The ISF Reference Model: What You Need to Know About It!

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Matt Lowery
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Meet the Speakers

Jamie Marie Toth

Title: Sr. Director, Global TMF Management & Records

Organization: BeOne Medicines, Inc.

Jamie is a Steering Committee member for the CDISC TMF Reference Model Working Group and the Incoming Chair Elect. She is on the Board of Directors for the Health Sciences Records and Archives Association (HSRAA) and the Board of Directors for the Association for GxP Excellence (AGxPE).

Jamie has led many industry workstreams for TMF/eTMF including the clinical trials email guidance and the TMF Plan Template with industry colleagues and is currently a co-liaison to the CDISC ISF Reference Model initiative.

Matt Lowery, ACRP-CP, CCRC

Title: CEO / Principal Consultant

Organization: The Pathways Grp, LLC

Matt is involved with several organizations within the clinical research industry. He is the Co-lead of CDISC's ISF Reference Model initiative and a member of the CDISC TMF Reference Model Triage Committee, a member of Florence Healthcare's Site Enablement League and Working Groups for Regulatory and Budgets, as well as a member of multiple committees at the Society for Clinical Research Sites including the Site Payments Initiative, Site Payment Advocacy Group, and the Membership, Education, & Engagement Committee.

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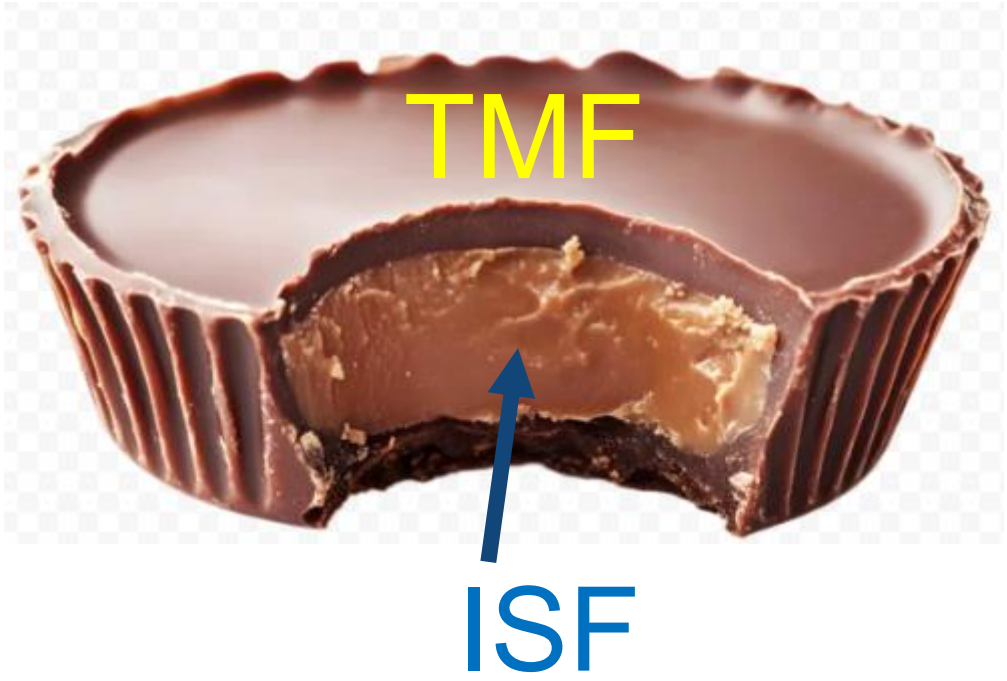
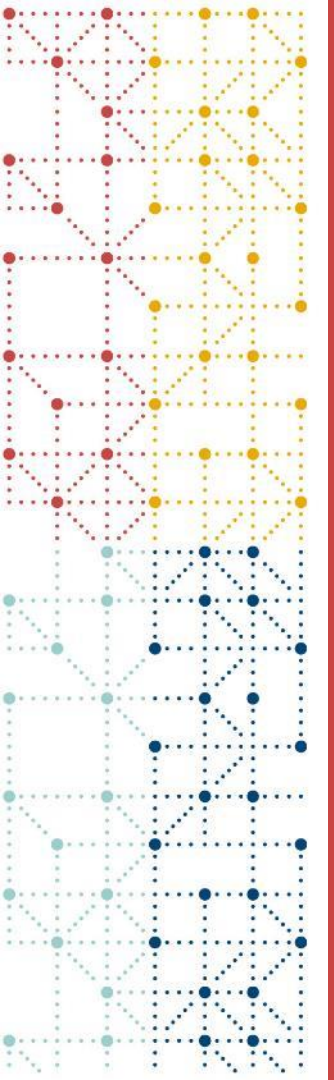

TMF
ISF



Topics

1. What is the ISF Reference Model
2. Highlights of Release 1.0
3. Getting the Site's Perspective
4. Ask the Audience

What is the ISF Initiative?

