SNAP TRIAL INTEGRITY SUITE: GOVERNANCE & MANAGEMENT OVERVIEW

DOCUMENT APPROVAL

VERSION NUMBER	DATE	CREATED BY	APPROVED BY	SIGNATURE OF APPROVAL
2.0	01-04-2026 11:16:20 AEDT	GTMG	Steven Tong	eSIGNED by Steven Tong on 31-03-2026
			Joshua Davis	eSIGNED by Joshua Davis on 31-03-2026
			Zoe McQuilten	eSIGNED by Zoe Mcquilten on 01-04-2026

The SNAP Trial Global Trial Steering Committee (GTSC) and Regional Trial Management Groups (RTMGs) have had the opportunity to review this document, and it has been signed by the Chief Investigators and the Chair of the GTSC on behalf of the SNAP Trial.

IF ADAPTING THIS DOCUMENT, PLEASE ACKNOWLEDGE US VIA THE FOLLOWING STATEMENT:

"This document has been adapted from the *Staphylococcus Aureus* Network Adaptive Platform (SNAP) Trial Integrity Suite: Governance & Management Overview (Version 2.0), available from the SNAP Trial website: https://www.snaptrial.com.au/for-investigators#integrity.

The SNAP trial, globally coordinated by the University of Melbourne, is an international adaptive platform trial aimed at identifying the most effective treatments for *Staphylococcus aureus* bloodstream infections."

1 CONTENTS

2 SNAP TRIAL INTEGRITY SUITE

The SNAP Trial Integrity Suite is a comprehensive collection of essential documents that provide evidence and guidance for the conduct and oversight of the SNAP Trial globally and sets the minimum standards of compliance for the study.

The SNAP Trial Integrity Suite is comprised of the following documents:

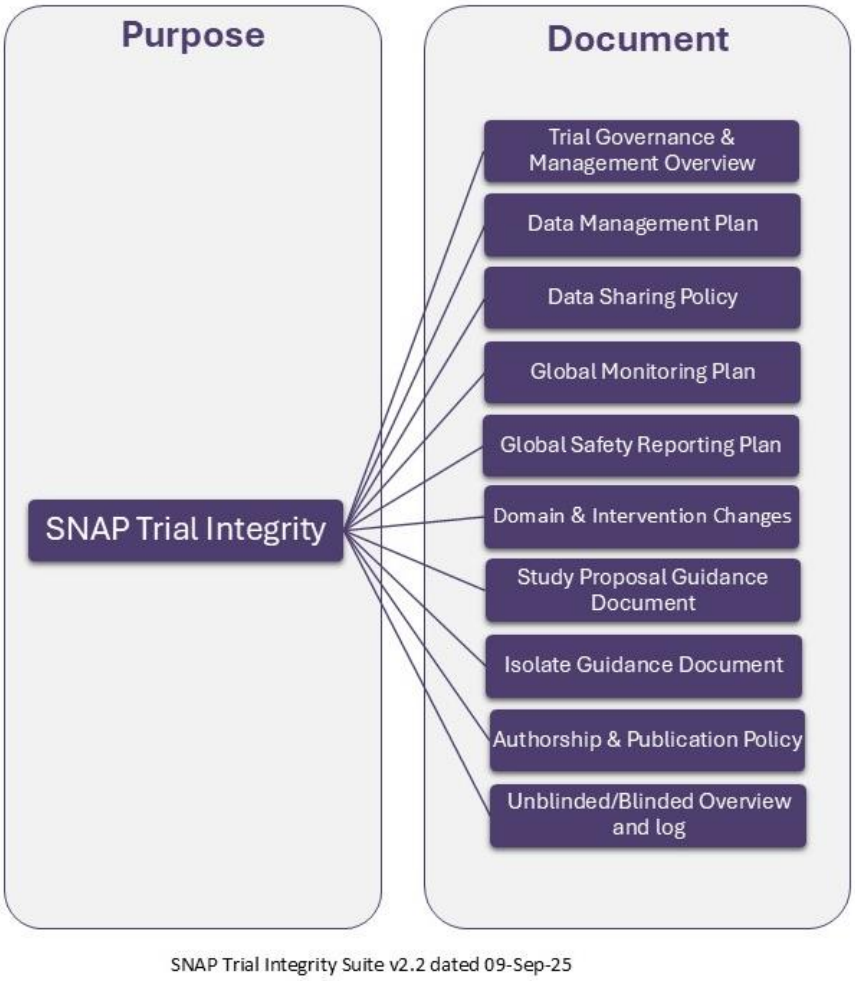


Figure 1 Trial Integrity Suite

3 OVERVIEW OF SNAP GOVERNANCE

Global management of the SNAP trial is coordinated by the Global Trial Management Group (GTMG) in Melbourne, Australia.

