**CADTH Reimbursement Review**

Sponsor Comments Template

**Instructions for Sponsors**

This template is to be used by sponsors when providing their comments on the draft CADTH reports and by CADTH when providing responses to the commentary.

Please read the instructions below and consult the recommended documentation before completing the template. If you have any questions, please email requests@cadth.ca with the complete details of your question(s).

Before Completing the Template:

Please review the following documents to ensure an understanding of CADTH’s procedures:

* + [Procedures for CADTH Reimbursement Reviews](https://cadth.ca/sites/default/files/Drug_Review_Process/CADTH_Drug_Reimbursement_Review_Procedures.pdf)
	+ CADTH Pharmaceutical Review Updates for any applicable information.

Completing the Template:

Ensure that the appropriate section of the template is completed and delete the sections that are not applicable.

* + **Section 1:** CADTH reports for a standard review
	+ **Section 2:** CADTH reports for a complex review
	+ **Section 3:** CADTH report for a tailored review or request for advice

Do not change any of the following:

* + Table layout (including margin adjustment, cell padding, cell format, and table orientation)
	+ Page layout (including margin size and page orientation)
	+ Font color, font size, letter spacing, or line/paragraph spacing

The maximum table size is 10 pages for standard and tailored reviews and 11 pages for complex reviews. For complex reviews, ten pages are permitted for commentary on the draft clinical and economic reports and one additional page is permitted for commentary on the draft ethics report. The identification of errors and the reference list are not included in the total number of pages.

Please include specific references (page numbers, table numbers, etc.) to text within CADTH reports, quoting text directly where appropriate/necessary. Use lower case letters for citations.

When the template is complete, delete this cover page with the instructions (including the CADTH document header). Please feel free to add company-specific elements such as a cover page, disclaimer, header, footer, etc. as required.

Filing the Completed Template:

The completed template must be sent as a Word document using Collaborative Workspaces.

**CADTH Reimbursement Review**

Sponsor Comments Template

|  |  |
| --- | --- |
| **Drug Name**  |  |
| **Sponsor** |  |
| **Date**  |  |

**SECTION 1: STANDARD REVIEWS**

|  |  |
| --- | --- |
| Sponsor’s Comments | CADTH Response |
| CADTH Clinical Review Report |
| **1** | Your text here | Leave blank – for CADTH use |
| **2** | Your text here | Leave blank – for CADTH use |
| **3** | Your text here | Leave blank – for CADTH use |
| **4** | Your text here | Leave blank – for CADTH use |
| **5** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |
| CADTH Pharmacoeconomic Review Report |
| **6** | Your text here | Leave blank – for CADTH use |
| **7** | Your text here | Leave blank – for CADTH use |
| **8** | Your text here | Leave blank – for CADTH use |
| **9** | Your text here | Leave blank – for CADTH use |
| **10** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |

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| **ERRORS IDENTIFIEDa** |
| **Specify report, exact wording, and page number** | **Please provide details regarding why this is an error** | **CADTH response** |
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a Please limit this section to any errors that are identified in the document (e.g., transcription or typographical errors). Note that this does not include any issues with the presentation or interpretation of evidence.

**SECTION 2: COMPLEX REVIEWS**

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| Sponsor’s Comments | CADTH Response |
| CADTH Clinical Review Report |
| **1** | Your text here | Leave blank – for CADTH use |
| **2** | Your text here | Leave blank – for CADTH use |
| **3** | Your text here | Leave blank – for CADTH use |
| **4** | Your text here | Leave blank – for CADTH use |
| **5** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |
| CADTH Pharmacoeconomic Review Report |
| **6** | Your text here | Leave blank – for CADTH use |
| **7** | Your text here | Leave blank – for CADTH use |
| **8** | Your text here | Leave blank – for CADTH use |
| **9** | Your text here | Leave blank – for CADTH use |
| **10** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |
| **CADTH Ethics Review Report** |
| **11** | Your text here | Leave blank – for CADTH use |
| **12** | Your text here | Leave blank – for CADTH use |
| **13** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |

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**SECTION 3: TAILORED REVIEWS AND REQUESTS FOR ADVICE**

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| Sponsor’s Comments | CADTH Response |
| CADTH Review Report |
| **1** | Your text here | Leave blank – for CADTH use |
| **2** | Your text here | Leave blank – for CADTH use |
| **3** | Your text here | Leave blank – for CADTH use |
| **4** | Your text here | Leave blank – for CADTH use |
| **5** | Your text here | Leave blank – for CADTH use |
| **6** | Your text here | Leave blank – for CADTH use |
| **7** | Your text here | Leave blank – for CADTH use |
| **8** | Your text here | Leave blank – for CADTH use |
| **9** | Your text here | Leave blank – for CADTH use |
| **10** | Insert/delete table rows as appropriate | Leave blank – for CADTH use |

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| **Specify report, exact wording, and page number** | **Please provide details regarding why this is an error** | **CADTH response** |
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a Please limit this section to any errors that are identified in the document (e.g., transcription or typographical errors). Note that this does not include any issues with the presentation or interpretation of evidence.

**Sponsor’s References**

1. First citation here
2. Second citation here

**CADTH References**

1. For CADTH use