

# Shire’s Collaborative Research System and Process FAQs

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## **General Information:**

### **Collaborative Research Mission and Purpose**

Shire is committed to broadening medical and scientific knowledge pertaining to its products, disease states of interest and medical practice.

### **Eligibility**

Only institutions/organizations are eligible to receive Collaborative Research support from Shire. Individual Health Care Professionals (HCPs) will not be eligible.

Potential funding recipients include institutions (including an external qualified investigator), government agency, investigator network, cooperative groups of universities, medical schools, hospitals, and academic medical centers that are authorized to receive funds for research.

Shire will review requests from researchers who have the necessary scientific background and experience to conduct a scientific investigation for a specific research project.

### **General Principles**

Shire responds to solicited and unsolicited requests for support of Collaborative Research activities through its Collaborative Research program. Collaborative Research may be conceived, designed, initiated, conducted, analyzed, and reported by Shire R&D in collaboration with a qualified entity/investigator. Collaborative Research must have a scientific purpose, such as help answer legitimate scientific questions about the efficacy, safety, effectiveness, efficiency or utilization of Shire products, or otherwise to advance the medical or scientific knowledge in areas of interest to Shire.

## **System Access**

### **How do I submit a proposal?**

Collaborative Research requests must be submitted through the Shire Collaborative Research Management System at <https://ist.shiresupport.com> to be eligible for consideration. Requests received via email or traditional mail will not be considered.

### **How do I register?**

Click on the "Register" button on the login page of Shire's Collaborative Research management system at <https://ist.shiresupport.com>. Complete and submit the required information. You will receive an e-mail acknowledgement from Shire within 24 hours confirming the new account.

Note: if you do not receive a confirmation email please contact [collaborativeres@shire.com](mailto:collaborativeres@shire.com). In some cases, the emails may be rejected by your institution as spam.

### **Why was I prevented from registering?**

Common reasons include:

- Some of the information entered as part of your registration was not valid. Please look for any error messages and re-enter corrected information in the requested format.
- You entered an e-mail address during your registration that has already been registered in the system.

If you experience continued problems, please contact Shire at [collaborativeres@shire.com](mailto:collaborativeres@shire.com).

### **Why doesn't my login and password work?**

If you have forgotten your password, you may reset your password by clicking the "Forgot Password" link. If you are still unable to access the system, please contact [collaborativeres@shire.com](mailto:collaborativeres@shire.com).

If you are not able to login due to account inactivity please contact [collaborativeres@shire.com](mailto:collaborativeres@shire.com).

### **Can multiple investigators use the same account to submit Collaborative Research requests to Shire?**

No, each individual qualified external investigator who would like to submit a research request to Shire must have his or her own account (with unique email address) within the system.

### **What if I enter false information?**

Providing false information or failing to answer all questions truthfully and completely may be grounds for not accepting the request, halting existing requests, or excluding organizations from participating in Shire's Collaborative Research program. Falsifying an application, attempting to violate the privacy of others, or attempting to compromise the operation of the system may also be punishable by law.

## **Collaborative Research Submission**

### **What types of research proposals are eligible for support by the Shire Collaborative Research program?**

Clinical (interventional and observational), preclinical, diagnostic and device studies are eligible to be considered for Collaborative Research support.

### **Does the Collaborative Research program support product requests not directly related to a protocol-based research proposal?**

No.

### **What is the difference between a “protocol synopsis” and a “full protocol”?**

You will be asked to submit a protocol synopsis before submitting a full protocol. A protocol synopsis requires (limited) information which can be used to gauge Shire’s interest in the research study. Protocol synopsis will be reviewed by Medical Review Committee and if approved, the investigator is invited to submit a full protocol for further review and consideration. Approval of a protocol synopsis does not guarantee approval of the subsequent full protocol. Submissions are reviewed on ongoing basis (estimated review timeline 45 days).

A full protocol submission requires detailed study information and detailed budget.

Funding/product support decisions can only be made upon Shire’s review of a full protocol.

