INTRODUCTION:

The Brittle Bone Disorders Consortium (BBDC) initiates and supports collaborative research on osteogenesis imperfecta (OI). In addition to a longitudinal study of OI and interventional studies, the BBDC welcomes both consortium members as well as non-BBDC investigators to propose pilot studies in OI that leverage BBDC research data or infrastructure. A pilot study is an investigation that is not part of the central, BBDC protocol but uses BBDC subjects, samples, or data collected by the BBDC. In addition, a pilot study may involve acquisition of additional data that is not collected as part of existing BBDC studies. A pilot study may be at only a limited number of sites or only at a single site or may not involve a site at all but rather be a non-BBD site that is performing data analysis. Support for pilot studies may be from external sources in addition to established BBDC contract funds.

Both internal and external investigators are encouraged to propose and conduct pilot studies. Such studies enhance the value of the BBDC and ensure the continued interest of the diverse group of investigators who are critical to the successes of the project as a whole. These collaborative pilot studies provide an exceptional opportunity for investigators to leverage existing BBDC data or contacts to conduct new projects in a resource-efficient way.

Key Dates

Earliest Submission Date: November 1, 2020
Application Due Date(s): December 31, 2020
Scientific Merit Review by BBD Steering Committee: January 15, 2021
Consortium PI Review: February 15, 2021
NIAMS review: March 8, 2021
Earliest Start Date: April 1, 2021
Funding period: April 1, 2021 – April 30, 2022
Funding amount: Up to $15,000

PILOT STUDY REVIEW PROCESS:

To ensure that projects align with the goals of advancing knowledge and care for individuals with OI, pilot studies are reviewed and approved by the BBDC Steering Committee. The review process is as follows:

1. New pilot study proposals should be sent to the project manager at the BBDC Administrative Core. The project manager will perform an administrative review to ensure that all required information has been provided.
2. The BBDC Steering Committee will review the proposal and decide whether to advance the proposal to the consortium PIs.
3. The Consortium PIs will review the proposal and approval will be by majority vote.
4. Once approved by the consortium PIs, the proposal will be advanced to the Program Officer (PO) for the BBDC (new data collection studies only) at the NIAMS/NIH.
5. Once all approvals have been granted, letters documenting the approval will be sent from the Administrative Core on behalf of the Consortium and from the Project Officer on behalf of the NIAMS/NIH.
6. Substantial changes to the science or scope of an approved pilot study require review by the

Steering Committee.

- The Study Lead must submit to the BBDC project manager: a revised study proposal with changes tracked, highlighted or bolded; a brief modification request memo summarizing the changes and stating the rationale for the changes. The memo may be addressed to the Steering Committee
- Substantial changes would include requests for additional biospecimens, significant additional data, or requests to add new outcomes.
- Formal modification requests are NOT needed for notification of a reduction in needed biospecimens or to add covariates or co-investigators, or to slightly modify the analytic approach. However, all such minor changes must still be communicated to the BBDC project manager.

ADDITIONAL REQUIREMENTS FOR A PILOT STUDY

Funding

Funding from the main BBDC contract may be used to support a pilot study.

IRB Review

- The use of BBDC data or biological materials is not exempt from review by an Institutional Review Board (IRB). If the Pilot Study will be conducted at a non-BBDC institution, the investigator must provide the IRB approval letter to the Steering Committee before the study begins.
- Studies that will collect new data from participants must obtain a separate informed consent from all pilot study participants. This consent should clearly identify the pilot study as one being performed in addition to the main study and inform subjects that their participation in the pilot study is not required for them to continue in BBDC studies. The IRB approval letter and the informed consent document must be provided to the Steering Committee before study enrollment or data transfer.
- A singleIRB model will be used if the study involves multiple BBDC sites.

BBDC Sponsorship

- A BBDC investigator or other approved collaborating investigator is expected to be a co-investigator or principal investigator on a pilot study in the role of BBDC sponsor. The sponsor is responsible for presenting the study to the Steering Committee, monitoring the study to assure continuing compatibility with BBDC guidelines, and serving as a liaison to the BBDC.
- Pilot studies from industry partners will be subject to additional agreements with more specific criteria regarding data use and financial remuneration to the OI Foundation for access to the data.
- In addition, manuscripts and abstracts are generally expected to include a BBDC sponsor, except under circumstances that should be stated and justified as part of the original proposal.

BBDC Site Involvement

All BBDC sites designated for inclusion in the study must have agreement from the respective Principal Investigator.

Data Access and Integration

- The data collected by the pilot study and any accompanying documentation are first to be provided to the BBDC Administrative Core for integration into the main database.

This must occur before the integrated file containing data from the main study will be sent to the pilot study investigators. The pilot study Lead will be given the first and exclusive opportunity to analyze, present and publish data collected under the auspices of the pilot study. After a reasonable time (in general, 12 months after data collection and cleaning are complete unless the Steering committee deems that the complexity of the analysis warrants extending this timeframe), the pilot study data will be made available for additional uses by other investigators. Collaboration with the pilot study investigators who collected the data is encouraged. It is the responsibility of the pilot study Lead to state in writing to the Steering Committee any special circumstances that would militate against these guidelines for data sharing. In the spirit of encouraging collaboration, reasonable and justified requests for limiting Steering Committee access to the data will be entertained.

- A manuscript proposal must be reviewed and approved by BBDC before data from the main study will be provided to pilot study investigators.

Time Limit for Approval

All pilot studies have 6 months from approval to become active (with or without funding), after which they will be withdrawn and must be resubmitted for re-approval. This time frame includes establishment of the sIRB as needed.

PUBLICATIONS RESULTING FROM PILOT STUDY

All the publications from a pilot study must be reviewed and approved by the BBDC Publications Subcommittee (P&P), Steering Committee, and reviewed by NIAMS prior to submission, in accordance with BBDC publications policy. Publications must reference the BBDC and BBDC NIH funding resources as per consortium publication guidelines (see BBDC publication policy for details).

Brittle Bone Disorders Consortium

Concept Sheet for Pilot Study Development

STUDY APPLICATION FORM

To submit Study proposal for review, complete the form below and email the proposal to Dianne Nguyen at diannen@bcm.edu . If proposing a biospecimen study, include in the narrative details about the reliability of the lab assay(s), sample volume required and the documentation of the laboratory's proficiency with each assay.

Submission Type: □ Initial Submission □ Revised Submission or Resubmission

Date Submitted: _____

Study Lead

Name	
Institution	
Address	
Email	
Phone	
Fax	

Sponsoring BBDC PI (if different from Study Lead):

Name	
Institution	
Address	
Email	
Phone	
Fax	

Title:

Hypothesis:

Primary Objectives:

Secondary Objectives:

Brief Justification:

Preliminary Data:

Expected Project Milestones/Timeline for Publication:

Statistical Endpoints:

1. Clinical Endpoints to be used in analyses:

2. Primary comparisons:

3. Data Analysis performed by:

Requested Data:

1. Indicate the number of participants or participant specimens (for biospecimen studies) you are requesting for each BBDC cohort. (Write "0" if none are requested for that cohort.)
2. What existing data or specimens will be used? **(Check all that apply.)**

☐ Questionnaire data, physical measures, etc. The submitter must be very specific about the dataset requested (i.e. cannot request all data on subjects but should only include data necessary to test proposed hypotheses).

☐ Biological specimens

☐ Other

3. Complete only if requesting **BBDC biospecimens**

Type of Specimen	**N of samples**	**Volume Required (including padding)**	**Time Collected (e.g., baseline, Follow visit, any)**	**Proposed lab and analytes to be measured at each lab. Be specific (e.g., list each polymorphism separately, list both full analyte name and abbreviation).**
Plasma citrate		µl		
Plasma EDTA		µl		
Serum		µl		
DNA		µg at ng/µl		
Urine		µl		

4. Describe the type of new participant data to be collected for the study. If questionnaire data are to be collected from the participants, please attach a draft of the questionnaire.
5. How much total study time (in minutes) do you estimate will be involved for each study participant (on average)?

Description of type of data to be collected	**Estimated time in minutes to administer**	**Interviewer (I) or Self-administered (S)**
a.		
b.		
c.		

6. Will recruitment related to this study occur at BBDC Participating Sites other than the sponsoring Study Lead's Center?

☐ Yes
☐ No

7. Study resources and funding – please describe what financial and other resources will be used to conduct the study. If seeking BBDC pilot funds to conduct the study, please provide a detailed budget in NIH format.

Brittle Bone Disorders Consortium

Conflict of Interest, Data Release &

Publication Agreement

Name:
Institution/Affiliation:
Associates who will have access to data:

I certify that upon receipt of the Brittle Bone Disorders Consortium (BBDC) data that I will abide by all of the following stipulations:

- The data belongs to the BBDC and continues to be BBDC property, even after release to an investigator. As such, release to a 3rd party is prohibited without written permission from the BBDC.
- The BBDC must be acknowledged in all publications as providing support for the data collection and as owners of the data.
- The acknowledgements section of all manuscripts/posters/presentations must include the NIH grant number and funding sources.
- The Brittle Bone Disorders Consortium must be listed as an author on the manuscript since the group members will have contributed significantly to the publication through study design, data collection and analysis. Publications resulting from BBD will acknowledge all the PIs that contributed to the dataset as "Members of the BBD".
- When a member of the BBDC participates in the analysis and interpretation of the data or writing or editing of a manuscript for publication, that individual will receive authorship on the manuscript in accordance with the contribution.
- Data included in the publication will be restricted to the hypothesis proposed in the application to the BBDC.
- A good faith effort will be made to have the data published within the timeframe stipulated in the application submitted to the BBDC. It is understood that after a period of 12 months, the BBDC may release the same data to another individual for a similar or related hypothesis.

_____ _____

Name Date

I verify that all information provided on this form is accurate to the best of my knowledge and I agree to abide by all BBDC study policies and the BBDC Publications and Presentations policy

_____ _____

Study Lead Date

_____ _____

Sponsoring BBDC Principal Investigator Date

Revision History:
06Nov2020: Adopted Y7 revised dates
05Nov2020: Revised Y7 dates reviewed by BBDC Exec Committee
09Dec2019: Adopted by the BBDC
04Dec2019: Reviewed by BBDC PIs
25Nov2019: Reviewed by BBDC Exec Committee