Each country participating in SNAP nominates an International Sponsor Organisation (ISO) who takes ultimate legal and operational responsibility for the trial in that jurisdiction. Each ISO must ensure it has adequate clinical trial insurance and indemnity for the trial in their jurisdiction.

- In some participating countries (e.g. Israel and USA), the structure is such that each individual hospital acts as the ISO, assuming sponsor responsibility solely for its own recruiting site.
- In other regions (for example, the EU), a regional sponsorship model is used, whereby a single ISO assumes sponsor responsibilities for all trial sites across the countries within its jurisdiction.

The SNAP trial is further governed by numerous committees and working groups, as presented in Appendix 2. which report to the Global Trial Steering Committee (GTSC). The GTSC is the ultimate decision-making body for the study and is responsible for reviewing and ratifying trial decisions.

4 DEFINITIONS

The terms used in this document are defined below. All terms will be referenced by their acronyms throughout this document.

Table 1 Relevant Terms

Term	Description
Trial Sponsor	Refers to an individual, company, institution, or organization responsible for initiating, managing, and financing of a clinical study. They hold the legal, ethical, and regulatory responsibility for the trial's conduct, safety monitoring, and data integrity.
International Sponsor Organisation (ISO)	Refers to an individual, company, institution, or organization that takes responsibility for the initiation, management, and/or financing of a clinical study or trial in its jurisdiction.
Trial Steering Committee – Global (GTSC)	The GTSC are responsible for overall decision-making related to the SNAP trial.
Trial Steering Committees – Regional (RTSCs)	The RTSCs for decision-making related to the SNAP Trial in that region. The RTSCs feed decisions up to the GTSC for final review and ratification.
Global Trial Management Group (GTMG)	The GTMG is based at the University of Melbourne/ Doherty Institute (Australia), responsible for central coordination of the SNAP trial and oversight of trial progress and conduct internationally, led by the SNAP trial co-leads and the SNAP Trial Managers. SNAP Paediatrics and Youth (SNAP-PY) is centrally coordinated by the team at The Kids Research Institute (Australia).
Regional Trial Management Groups (RTMGs)	The RTMGs are responsible for coordination of the SNAP trial and oversight of trial progress and conduct in a specific region, led by the regional lead(s) and Regional Trial Manager.
Coordinating Chief Investigator(s)	The overall lead researcher(s) for the SNAP Trial, responsible for the overall design and conduct of the SNAP trial.
Chief Investigator(s)	The investigators listed on grants or protocol documents in each region
Regional Lead(s)	A clinician/researcher with expertise in the trial subject matter who oversees the conduct of the study within a specific geographic region. The Regional Lead provides clinical leadership, ensures adherence to the global protocol and local regulatory requirements, supports trial sites within their region, and serves on the GTSC.
Working Group / Subcommittee	a committee responsible for oversight of a particular domain, appendix, subpopulation, sub-study, or other aspect within the SNAP Trial.

5 ROLES & RESPONSIBILITIES

The roles and responsibilities of each party is outlined below.

5.1 Global Trial Management Group (GTMG)

The GTMG is responsible for the overall coordination of the SNAP Trial and conduct of the trial as per the SNAP TMG Terms of Reference.

