

## Guidelines for the Review of Inclusion on the Basis of Sex/Gender, Race, Ethnicity, and Age in Clinical Research

### Requirements and Responsibilities

As required by federal law ([42 USC 289a-2](#)) and NIH policy, applications that propose to involve human subjects must address:

1. the inclusion of women, minorities, and children in the proposed research
2. for an NIH-defined Phase III clinical trial, plans for the valid analysis of group differences on the basis of sex/gender, race, and/or ethnicity as appropriate for the scientific goals of the study.

### Background Information

- Federal law requires that women and minorities be included in all clinical research studies, as appropriate for the scientific goals of the work proposed.
- Additionally, for NIH-defined Phase III clinical trials, applicants must also consider whether the study can be expected to identify potential differences by sex/gender, race, and/or ethnicity and, unless there is clear evidence that such differences are unlikely to be seen, they must include plans describing how potential group differences will be evaluated. Further information about valid analysis is available [here](#).
- NIH policy also states that children (currently defined as persons under the age of 21) be included in human subjects research supported by NIH unless an acceptable justification for their exclusion is provided.
- Therefore, when the research involves human subjects (excluding research that qualifies for IRB exemption 4), reviewers must evaluate the proposed plans for inclusion of women, minorities, and children as one of the review criteria that factor into the evaluation of scientific and technical merit.
- **It is not expected that every study will include both sexes/genders, all racial and ethnic groups and subgroups, and children. Inclusion on the basis of sex/gender, race, and ethnicity, as well as the inclusion of children should be guided by the scientific aims of the study. Applicants should describe and justify fully the distribution of individuals that will be included in the research.**
- Policy links:
  - [http://grants.nih.gov/grants/funding/women\\_min/women\\_min.htm](http://grants.nih.gov/grants/funding/women_min/women_min.htm)
  - <http://grants.nih.gov/grants/funding/children/children.htm>

### Applicant Responsibilities

Applicants must designate if human subjects are involved, and if so, whether the proposed activities meet the criteria for an IRB exemption. Applications that involve human subjects with the exception of those meeting the requirements for IRB Exemption 4 must address 1) inclusion of individuals on the basis of their sex/gender, race, and ethnicity and 2) inclusion of children (defined as persons under the age of 21). Applicants must also provide a planned enrollment table(s) with the proposed sample distributed on the basis of sex/gender, race, and ethnicity (or a cumulative inclusion enrollment report if working with an existing dataset). When conducting an NIH-defined Phase III clinical trial, applicants must also provide a description of the plans for valid analysis and evaluation of potential group differences on the basis of sex/gender, race, and ethnicity.

### Scientific Review Group (SRG) Responsibilities

The NIH Peer Review regulations (42 C.F.R. 52h) specify that reviewers will take into account, in determining overall impact that the project in the application could have on the research field

involved, the adequacy of plans to include both sexes/genders, minorities, children, and special populations as appropriate for the scientific goals of the research. Therefore, the SRGs must factor their evaluation of the proposed plans for the inclusion of individuals on the basis of their sex/gender, race, ethnicity, and age into their overall evaluation of an application's scientific and technical merit.

## **Reviewer Responsibilities**

### **I. Evaluate the applicant's plans for inclusion on the basis of sex/gender, race, and ethnicity**

- i. Does the applicant provide a description of their plans for including individuals on the basis of their sex/gender, race, and ethnicity considering the points in Section I of the Inclusion worksheet (provided below)?

If NO, rate the inclusion plans as UNACCEPTABLE.

If YES, is there an adequate justification for the proposed sample considering the required four points (see the worksheet for additional details)?

If YES, rate the inclusion plans as ACCEPTABLE.

If NO (the justification is inadequate), rate the plans as UNACCEPTABLE for the inclusion of women and minorities and EXPLAIN WHY.

- ii. In addition to (i), for NIH-defined Phase III clinical trials, does the applicant address plans for a valid analysis of group differences on the basis of sex/gender, race, and/or ethnicity considering the points in Section II of the Inclusion worksheet?

If NO, rate the inclusion plans as UNACCEPTABLE [even if acceptable for (i)].

If YES, does the description of expected sex/gender, racial, and ethnic differences in intervention effect include selection and discussion of one of the required analysis plans? (see Section II of the Inclusion worksheet for details)

If the discussion is inadequate, rate the plans as UNACCEPTABLE for the inclusion of women and minorities and EXPLAIN WHY.

### **II. Evaluate the applicant's plans for the inclusion of children (currently defined as individuals under the age of 21)**

Does the applicant provide a description of their plans for including children (currently defined as individuals under the age of 21)?

If NO, rate the inclusion plans as UNACCEPTABLE.

If YES, is there an adequate justification for the inclusion or exclusion of children considering the points in Section III of the Inclusion worksheet?

If Yes, rate the inclusion plans as ACCEPTABLE.

If NO (the justification is inadequate), rate the plans as UNACCEPTABLE for the inclusion of children and EXPLAIN WHY.

