



# Standard Operating Procedure

## Recruitment Figures

Page 1 of 5  
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### Document Control Sheet

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## BACKGROUND

The Chief Scientist Office (CSO) requires accurate, up-to-date recruitment data to be recorded to reflect accurate activity levels and delivery performance against recruitment targets. This data informs the recruitment premium part of the budget for the Research & Development team and also informs the monthly RAG report that is produced by the NRS CMT team. This is for all eligible funded studies and those studies that are adopted onto the NIHR Portfolio. It is also applicable to commercial studies and is also required to ensure service support costs are paid appropriately and timeously.

## PURPOSE

Recruitment figures will be requested on a monthly basis for applicable studies and uploaded to the relevant systems.

## SCOPE

The Lead R&D Facilitator and R&D Coordinator will add studies requiring recruitment figures to the Accrual spreadsheet.  
The R&D Coordinator will request the monthly recruitment figures and upload to the accrual spreadsheet and the SReDA database.

## RESPONSIBLE PERSONNEL

Head of Research & Development  
Senior Research Advisor  
Lead R&D Facilitator  
R&D Coordinator  
R&D Assistant

## ABBREVIATIONS

CSO – Chief Scientist Office  
CTRE – Current Target Recruitment End  
NIHR – National Institute for Health Research  
NRS CMT – NHS Research Scotland Central Management Team  
R&D – Research & Development  
RAG – Red Amber Green  
RGL – Regulatory Green Light  
SReDA – Scottish Research Database Application

## **PROCEDURE**

### **WHO?**

Lead R&D Facilitator  
R&D Coordinator  
R&D Assistant

### **WHEN?**

Recruitment figures will be collected from the start of the study as defined by Regulatory Green Light (RGL) until recruitment has ended as defined by Current Target Recruitment End (CTRE).

### **HOW?**

1. The Lead R&D Facilitator or the R&D Coordinator, depending on who is processing the project, will add any Eligible, Adopted or Commercially funded study to the accrual spreadsheet when it receives R&D Management approval and the RGL date and CTRE date will be recorded.
2. The Lead R&D Facilitator or the R&D Coordinator, depending on who is processing the project, will update the recruitment tab information on SReDA referring to the national SOP's, NRS\_SOP\_22 Updating SReDA Recruitment Tab for Non-Commercial Studies and NRS-SOP-021 Updating SReDA Recruitment Tab for Commercial Studies.
3. At the start of each month the R&D Coordinator will email all the study contacts for each project on the accrual spreadsheet to request monthly recruitment figures. This process will start when RGL date is given and will continue until recruitment ends for each study. The CTRE date will be monitored closely by the Lead R&D Facilitator and R&D Coordinator at monthly RAG report meetings and an email will be sent to the trial centre to request the actual recruitment end date within a month of the CTRE date.
4. The R&D Coordinator will update the Accrual Spreadsheet and the Recruitment tab on SReDA with the monthly recruitment figures reported by the study contacts.
5. If recruitment figures are reported retrospectively the R&D Coordinator will update SReDA according to the month that the recruitment took place but the accrual spreadsheet will be updated with the retrospective recruitment figure on the current month's column. This is to ensure that the Support Accountant will process the recruitment to ensure reimbursement and payment occur.

6. The R&D Coordinator will save all email communication in the “Recruitment Figures and Follow up data” folder within the project file.

7. Commercial studies recruitment information will be completed on SReDA by 10th of each month and the non-commercial recruitment information will be completed by 15th of each month. The R&D Coordinator will send reminder emails out as necessary to obtain the information on/around the 12<sup>th</sup> of the month.

8. The R&D Coordinator will send the Accrual Spreadsheet to the Support Accountant on a monthly basis on the 16th of each month.

### **OTHER RELATED PROCEDURES;**

NRS\_SOP\_22 Updating SReDA Recruitment Tab for Non-Commercial Studies

NRS-SOP-021 Updating SReDA Recruitment Tab for Commercial Studies

### **REFERENCES**

N/A

### **APPENDICES:**

N/A