Global coordination duties include:

- Developing the global protocol documents, including subsequent updates and amendments (which may not be further amended by regional trial sponsors)
- Acting as the primary point of contact for communication with other RTMGs and sponsors.
- Design, development and maintenance of the electronic data capture (EDC) Case Report Forms (CRFs) and CRF completion guidelines, including updates and amendments.
- Providing global trial management and oversight of the trial conduct.
- Establishing new sites in the trial database and notifying global sites of their activation and commencement of recruitment.
- Ensure global safety data is compiled for the scheduled interim and final analyses, which undergo DSMC review
- Overseeing global safety reporting and provision of data to RTMGs as needed and within required timelines to enable onward reporting.
- Management, reporting, and filing of all working groups documentation (domain specific (unless otherwise delegated), statistical, analytic team) according to their written plans and sharing such documents to RTMGs as required.
- Management, reporting, and filing of GTSC documentation and sharing those documents on request to RTMGs.
- Global data management, including generation of regional data cleaning reports, global oversight of data quality, and support in resolving regional and/or site queries.
- Coordinating the sharing of de-identified regional data with third parties for future research purposes as per regional requirements.
- Distribution of globally relevant updates regarding recruitment rates, new site activations and important trial communications

5.2 Regional Trial Management Groups (RTMGs)

Each RTMG is responsible for coordination and conduct of the trial in that country or jurisdiction.

Regional coordination and conduct duties include:

- Development of the region-specific appendices, patient information, database CRFs, translated documentation, region-specific manuals and subsequent updates and amendments in that region
- Provision of site investigators and project managers
- Site management
- Regional Monitoring
- Site contracting
- Site payments
- IMP management
- Ensuring all site training and documentation is complete for site activation

- Quality assurance across all roles and subcontractors
- Oversight of ISF set up and maintenance
- Storage and archiving of the TMG
- Provision of laboratory manual and instruction to sites
- Regulatory approval(s)
- Ethics approval and subsequent amendments
- Safety management and reporting
- Management, reporting, and filing of regional trial steering committee. and sharing those documents on request with the GTMG
- Study participant data processing (data holding), per regional management requirements
- Selecting, approving, opening and closing sites in that region in collaboration with the GTMG
- Distribution of regionally relevant updates regarding inclusion rates, new sites and important updates to the trial

Please see the Trial Management Group Terms of Reference for further detail.

5.3 Global Trial Steering Committee (GTSC)

As per the GTSC Terms of Reference:

The GTSC members, on behalf of all Sponsors and Funders, will have overall responsibility for the conduct of the trial and for safeguarding the rights, safety and wellbeing of participants. It should also provide advice through its Chair to the trial management group, sponsor, and any other funder on all aspects of the trial.

GTSC duties include:

- Provide expert oversight of the trial
- Maintain confidentiality of all trial information that is not already in the public domain
- Develop the master SNAP trial protocol, including design, statistical analysis including endpoints, statistical triggers and stopping rules
- Identify additional domains and form Domain specific sub-groups
- Identify potential sites and additional collaborators
- Identify Regions and form Region sub-groups
- Identification of funding opportunities Internationally
- Oversee ethics and governance requirements Internationally
- Facilitate engagement with peer groups about the project
- Ensure the trial meets the principals of Good Clinical Practice (GCP) guidelines
- Assess the impact and relevance of any accumulating external evidence
- Approve any publications arising and determine authorship of each
- Consider and approve any proposed sub-studies
- Consider and approve any proposed committees and working groups, members and chairs
- Review microbiological aspects of the trial
- Make decisions as to the future continuation (or otherwise) of the trial
- Review protocol amendments

- Review enrolments overall and at a site level
- Review and make decisions about any communications from the Data Safety Monitoring Committee (DSMC)
- Review critical/adverse events
- Oversee the timely reporting of trial results
- Approve external or early internal requests for release of data or subsets of data or samples including clinical data and stored biological samples

5.4 Regional Trial Steering Committees (RTSCs)

Each region/jurisdiction should establish a RTSC to oversee the trial activities in that region.

As per the Regional TSC Terms of Reference:

- Provide input into the master SNAP trial protocol and relevant appendices as required
- Identification of region-specific funding opportunities
- Identification of ethics and governance requirements within the region
- Facilitate engagement with peer groups about the project
- Review regional protocol amendments as required
- Review enrolments overall and at sites within the region
- Review and make decisions about any communications from the DSMC
- Review regional critical/adverse events
- Provide governance oversight of all region-specific working groups
- Develop the region-specific appendix of the SNAP trial protocol
- Review regional specific requirements

5.5 Working Groups (WGs)

As per each working group Terms of Reference:

- Develop the working group appendix for the SNAP trial protocol, including specific operational requirements including design and statistical analysis including endpoints
- Provide input into the master SNAP trial protocol and relevant appendices
- Identify international funding opportunities
- Oversight of international ethics and governance requirements relevant to the working group
- Facilitate engagement with peer groups about the project
- Coordinate and write subgroup specific manuscripts and propose authorship of each in advance
- Consider and approve any proposed sub-studies relevant to the subcommittee
- Review protocol amendments that include subcommittee aspects
- Review and make decisions about any communications from the TSC that include subcommittee aspects

6 REGIONAL MINIMUM RESPONSIBILITIES

- Establish an RTMG – this should encompass at least 1 trial manager/coordinator who oversees the operational trial activities for the entire region/jurisdiction and at least 1 Regional Lead
- Establish an RTSC – should encompass the regional/jurisdictional leads, and a mixture of independent and dependent members who make decisions of the trial on behalf of that region/jurisdiction
- Attend global trial management meetings
- Perform monitoring in accordance with the SNAP Global Monitoring Plan
- Monitoring and reporting of safety events and protocol deviations
- Resolve monthly data cleaning reports and queries to sites
- Notify the GTMG of any grant applications prior to submission
- Support the study as per the funding requirements outlined in Section 7

7 REGIONAL FUNDING REQUIREMENTS

The below funding requirements should be considered when putting together grant applications to cover the study in each region.

- All participating regions will be required to fund the trial in their region; including study set up, management, per patient payments, etc. in their region, unless otherwise agreed with the GTMG. A summary of recommended minimum resourcing is provided in **Section 7.1**
- The GTMG develop and maintain the core trial infrastructure of databases, protocols and statistical support, but contributions from each region towards the ongoing running of the infrastructure is requested to be included in any regional grant applications as outlined in **Section 7.2.**

7.1 Regional Minimum Recommended Resourcing

A table of the minimum recommended regional resourcing is provided to each RTMG as per the table below:

Salaries and Direct Research Costs	Estimated Resourcing
Salaries	
Regional Clinical Trial Manager	1.0 FTE
Regional Clinical Trial Coordinator	0.5 – 1.0 FTE
Regional Clinical Trial Monitor/ CRA	1.0 – 2.0 FTE
Regional Clinical Trial Data Coordinator / Data Manager	0.2-1.0 FTE
Direct Research Costs	
Clinical Trial Insurance	As per region-specific cost estimates
Consumer Involvement	

Ethics/ERB Fees	
Regulatory fees *(if applicable)*	
Governance/Local Ethics/ERB Fees *(per site)*	
Site Infrastructure Fees – *start up, administration*	
Participant payments – *depending on number of domains available in each site/region*	
Study Interventions – *Purchasing, Shipping, Pharmacy Costs* *(when not dispensed as standard of care)*	
Bacterial Isolates – *Processing and Shipping isolates to central regional location for collection from the GTMG to store in the central isolate biobank in Melbourne, Australia*	
Monitoring Expenses – *Travel, Accommodation, Sustenance*	

7.2 REGIONAL CONTRIBUTIONS TO SUPPORT CENTRAL INFRASTRUCTURE

Each region is asked to provide initial and ongoing contributions to support the central infrastructure, as per the table outlined below in AUD.

These contributions help to cover the central trial infrastructure and Global Management Team, including the trial database, trial statistics, and the team of global trial managers, data managers, database coordinators and working group administrative assistants.

7.2.1 INITIAL CONTRIBUTIONS

To be contributed at the time of signing of the International Sponsor Collaboration Agreement.

Initial Contributions	Estimated Global TMG Resourcing	Cost (AUD)
Initial Fixed Contributions		
Central Coordination/Management by the GTMG *FTE for contract negotiations, operational documentation, regional requirements review and guidance, training, meetings etc.*	0.013 FTE	$6,000
Database Set-Up *FTE for establishing region specific testing environment, reviewing site team qualifications and data access forms, and reviewing location settings. Also includes minor amendments for location or user requirements to the value of $1500.*	0.06 FTE	$10,000

Initial Variable Contributions		
Spiral Spinnaker Database Changes (Ideally none required) *Includes any amendments requested to the database that are relevant to the specific region (such as location settings including consent changes / additions, new CRFs etc.)* *Minor amendments (e.g. new user profiles, new exports etc) can cost between $500 – 15,000* *Major amendments (e.g. new CRFs, significant changes to existing CRFs) can cost between $15,000 – 50,000.*	-	As per the Change Request Quote (CRQ) provided by Spiral Software.

7.2.2 ONGOING ANNUAL CONTRIBUTIONS

To be contributed on an annual basis, as per the schedule outlined in the International Sponsor Collaboration Agreement.

Ongoing Annual Contributions	Estimated Global TMG Resourcing	Cost (AUD)
Annual Fixed Contributions		
Central Coordination/Management *– FTE for Global TMG for contract negotiations, documentation, operational review, database requirements, training, meetings etc*	0.05 FTE (if ≤5 sites) 0.1 FTE (if >5 sites)	$10,000 (if ≤5 sites) $20,000 (if >5 sites)
Spiral Spinnaker Database Maintenance & Annual Support Fees *Ongoing costs for Spinnaker platform infrastructure, monthly support fees, hosting and firewall.*	-	$3,000 (if ≤5 sites) $6,000 (if >5 sites)
Data Management *Coordinates data reports to regional management teams detailing trial progress, recruitment, data completion at regional and site level.*	0.025 FTE (if ≤5 sites) 0.05 FTE (if >5 sites)	$5,000 (if ≤5 sites) $10,000 (if >5 sites)
Statistical Support *Creation of statistical documentation, performing interim and final analyses, validation of randomisation algorithm, report preparation, statistical review*	0.02 FTE	$3,000
Annual Variable Contributions		

Spiral Spinnaker Database Changes *Includes any amendments requested to the database that are relevant to the specific region.* *Minor amendments (e.g. new user profiles, new exports etc) can cost between $500 – 15,000* *Major amendments (e.g. new CRFs, significant changes to existing CRFs) can cost between $15,000 – 50,000.*	-	As per the Change Request Quote (CRQ) provided by Spiral Software.

8 CONTINGENCY PLANS

In the event that the SNAP trial cannot continue to be globally coordinated from Melbourne, Australia due to funding limitations or otherwise, discussions will occur within 6-12 months advance notice between the GTMG, University of Melbourne (UoM) and the GTSC covering the following points:

- GTMG will notify the GTSC with at least 6 months advance notice of proposed ending of central coordination activities
- GTMG and GTSC will request nominations for new global coordinating centre; consensus decision of the GTSC
- UoM office as Sponsor of Australia is involved in all discussions/decisions
- RTSCs will be included in and/or informed of all discussions/decisions.
- Database and data ownership – GTMG will be responsible for ensuring appropriate handover of EDC maintenance to an alternative coordinating site once appropriate agreements are in place
- GTMG will provide handover of funding requirements, trial integrity documents, protocols, contracts, service providers, EDC etc

8.1 CONTINGENCY FOR TOTAL CENTRAL MANAGEMENT COSTS

A table of the predicted GTMG costs for 2026 has been provided with this contingency plan. Please note – this does not include the management of SNAP-PY or region-specific costs, such as monitoring, per patient payments, ethics/governance fees, shipping isolates and other incidentals. All costs are in AUD:

Salaries and Direct Research Costs	2026 Predicted Cost (AUD)
Global TMG *Includes Global Trial Manager(s), Database Coordinator(s), Data Manager(s), Administration Assistant(s), Biobank Manager(s)*	$900,000
Statistical Support *Includes biostatisticians, analysts, statistical consultancy*	$210,000
Health Economist(s)	$10,000
Spiral Spinnaker Database Maintenance Costs	$65,000
Spiral Spinnaker Database Changes	$150,000