### **What information is required for submitting a “protocol synopsis” and a “full protocol”?**

Key information required for a proposal synopsis and for a full protocol include the following:

	<b>Protocol Synopsis</b>	<b>Full Protocol</b>
<b>Basic Study Information</b>	<ul style="list-style-type: none"> <li>• Study title</li> <li>• Hypothesis</li> <li>• Overall Project Cost</li> <li>• Primary Investigator CV</li> </ul>	<ul style="list-style-type: none"> <li>• Study title</li> <li>• Background/Rationale</li> <li>• Hypothesis</li> <li>• Medical License Number (US) for Physicians and Primary Investigator CV</li> </ul>
<b>Study Details and Design</b>	<ul style="list-style-type: none"> <li>• Primary Objective</li> <li>• Brief Inclusion and Exclusion Criteria Sample size if applicable</li> <li>• Estimate of the total budget</li> </ul> <p>Note: Additional documents can be uploaded as needed</p>	<ul style="list-style-type: none"> <li>• Inclusion and Exclusion Criteria</li> <li>• Primary Objective</li> <li>• Study Design</li> <li>• Number of Sites</li> <li>• Experimental Design</li> <li>• Additional Study details, including estimated recruitment period and study timelines</li> </ul>

		<ul style="list-style-type: none"> <li>• Study Event Information: Treatment information, drug supply requirements (if applicable), statistical analysis plan, etc.</li> <li>• Itemized, Detailed Budget that are commensurate with Fair Market Value (FMV) and includes all study-related expenses:</li> <li>• Direct Study Costs</li> <li>• Indirect Study Costs (e.g. Publication Open Access fees; institutional overhead costs.)</li> <li>• Note: Additional documents can be uploaded as needed</li> </ul>
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**What types of additional/supplementary costs can be included?**

Shire’s overhead rate is a maximum of 25% of the total direct study costs. Overhead will not be paid on indirect study costs (e.g. publications development & open access fees, travel related to publications presentations at congresses).

Shire may support reasonable publication submission and/or review fees, and modest and reasonable travel expenses related to study updates and poster presentations up to 2,500 USD, as long as they are budgeted and noted in the agreement.

**What types of additional/supplementary costs will not be reimbursed?**

Shire does not support cost to purchase durable equipment, but may support reasonable leasing costs for such equipment to be used for the sole purpose of the requested Collaborative Research;

Shire will not compensate for the following costs:

- Costs for research performed in the past
- General educational and training activities costs
- Costs for activities that are part of an organization’s routine operations and are not specific to the particular Collaborative Research
- Purchases of capital or durable equipment unrelated to the Collaborative Research
- Hiring of staff that are not dedicated to the Collaborative Research project

**What if my descriptions, study objectives, etc. do not fit into the allotted space?**

A high-level summary is required within the allotted space. If the provided space is not enough for you to enter complete/detailed description, it is recommended that you upload detailed supporting documentation at the end of the Request Form.

## **What does a Request for Additional Information (RAI) mean and how much time do I have to respond?**

A "Request for Additional Information" (RAI) is made when supplementary information or clarifications are needed to assist in considering the request. The RAI will be sent via e-mail to the registered e-mail address provided by the requestor. Please review the e-mail carefully and submit the additional information through the system by logging in and clicking on the "Please submit additional information" link next to the applicable Collaborative Research request. If Shire has not received the necessary information within 90 calendar days of the request for additional information, the original request may be closed.

## **May I complete a portion of the online application and come back to it later?**

Yes. If you are unable to complete your online application in one session, you may save it and come back to it later by clicking "Save & Continue Later" at the bottom of the page. At any time prior to submitting, you will have the opportunity to come back and make changes to the application. As you enter the information, please click "Save" on the page often to preserve the information you have entered, as the system does time out due to inactivity and you may lose information entered if you did not save it timely.

## **May I submit a Collaborative Research proposal if I already have one approved by Shire?**

Yes. Having ongoing Collaborative Research activity with Shire does not preclude a qualified external entity/investigator from submitting another proposal. Please note however that issues of non-compliance or non-conformance to the requirements of the Collaborative Research study agreement for the ongoing study may preclude you from funding until any issues are resolved.

## **How will I know if my proposal was received?**

Email notifications will only be sent to the registered user account throughout the process. Email notifications include acknowledgement of receipt of proposal, proposal decisions of approval or decline by the review committee; and to request periodic study updates for previously approved studies. Once proposals are submitted, you may also log onto the system to view the status of your requests directly.

## **What if I do not receive e-mail notifications?**

Check SPAM and/or Junk e-mail folders. Once located right-click on the e-mail and select the option under "Junk E-mail" to "Add Senders Domain to Safe Senders list."

Alternatively, you can manually add [collaborativeres@shire.com](mailto:collaborativeres@shire.com) to the safe senders list in your email account. If using Outlook, complete the following steps to add as a safe sender:

- Click on Actions, then locate the "Junk E-mail Options"
- Click on the tab for "Safe Senders"
- Click "Add", type in [collaborativeres@shire.com](mailto:collaborativeres@shire.com) and click "OK"

## **Collaborative Research Review and Decision**

### **What is the Collaborative Research review process?**

The Shire Medical Review Committee considers each proposal and bases its decision on the scientific merit, alignment with Shire's strategy and safety, legal, ethical and budgetary considerations.

### **Does previous support of my research by Shire guarantee future support?**

No, each request submitted to Shire will be evaluated based on its individual merit, as well as the amount of overall funding still available in a particular calendar year. Please do not consider any request approved until you receive written confirmation from [collaborativeres@shire.com](mailto:collaborativeres@shire.com) and all necessary parties have signed the applicable written agreement.

### **Who can assist me with the application process or keep me informed of the status?**

The Shire Collaborative Research Team and/or Study Lead can assist you with the application process and provide status updates upon request. Questions can be sent to [collaborativeres@shire.com](mailto:collaborativeres@shire.com).

## **Managing Approved Collaborative Research studies**

### **How long does it take to execute an agreement?**

Execution of a Collaborative Research Agreement takes a minimum of 8 weeks and up to 6 months on average, depending on the complexity of the negotiations and the Institutional requirements. Please take this into account when planning timelines of your study.

### **What documents does Shire require prior to the start of my study?**

After approval, but prior to study start, Shire must receive all relevant regulatory and required finance documentation which may include the following:

- A fully executed Collaborative Research agreement
- W9 forms (applicable for the US only)
- Institutional Review Board (IRB)/Ethics Committee (EC) Approval Documentation (IRB/EC approval letter, IRB/EC approved study protocol and IRB/EC approved informed consent form, as applicable) or IRB/EC waiver documentation
- Documentation of IND/CTA or an exemption, if applicable
- DEA223 (applicable only in the US for studies requiring controlled substance)
- IACUC approval (applicable to animal studies)

## **How long will it take to receive product for my study, if applicable?**

Depending on the product(s) required for the study, it can take a minimum of **two weeks to six months** to receive the first shipment after contract execution. Shire will work closely with you to relay any supply related issues that may arise post Collaborative Research support approval.

Study drug cannot be ordered until the Collaborative Research agreement is fully signed and EC/IRB, IND or CTA approval/exemption documentation has been received by Shire.

## **How are Collaborative Research payments managed?**

Collaborative Research payments will be managed per the Collaborative Research agreement. It is the responsibility of the Investigator's Institution to provide documentation to Shire of the completed milestones per the agreement.

## **How should study protocol changes be handled?**

Study protocol changes must be submitted to Shire when there is change in the design and/or implementation of the study.

If it is determined that Shire no longer wishes to support the study based on the protocol changes, Shire may choose to terminate the study in accordance with the conditions of the Collaborative Research agreement.

Please do not submit a new Collaborative Research proposal as an amendment or a request for a Collaborative Research Amendment as new submission.

Please contact [collaborativeres@shire.com](mailto:collaborativeres@shire.com) with any questions.

## **How do I request additional funding for an ongoing study?**

Requests for additional funding will be considered on a case-by-case basis, but approval is not guaranteed. Please refer to "How are Study Protocol Changes handled?" listed above.

