Local Adverse Event (AE) Report Form

Use this form to report a local adverse event that is an **unanticipated problem** in accordance with HREBA reporting criteria.

Do not include any individually identifying health information.

Submit the completed form and any supporting documents using the reportable event feature for files within IRISS, or e-mail to the committee for files on paper.

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| 1. **STUDY INFORMATION**
 |
| Ethics #:       | Protocol #:       |
| Principal Investigator (of site where event occurred):       |
| Study Title:       |
| Study Progress: [ ]  Recruiting [ ]  Participants on study intervention [ ]  Follow-up  | No. subjects enrolled:       |
| 1. **REPORTING CRITERIA** *(For details see the* ***Guidance for Submitting a Reportable Event****)*
 |
| [ ]  Unexpected [ ]  Related/Potentially Related [ ]  Suggest greater risk of harm *[ ]  Downgrading previous reported event*  *(includes all events which are serious)*\* Only submit events that meet all three reporting criteria. **If you submit a report that does not meet the criteria, you will not receive an acknowledgement from HREBA.** |
| Justification that the event meets all three criteria:       |
| 1. **REPORTING TIMELINES** *(within 15 calendar days; 7 if life-threatening or led to death with initial 48hr e-mail notification)*
 |
| Date study team became aware of the event:       |
| If this report was not submitted within reporting timelines, explain the lapse:       |
| 1. **AE DESCRIPTION**
 |
| Report Type: **[ ]** Initial [ ] Follow Up *(No.* *, Initial Report Date:* *)* | [ ]  Related to Protocol Deviation |
| Event: [ ]  Death [ ]  Life-threatening [ ]  Hospitalization / Prolonged Hospitalization [ ]  Important Medical Event [ ]  Persistent or Significant Disability/Incapacity [ ]  Congenital Anomaly/Birth Defect [ ]  Other |
| SAE Report No. OR Participant No.:       | Event Date:       |
| Case Description Summary:       |
| 1. **INVESTIGATOR ACTIONS**
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| Actions taken as a result of the AE: [ ]  Hospitalization [ ]  Change to study treatment [ ]  Suspension of study treatment [ ]  Discontinuation of study treatment |
| Additional details of investigator response to the AE:       |
| Patient Outcome: [ ]  Resolved without sequelae [ ] Resolved with sequelae [ ] Unresolved [ ] Death [ ] Unknown |
| 1. **SIGN-OFF** *(not required for files within IRISS)*
 |
| **Person Completing Form** |
| Name:       | E-mail:       | Date:       |
| **Principal Investigator** |
| Signature:  | Name (printed):       |
| E-mail:       |
| Date:       |

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| CHAIR/DESIGNATE USE ONLY |
| ⬜ No further action required⬜ Request more information⬜ Committee discussion required | Comments/Concerns:  |
| Signature: | Date of Review:  |