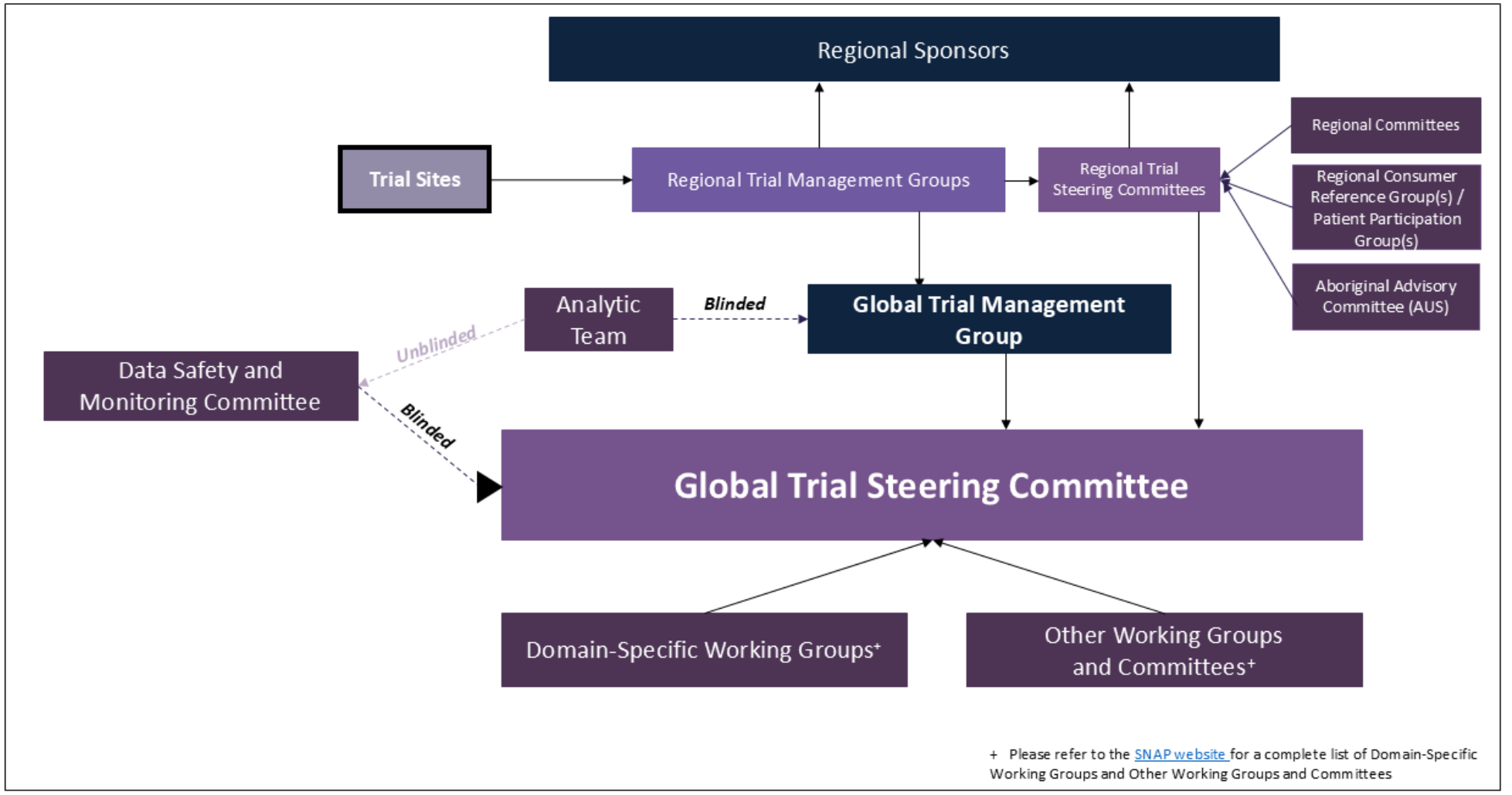
Estimated for 5 sprints and 1 domain addition	
SNAP Trial Website and Media Maintenance	$10,000
Central Isolate Biobank *Estimated to cover the cost of storage/management of up to 8,000 isolates*	$80,000
DSMC Membership Support *$400 per meeting per member, for 5 members and 4 meetings per year*	$8,000
Incidental Costs *Publication fees, subscription fees, equipment, consumables*	$10,000
Total	**$1,443,000**

9 APPENDICES

9.1 APPENDIX 1: RECORD OF CHANGES

VERSION NUMBER	VERSION DATE	SECTIONS AFFECTED	SUMMARY OF CHANGES	LEAD AUTHOR
1.0	15-Jul-24	-	-	Susan Goulding
2.0	01-04-2026 11:16:20 AEDT	All	All sections have been edited for clarity. Costing estimates have been updated in line with current market rates,	Susan Goulding

9.2 APPENDIX 2: SNAP TRIAL GOVERNANCE STRUCTURE



SNAP Trial Governance Flowchart v5.0 dated 10 June 2025