


# Recording and Updating Participating Site Accrual Counts

## How to Record New Site Subject Accrual Counts



**Note:** The default accrual type for Complete Non-Interventional studies is Subject. However, if no accruals have been reported for this study, the default accrual reporting type can be changed to Summary accrual type. If accrual has been reported, then the following actions are required:

- Any previously reported accrual will need to be nullified prior to the change in accrual reporting type.
- An approval request will need to be submitted to the CTRO ([NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov)) to change the accrual reporting type to Summary.

1. Select the trial you want to work with by following instructions in [Searching for and Selecting Your Trials](#), and clicking the corresponding NCI Trial Identifier link. Ensure that the trial selected is a Summary accrual type. The Participating Site Subject Accrual Count page appears.

Participating Site Subject Accrual Count

Show/Hide

Export

Search All...

Filter Options

?

NCI-2016-

Lead Organization Trial ID

Lead Organization

Principal Investigator

PO ID	Site Name	# of Subjects Enrolled	Cut-Off Date	Date Last Updated	Action
<a href="#">Example PO ID</a>		15	03/10/2015	01/20/2023	<div><div></div><div></div><div></div></div>

Show 10

Participating Site Subject Accrual Count

Show/Hide

Export

Add Accrual Count

NCI-2016-

Lead Organization Trial ID

Lead Organization

Principal Investigator

PO ID	Site Name	# of Subjects Enrolled	Cut-Off Date
<a href="#">Example PO ID</a>	<a href="#">Site Name</a>	15	03/10/2015

Show 10

Required fields are marked with an asterisk (\*)

PO ID

Example PO ID

Site Name

Example Site Name

# of Subjects Enrolled \*

Cut-Off Date \*

mm/dd/yyyy

Save

Cancel

2. To record the accrual information for the first time, in the **Actions** column, click on the **Plus “+”** icon and the **Add Accrual Count** panel should appear.
3. In the **# of Subjects Enrolled** field, enter the number of subjects currently enrolled in studies at your site.
4. In the **Cut-Off Date** field, specify the date from which the cumulative accrual count was calculated. If you do not specify a cut-off date, the system will not allow you to save.
5. Click **Save**. A message "Accrual Count has been added" will appear indicating that the record has been updated successfully.
6. Designated Cancer Center users may view, add, edit or delete an entry. Clicking on the PO ID will allow the user to expand the most recent summary record and view the history of updates made to the accrual count/cutoff history records.

History		Show/Hide	Export	Search All...	Filter Option
PO ID:		Site Name:			
# of Subjects Enrolled ↑ ↓	Cut-Off Date ↑ ↓	Date Last Updated ↑ ↓	Action		
15	03/10/2015	01/20/2023			
15	03/10/2015	01/20/2023			
15	03/10/2015	01/20/2023			
33	03/10/2015	01/20/2023			
33	03/10/2015	01/20/2023			
10	03/10/2015	01/20/2023			
10	03/10/2015	01/20/2023			

### How to Update Site Subject Accrual Counts

1. If updating an existing accrual count record, click on the **Pencil** icon within the field you wish to update.
2. In the **Actions** column of the record you want to update, click **Save** (the floppy disk icon). A message "Accrual Count has been added" will appear indicating that the record has been updated successfully.

### Guidelines/Notes on accrual records:

- The accrual should be cumulative and increasing in sequence (e.g., avoiding a scenario of 1, 3, 2).
- Do not enter more than one accrual submission value on the same date (e.g., only one value on one day).
- If you update accrual data in CTRP Accrual, it will not show up on your CTRP [DT4 report](#) until the next day.
- This capability applies to Abbreviated trials, for additional information refer to [Working with Abbreviated and Other Trial Accruals](#).