ISF Initiative Co-Leads

Matt Lowery

CEO / Principal Consultant
The Pathways Group

Aryn Knight, BS, CCRP

Associate Vice President
Clinical Innovation and Research Institute
Memorial Hermann Health System
Society of Clinical Research Associates (SoCRA), Houston Chapter Chair

Overview

TMF RM SC Liaisons:
Jamie Toth and Dawn Niccum

Co-leads:
Aryn Knight, Clinical Innovation and Research Institute, Memorial Hermann Health System
Matt Lowery, The Pathways Grp, LLC

Goal:
To develop an Investigator Site File (ISF) reference model for sites to use that supplements the TMF Reference Model with the intention of standardizing ISF structure, file naming conventions, and how/where site-level essential records are filed.

Committee: ~46 members across all aspects of the industry who have an interest ***in*** and experience ***with*** ISF/TMF/regulatory including sites, sponsors, CROs, service providers/vendors, consultants.

Sub teams:

- **Evaluation**: Review of existing ISF structures
- **Standards**: Setting standards
- **Proofing**: Review of deliverables
- **Outreach**: Presentations, publications, and white papers
- **Training**: Training the industry on ISF RM

Expected Benefits

Increased Efficiency

Facilitate consistent document filing practices which reduces time spent preparing for monitoring visits, audits, or inspections.

Simplify the training process for new site staff and reduces errors in filing.

Improved Collaboration

Streamline document exchange and improved communication between sites and sponsors.

Make it easier for auditors and inspectors to locate and review documents without having to understand a unique filing system for each site.

Enhanced Compliance

Ensure adherence to GCP and ICH guidelines which enables better ISF and TMF quality.

Facilitate inspection readiness and enable proactive risk identification.

Timeline

We are here!

STAGE 1

Launch - February 2024

Call for volunteers from sites, sponsors, CROs & vendors

Kickoff – April 2024

Initiative kicked off with ~46 volunteers; subteams (5) formed

STAGE 2

Subteam activity – April–August 2024

Evaluation of existing ISF structures completed; first draft of ISF RM developed

September – November 2024

Standards team reviewed draft and existing standards to ensure alignment; second draft of ISF RM

STAGE 3

Proofing – November–December 2024

Proofing team reviewed second draft of ISF RM; finalized draft is ready for review

STAGE 4

CDISC Review – January-June 2025

ISF RM provided feedback to TMF RM V4

ISF RM 1st stage of CDISC review with TMF RM SC

Reviewed ~97 comments from CDISC TMF RM SC/ Follow ups related to comments.

Targeted Review with Site Stakeholders

Resubmitted for 2nd stage of CDISC review with TMF RM SC

Met with CCB and allowed review.

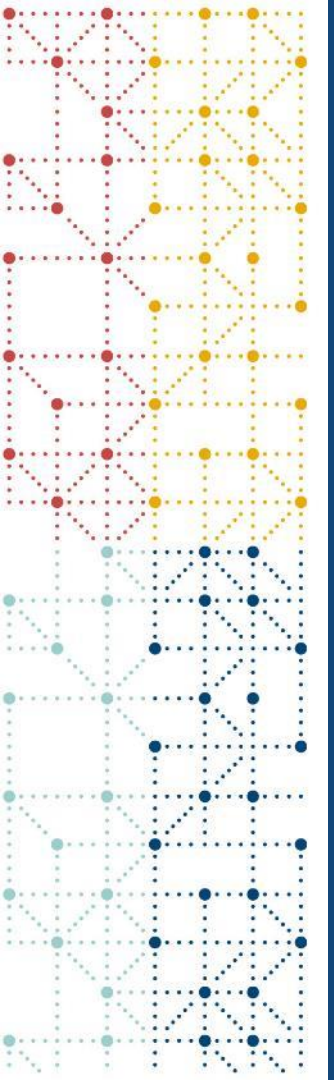
STAGE 5

Public review launched July 2025 and closed September 5, 2025

Currently reviewing comments received and responding – then will be pushing out new update

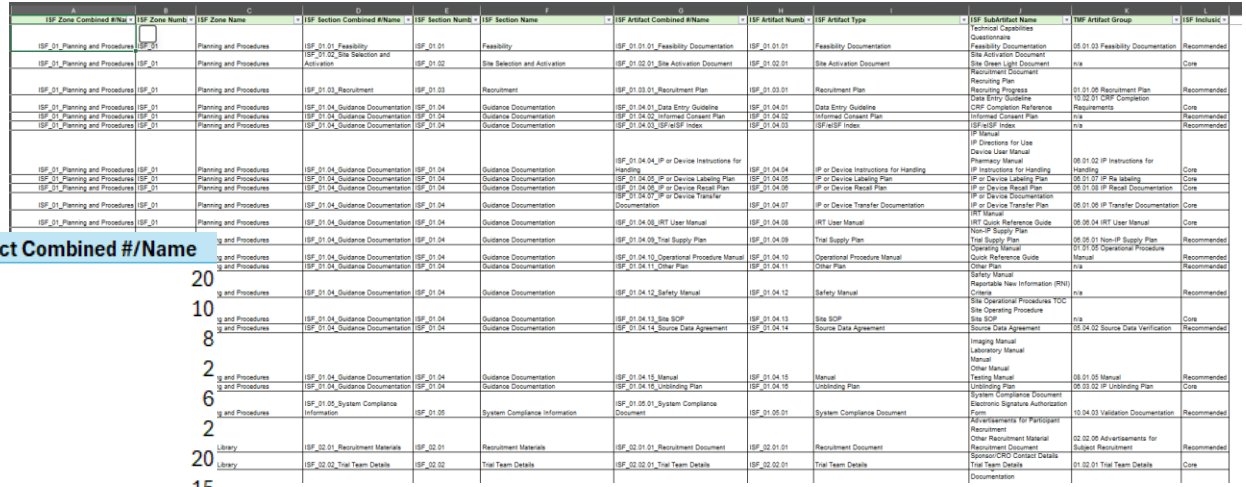
Training to begin soon!

Outreach is ongoing with presentations & updates at various conferences, webinars, etc.



ISF Reference Model Release 1.0

ISF RM Release 1.0



Row Labels	Count of ISF Artifact Combined #/Name
ISF_01_Planning and Procedures	20
ISF_02_Study Library	10
ISF_03_Participant Materials	8
ISF_04_Regulatory Submissions	2
ISF_05_IRB or IEC	6
ISF_06_Other Committees	2
ISF_07_Site Documentation	20
ISF_08_IP or Device Documentation	15
ISF_09_Trial Supply Documentation	3
ISF_10_Testing Facility Documentation	8
ISF_11_Monitoring Logs and Reports	6
ISF_12_Safety Events, Logs, and Reports	4
ISF_13_Study and/or Participant Data and Logs	6
ISF_14_Correspondence and Notes to File	2
Grand Total	**112**

ISF Release 2.0 will be part of TMFSMV1

Public Review: 2 Months/Outcomes

≠ Comments Received	Sponsor	Site	Other	Consultant	Vendor	CRO
66	25	15	1	10	1	14

General feedback	ISF inclusion	ISF SubArt Name	ISF Artifact Type	ISF Section Combined #/Name	ISF section number	ISF zone name & number	TMF Artifact Group	ISF Artifact Name Combine/ Name	ISF other
22	11	6	1	4	2	2	3	5	9

Methodology for Comments Consolidation

What section does your feedback pertain to?	Public Question or Comments	Standards Group-Actions/Responses/Proposals Disposition description	CDISC Disposition
ISF SubArtifact Name	For ISF_03.03.01 - Blank ICFs, would you consider adding Pregnant Partner and Pregnant Participant Forms? For ISF_03.03.01 - Blank ICFs, would you consider adding Genetic Testing Form? For ISF_05.03.01 - IRB or IEC Submissions, would you consider adding the Request for More Information Document?	For ISF_03.03.01 Pregnant Partner and Pregnant Participant Forms, and genetic testing form could be listed under the "other consent form" ISF_05.03.01 "Other " to be added	Addressed with modification
ISF Artifact Type	Historically, for Staff Site Qualification Supporting Information, ICH-GCP Evidence of Training is listed in the TMF Artifact Group 05.02.07. For the proposed ISF Structure, ICH-GCP, HIPAA training, Human Subject Training is listed in 07.07.01 - Site Evidence of Training. The TMF Artifact Group listed for 07.07.01 - Site Evidence of Training, is 05.02.07 - Site Staff Qualification Supporting Information, instead of TMF Artifact Group 05.03.03 - Site Evidence of Training. These two inconsistencies may cause some confusion for uploaders and staff with these records not aligning.	To be aligned the TMF artifact group with 05.03.03 to be confirmed by the SteerCo	
General Feedback	I think this is amazing ISF reference model. very precise and would be very efficient for site staff, CRAs who are already using the reference model for a sponsor or CRO, this would help with the source reviews and compliance needed to maintain accurate record keeping and with submissions as well as the sites being organized with the flow of documents recieved and thier own managment of essential documents.	No action requested	No action requested

