

# Key Facts about CTRP Accrual Batch Files - Include v4.5

Instructions are provided below for preparing batch files for both Complete and Abbreviated studies.

- A CTRP accrual batch file is a TXT (.txt) file with fields delimited (separated) by commas. The text file can be UTF-8 or ANSI-encoded.
- Each CTRP batch text file contains accrual data for a *single* study. You can compress one or more CTRP accrual batch text files into a single Zip file and then upload this Zip file into CTRP. CTRP will unzip the file and process each TXT file. Your Zip file can include batch files for both *Complete* and *Abbreviated* Studies.
- Accruals for National studies are reported directly to CTRP from CTEP and/or DCP.



Do not include the following items in Zip files that you intend to upload:

- Folders or other Zip files
- Path names. Some ZIP/compression tools provide an option to include the entire file path name when compressing a file. Path names describe the location of the file.



## Initial Accrual Batch File Submission:

- The initial accrual batch file reported to CTRP will add accrual records for either Subject, Partial Subject or Summary level accrual based on the default accrual type set on the study.

## Subsequent Accrual Batch File Submissions:

- For Subject or Partial Subject accrual: Subsequent accrual batch file uploads will append data.
  - If there are duplicate records (all fields are the same) within the batch file being reported, the file will not be loaded and a notification will be sent to the user asking for the duplicate record(s) to be removed and the file resubmitted.
  - If an element is changed, for example Study Subject Ethnicity, then the record is considered an update, not a duplicate.
- For Summary accrual: Subsequent accrual batch file uploads will replace previously reported/uploaded accrual data. Batch uploads will not append data; cumulative accrual data must be uploaded with each accrual file reported to CTRP.
  - **Please ensure that your CTRP accrual batch file contains all cumulative accrual data for each participating site to date before uploading to CTRP. Failure to include cumulative accrual data will result in erasing your accrual history.**

To download a copy of the of the CTRP Accrual Batch File Tool (includes instructions), go to:

[CTRP Accrual Batch File Tool](#)

After you have prepared a batch file, you can upload it to CTRP. For instructions on reporting batch files, see: [Uploading Accrual Batch Data Files](#).

## Complete Study Example Batch File - Subject accrual

```
"COLLECTIONS","NCI-2018-03045",,,,,,,,,,
"PATIENTS","NCI-2018-03045","SU00100","22201","US","199001","Male","Hispanic or Latino","Other","20190906",,"
7434",,,,,,,,,,"8543/3;C50.4",,
"PATIENT_RACES","NCI-2018-03045","SU00100","White"
"PATIENT_RACES","NCI-2018-03045","SU00100","Unknown"
```

```
COLLECTIONS,"NCI-2011-03861",,,,,,,,,,1
PATIENTS,"NCI-2011-03861",873222899999999,84124,US,196311,Male,Unknown,Private Insurance,20060809,CALGB,
149280,,,,,,,,,238.7,,
PATIENTS,"NCI-2011-03861",8732228,84124,US,196311,Male,Unknown,Private Insurance,20060809,CALGB,149280,,,,,,,,,
238.7,,
PATIENTS,"NCI-2011-03861",1,84124,US,196311,Male,Unknown,Private Insurance,20060809,CALGB,149280,,,,,,,,,
185.0,,
"PATIENT_RACES","NCI-2011-03861",8732228,White
"PATIENT_RACES","NCI-2011-03861",873222899999999,Asian
"PATIENT_RACES","NCI-2011-03861",1,White
```

## Complete Study Example Batch File - Partial Subject accrual

```
COLLECTIONS,"NCI-2018-03045",,,,,,,,,,
PATIENTS,"NCI-2018-03045","L1",,,,,,,,,,"20190101",,"WQ456",,,,,,,,,,
PATIENTS,"NCI-2018-03045","L2",,,,,,,,,,"20110809",,"WQ456",,,,,,,,,,
```

For Summary accrual (typically provided for Abbreviated/Imported - e.g., Industrial study), the following is an example batch file for one study with two participating sites (Sites 1 and 2) supporting monthly accrual updates. Site 1 and 2 in the below example map to "PO ID" (unique to each Participating Site).

Note: Create and report one study per batch load. You can also include individual batch load files in one zip.

Centers have the option to provide quarter, monthly accrual from study start date to present. Another option is to provide the Cut-Off Date in the batch load file. the Cut-Off Date represents the date when accrual changed (displayed in the example below).

#### Abbreviated/Imported (e.g., Industrial Studies) Example Batch File - Monthly

```
COLLECTIONS,<Study_Identifier>,,,,,,,,,

"ACCRUAL_COUNT","NCI-2017-00225","Site 1","2","20170630"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","2","20170731"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","4","20170831"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","5","20170930"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","6","20171031"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","10","20171130"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","12","20171231"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","15","20180131"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","15","20180228"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","18","20180331"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","18","20180430"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","18","20180531"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","21","20180630"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","21","20180731"
"ACCRUAL_COUNT","NCI-2017-00225","Site 1","25","20180831"

"ACCRUAL_COUNT","NCI-2017-00225","Site 2","1","20170630"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","1","20170731"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","5","20170831"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","5","20170930"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","8","20171031"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","9","20171130"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","13","20171231"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","13","20180131"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","14","20180228"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","18","20180331"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","22","20180430"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","30","20180531"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","31","20180630"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","32","20180731"
"ACCRUAL_COUNT","NCI-2017-00225","Site 2","33","20180831"
```

#### Abbreviated/Imported (e.g., Industrial Studies) Example Batch File - Accrual Changes

```
COLLECTIONS,<Study_Identifier>,,,,,,,,,

"ACCRUAL_COUNT","NCI-2016-00225","Site 1","1","20170215"
"ACCRUAL_COUNT","NCI-2016-00225","Site 1","2","20170820"
"ACCRUAL_COUNT","NCI-2016-00225","Site 1","4","20180331"
"ACCRUAL_COUNT","NCI-2016-00225","Site 1","6","20180910"
"ACCRUAL_COUNT","NCI-2016-00225","Site 1","10","20181202"

"ACCRUAL_COUNT","NCI-2016-00225","Site 2","2","20170128"
"ACCRUAL_COUNT","NCI-2016-00225","Site 2","4","20170710"
"ACCRUAL_COUNT","NCI-2016-00225","Site 2","5","20170825"
"ACCRUAL_COUNT","NCI-2016-00225","Site 2","7","20171031"
"ACCRUAL_COUNT","NCI-2016-00225","Site 2","9","20171122"
"ACCRUAL_COUNT","NCI-2016-00225","Site 2","12","20180107"
```

For additional information, refer to the following pages: