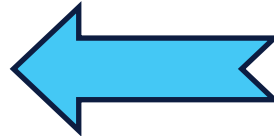
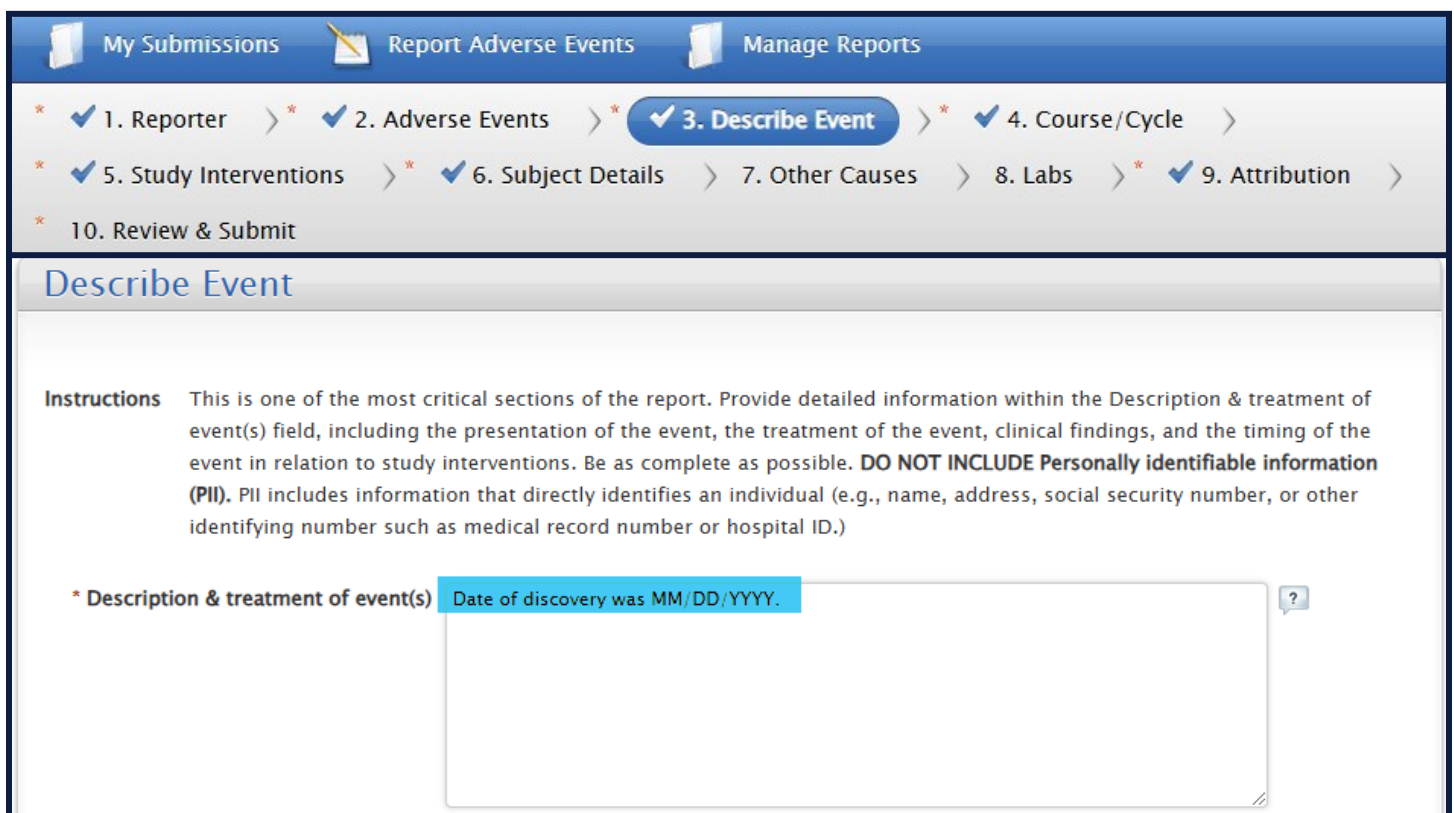


When reporting SAEs in CTEP-AERS,  
please add the date of discovery into  
**CTEP-AERS Section 3: Describe Event.**



**Without this date, SWOG may assume  
the SAE was reported late, and this can  
lead to major deficiencies during audits.**

A screenshot of the CTEP-AERS web application interface. The top navigation bar has three tabs: "My Submissions", "Report Adverse Events" (which is active), and "Manage Reports". Below the tabs is a progress bar with ten steps: 1. Reporter, 2. Adverse Events, 3. Describe Event (highlighted with a blue background and a checkmark), 4. Course/Cycle, 5. Study Interventions, 6. Subject Details, 7. Other Causes, 8. Labs, 9. Attribution, and 10. Review & Submit. The main content area is titled "Describe Event". Under the heading "Instructions", it states: "This is one of the most critical sections of the report. Provide detailed information within the Description & treatment of event(s) field, including the presentation of the event, the treatment of the event, clinical findings, and the timing of the event in relation to study interventions. Be as complete as possible. **DO NOT INCLUDE Personally identifiable information (PII).** PII includes information that directly identifies an individual (e.g., name, address, social security number, or other identifying number such as medical record number or hospital ID.)". Below the instructions is a text input field. The first part of the field is labeled "\* Description & treatment of event(s)". The second part of the field has a light blue background and contains the text "Date of discovery was MM/DD/YYYY." followed by a question mark icon in a small box.