- Decision log created with combination of 5 waves of comments
- Initial triage to flag comments for ad hoc meetings with sites and TMF RM SC
- Integration of the Jira CDISC disposition and action categorization
- Met with one eISF Vendor for specific feedback on 30-Sep-2025
- Meetings with Site Contributors completed by 17-Oct-2025
- Consolidation into finalized revision by 24-Oct-2025

Ongoing & Future Activities

Alignment with TMFSMV1 activities will take place; feedback already given which will go into ISF Release 2.0 and be part of TMFSMV1.

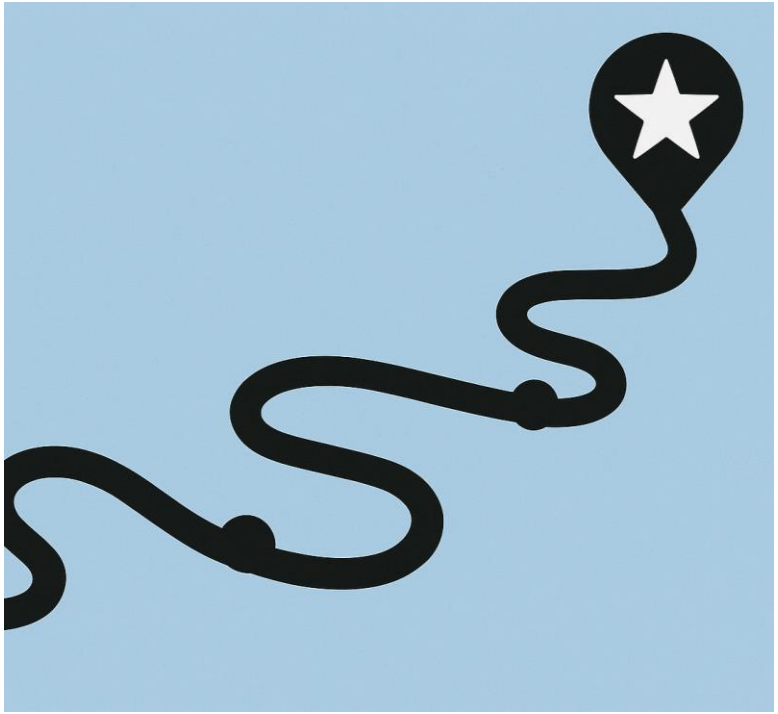
Outreach is ongoing and will continue.

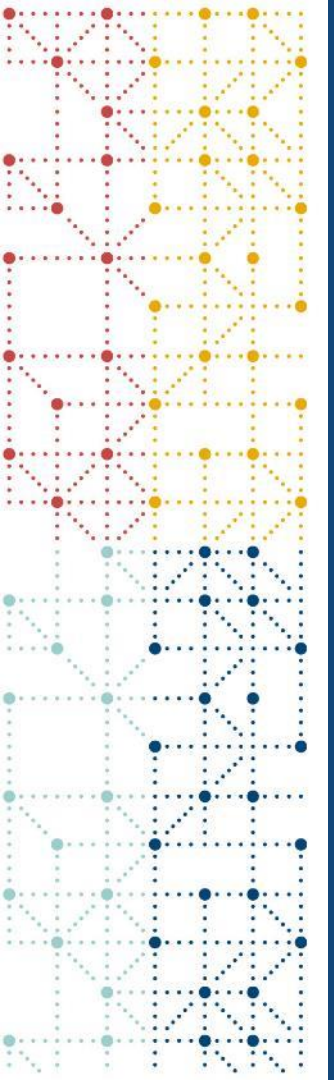
Training will be starting soon, along with webinars - ***watch this space!***

The Site Perspective

The Site Perspective

The Journey to get here...





Ask the Audience

What questions do you have about the ISF initiative or structure?

Thank You!