### Standard Adverse Event Reporting Guidelines for INTERNAL AEs Occurring at UM

This chart is for studies following IRBMED standard AE reporting. It may be appropriate for some studies to consider a [Study Specific AE Reporting Plan](#). See the gray boxes for information about External AE and UaP reporting.

<table>
<thead>
<tr>
<th>RELATED</th>
<th>UNRELATED</th>
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| **Unexpected** | **Serious Adverse Event**¹ - resulting in
  - Death
  - Life-threatening outcome
  Submit AE/ORIO report as **soon as possible, but within 7 calendar days** of becoming aware of event.
  Assess SAE to determine if UaP (see below for UaP criteria).
| **Serious Adverse Event**²
  Submit AE/ORIO report **within 14 calendar days** of becoming aware of event.
  Assess SAE to determine if UaP (see below for UaP criteria). |
| **Non-Serious Adverse Event**
  Submit AE/ORIO report **within 14 calendar days** of becoming aware of event.
  Assess AE to determine if UaP (see below for UaP criteria). |
| **Non-Serious Adverse Event**
  -Do not report to IRB- |
| **For ALL Unrelated & Expected Adverse Events**
-Do not report to IRB- |

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<th>EXPECTED</th>
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| **Serious Adverse Event**¹,²
  Submit AE/ORIO report **within 14 calendar days** of becoming aware of event. |
| **Non-Serious Adverse Event (Moderate/Grade 2*)**
-Do not report to IRB- |
| **Non-Serious Adverse Event (Mild/Grade 1*)**
-Do not report to IRB- |

¹Serious Adverse Event (SAE) as reflected in (32-1.4 in eResearch)

²Potential Unanticipated Problems Involving Risks to Subjects or Others (UaPs)

### Definitions
- **SCR:** Scheduled Continuing Review
- **Expected:** Has been addressed in one or more of following: Protocol, Investigator Brochure, Package Insert or equivalent, published literature, IRB application, grant application, Data Safety Monitoring Board/Data Safety Committee reports, other documentation, informed consent document (ICD) or characteristics of the study population. Note, per OHRP guidance, event may be "expected" per the natural progression of any underlying disease, disorder, or condition of the subject(s) experiencing the adverse event; 
- **Unexpected:** Has not been addressed in one or more of the above examples;

### External Site AEs Reporting

- **Do not report External Adverse Events to the IRB, unless they have been determined by the external site PI to be a UaP. See Statement of Practice here.**

### Notes
- If a U-M Sponsor Investigator holds the IND or IDE report all SAEs to IRBMED

### References
- [21 CFR 312.32](#) Adverse Event Reporting to IRBs
- OHRP—Which AEs are UaPs? OHRP—Guidance on Reviewing and Reporting UaPs and AEs
- *Common Terminology Criteria for Adverse Events (CTCAE) - Oncology studies Grade System*

### Effective April 3, 2015
Defining Relationship to Study Drug/Device/Procedure: The IRB recognizes that it can be difficult to determine the relationship of event or events to a specific drug/device/procedure when there are several contributing factors. Events should be rated according to the following parameters:

**EVENTS RELATED**

**Definitely Related**
- The event is a known effect of the drug, device, or procedure (e.g., listed in the protocol documents including IB, consent, publications)
- The event follows an obvious sequence of time, from the drug’s administration, device’s implantation or activation, or procedure, for which the event is directly attributed to the administration, implantation, activation, or procedure.
- The event ceases with discontinuation of the drug, device, or procedure (and reoccurs on restarting).
- The event includes data that was only collected for the study.
- The event included disturbing or upsetting questions that the subject was asked for the purpose of the research.

**Probably Related**
- The event is lesser known or suspected effect of the drug, device, or procedure (listed in the protocol documents including IB, consent, publications, etc.)
- The event follows a reasonable sequence of time from the drug’s administration, device implantation, activation, or procedure, for which the event may be attributed to the administration, implantation, activation, or procedure.
- The event ceases or diminishes with discontinuation of the drug, removal/discontinued activation of the device, or procedure.

**Possibly Related**
- The event is a lesser known or possible effect of the drug, device, or procedure.
- The event occurred within a sequence of time from the drug’s administration, device implantation and/or activation, or procedure, for which the event may be attributed to the administration, implantation, activation, or procedure.
- The event could be explained by the characteristics of the population under study.

**EVENTS NOT RELATED**

**Unlikely Related**
- The event is NOT a previously known or suspected effect of the test drug, device, or procedure.
- The event does NOT follow a sequence of time from drug administration, device implantation and/or activation, or procedure, for which the event could be attributed to the administration, implantation, activation, or procedure.
- The event can be readily explained by the characteristics of the population under study.

**Unrelated**
- The event is NOT known to be an effect of the test drug, device, or procedure.
- The event does NOT follow a sequence of time from drug administration, device implantation and/or activation, or procedure, for which the event could be attributed to the administration, implantation, activation, or procedure.
- The event can be readily and easily explained by the characteristics of the population under study.
- Subject never received study drug, study device, or underwent research study procedure.