study that was not listed in the protocol, informed consent document or Investigator's Brochure (IB). This includes adverse drug reactions, the nature or severity of which is not consistent with the applicable product information (e.g. IB for an unapproved investigational product or product insert/ summary of product characteristics for an approved product) and any experience that suggests a significant hazard, contraindication or side effect. In addition to this definition, the CIRB will interpret any adverse event not included in the Informed Consent Document as a risk to be "unanticipated" or "unexpected".

- **Relatedness (Causality):** The expression 'reasonable causal relationship' is meant to convey in general that there are facts (evidence) or arguments to suggest a causal relationship. For purposes of reporting, Adverse Event reports associated with marketed drugs usually imply causality. The classification system below can be utilized as a guide to assess causality:
    a. **Not Related:** Where a temporal (timely) relationship of the onset of the event, relative to the administration of the product is not reasonable. Or where another cause can explain the occurrence of the event by itself.
    b. **Unlikely:** Where a temporal (timely) relationship of the onset of the event, relative to the administration of the product is unlikely but cannot be ruled out.
    c. **Possibly Related:** Where a temporal (timely) relationship of the onset of the event, relative to the administration of the product is reasonable, but the event could have been due to an equally likely cause.
    d. **Probably Related:** Where a temporal (timely) relationship of the onset of the event, relative to the administration of the product is reasonable and the event is more likely to be explained by the medicinal product than by another cause.
    e. **Definitely Related:** Where a temporal (timely) relationship of the onset of the event, relative to the administration of the product is reasonable and there is no other cause to explain the event (or a re-challenge is positive).