### **III. Prepare written comments, including specific comments describing all inclusion concerns when rated as Unacceptable.**

## Worksheet to Assist in Reviewing the Required Points of Section on the Inclusion of Women, Minorities, and Children in Clinical Research and Clinical Trials

### I. Evaluating inclusion on the basis of sex/gender, race, and ethnicity:

#### Point 4.2.1 Planned Distribution of Subjects

*Does the applicant describe the planned distribution of subjects by sex/gender, race, and ethnicity for each proposed study considering the following?*

- Is there a description of the planned distribution using the Planned Enrollment Report format? If there is no report, does the applicant provide sufficient information to understand the planned distribution of subjects by sex/gender, race, and ethnicity?
- For studies planning to use an existing dataset(s):
  - Is there a description of the planned distribution using the Planned Enrollment Report format?, or
  - Is there an explanation if sex/gender, racial, and/or ethnic composition of existing dataset is unknown?, if so
  - Is there a description of the sex/gender, racial, and ethnic composition for the population base of the existing dataset(s), if known?

#### Point 4.2.2 Description and Rationale of Subject Selection

*Does the applicant adequately describe the subject selection criteria and rationale for selection considering the population at risk for the disease/condition under study and the scientific objectives and proposed study design?*

#### Point 4.2.3 Rationale for Exclusion

*If the proposed sample is not representative of those at risk for the disease/condition under study, does the applicant provide an adequate justification of this considering the following:*

- the literature on the existence of (or lack of) differences on the basis of sex/gender, race, and ethnicity
- the proposed sample size
- the need to fill a particular research gap
- the feasibility of establishing collaborative arrangements (cost is not an acceptable justification)
- the purpose of the research constrains applicant selection (e.g., unique stored specimens, rare surgical specimens etc.)

#### Point 4.2.4 Description of Outreach Programs for Recruitment

*Does the applicant adequately describe recruitment and outreach plans or other methods for enrolling the individuals proposed as part of the sample?*

### II. Additional requirements when evaluating NIH-defined Phase III Clinical Trials:

*Does the applicant adequately consider whether clinically important sex/gender, racial, and/or ethnic differences are expected?*

*Does the applicant describe one of the following?*

- Plans to conduct valid analyses to detect significant differences in intervention effect among sex/gender, racial, and/or ethnic subgroups when prior studies strongly support these significant differences among subgroups, or
- Plans to include and analyze sex/gender, racial, and/or ethnic subgroups when prior studies strongly support no significant differences in intervention effect between subgroups. (Representation of sex/gender, racial, and ethnic groups is not required as subject selection criteria, but inclusion is encouraged), or
- Plans to conduct valid analyses of intervention effect in sex/gender, racial and/or ethnic subgroups (without requiring high statistical power for each subgroup) when the prior studies neither support nor negate significant differences in intervention effect among subgroups.

**III. Evaluation inclusion of children (individuals under the age of 21):**

*Does the applicant adequately describe plans for the inclusion/exclusion of children (individuals under the age of 21) including:*

- Description and rationale of the age ranges of individuals expected to be recruited
- Description and justification of the exclusion of children altogether or of a subset of children (Refer [here](#) for a complete description of justifications for excluding children)

If children are included, does the applicant adequately describe the:

- Expertise of the investigative team for working with the children at the ages included
- Facilities available to accommodate children
- Inclusion of a sufficient number of children to contribute to a meaningful analysis relative to the purpose of the study

## References and Resources

### I. Inclusion Coding

The reviewer coding of inclusion on the critique template has been simplified to focus on whether the distribution of individuals is scientifically justified for the proposed study(s). Reviewers should assess inclusion according to these guidelines and select the following options for the given categories:

- Sex/gender:
  - Distribution justified scientifically = Acceptable
  - Distribution not justified scientifically = Unacceptable
- Race/ethnicity:
  - Distribution justified scientifically = Acceptable
  - Distribution not justified scientifically = Unacceptable
- Child:
  - Including ages < 21 justified scientifically = Acceptable
  - Including ages < 21 not justified scientifically = Unacceptable
  - Excluding ages < 21 justified scientifically = Acceptable
  - Excluding ages < 21 not justified scientifically = Unacceptable

### II. NIH Definitions

#### *Clinical research:*

- 1) Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. Excluded from this definition are in vitro studies that utilize human tissues that cannot be linked to a living individual. Patient-oriented research includes: (a) mechanisms of human disease, (b) therapeutic interventions, (c) clinical trials, or (d) development of new technologies.
- 2) Epidemiologic and behavioral studies.
- 3) Outcomes research and health services research.

#### *NIH-Defined Phase III Clinical Trial:*

An NIH-defined Phase III clinical trial is a broadly based prospective Phase III clinical investigation, usually involving several hundred or more human subjects, for the purpose of evaluating an experimental intervention in comparison with a standard or controlled intervention or comparing two or more existing treatments. Often the aim of such investigation is to provide evidence leading to a scientific basis for consideration of a change in health policy or standard of care. The definition includes pharmacologic, non-pharmacologic, and behavioral interventions given for disease prevention, prophylaxis, diagnosis, or therapy. Community trials and other population-based intervention trials are also included.

### III. Policy Links

- [http://grants.nih.gov/grants/funding/women\\_min/women\\_min.htm](http://grants.nih.gov/grants/funding/women_min/women_min.htm)
- <http://grants.nih.gov/grants/funding/children/children.htm>