Additional funding requests will be reviewed by the Medical Review Committee.

REMINDER: Please do not submit a new Collaborative Research proposal as an amendment or a request for a Collaborative Research Amendment as new submission.

Please contact [collaborativeres@shire.com](mailto:collaborativeres@shire.com) with any questions.

## **What is the Study Update Report?**

The Study Update Report is used to provide information to Shire on the progress of the study. In accordance with the Collaborative Research Agreement, a Study Update Report must be submitted on a regular basis throughout the duration of the study (typically as a study milestone). Study updates must be submitted online through the system and are required at least quarterly.

Required information includes:

- Study Enrollment information, if subjects are being enrolled:
  - Number of subjects screened
  - Number of subjects enrolled
  - Number of subjects completed
  - Number of subjects terminated
- Milestone Information
- Confirm the completed milestone(s)
- Adjust projected milestone dates as needed
- Drug Supply Information (if applicable)
- Request additional drug supply and include type and quantity

### **What is the Final Study Report?**

The Final Study Report is a detailed summary of the study results and study conclusions. Shire requires that a final study report and/or publication be submitted before the final milestone payment may be released. The Final Study Report must be submitted online through the Collaborative Research management system. Please note that Shire may provide expertise /input on the final study report.

### **Can my contract be in my local language, or must it be in English?**

Although an English version of the contract is required, an additional version in your local language can be executed.

### **What are the expectations with regards to publishing Collaborative Research study results?**

The expected result of any Shire supported Collaborative Research study is the publication of new or confirmatory scientific and medical information.

Shire encourages qualified external entities/investigators to exercise best efforts to publish the results of the Collaborative Research studies. Shire support of Collaborative Research studies, whether through funding, scientific advice, technical assistance and other support (e.g. travel for congress presentation), must be fully and accurately disclosed in any publication or presentation of the research. Any public presentation or disclosure of study results must be reviewed by Shire prior to publication or presentation, as per the Collaborative Research agreement.

### **What is Open Access?**

Shire is committed to transparent dissemination of all scientific, technical and medical manuscripts generated from Shire-funded research. Therefore, for contracts initiated after January 1, 2018, Shire will require the submission of all Shire-funded research manuscripts to journals that offer public availability via Open Access (including publisher platforms/repositories and self-archiving). Open Access refers to the free at point of access, online availability of published research output with rights of re-use according to user's license.



Shire encourages publication using the Creative Commons Attribution 4.0 generic license (CC-BY 4.0) or equivalent license whenever possible, with or without embargo period, over more restrictive Creative Commons licenses such as CC-BY-NC, CC-BY-NC-ND, or others.

### **Can I write about my Collaborative Research in my institution's internal newsletter?**

Any public presentation or disclosure of study results must be reviewed by Shire prior to publication or presentation. Please review your contract for specific requirements regarding publication and publicity.

If you have any additional questions or would like more information regarding Shire's Collaborative Research submission, review and approval process, please see the more detailed Collaborative Research Guide on the portal home page (<https://ist.shiresupport.com>) or contact us at [collaborativeres@shire.com](mailto:collaborativeres@shire.com).

## **Collaborative Research Close-Out**

### **How is the study close-out managed?**

Once a Collaborative Research study has been completed, a final study report must be submitted to Shire's system.

All funds provided by Shire in support of the study must be reconciled. Any unused Shire products that remain at the conclusion of the study must be destroyed per the Institution's policy with the written evidence of the destruction forwarded to Shire. When the final study report has been reviewed and approved, a final invoice can be submitted for payment.

## **Shire Collaborative Research Team Contact Information**

If you have any additional questions or would like more information regarding Shire's Collaborative Research submission, review and approval process, please see the more detailed Collaborative Research Guide on the portal home page (<https://ist.shiresupport.com>) or contact us at:

**Email:** [collaborativeres@shire.com](mailto:collaborativeres@shire.com)

**Webpage:** <https://ist.shiresupport.com>

**Phone:** +1 484-595-2330