


# Copy of About Participating Site Accrual Counts - Include 20170814 - ALT 2/14/2024 v2.0

You can record, update, or delete the number of patients that your site accrued to date per Abbreviated or Other trials.



You can record/update/delete accrual counts only if you are a registered member of one or more of the Participating Sites or you are affiliated with the site for a given trial.

The CTRP system records each **COUNT** you submit as the **total** (cumulative) number of subjects accrued to date, no matter how frequently you submit them. That is, the system does not add the count you enter here (or by the batch submission process) to previously-recorded counts.


For example, if you submit an initial 10 subjects in December, the CTRP system records the counts you submit the following March per the table below.

If the Number of Subjects You Submit in December is This...	...and the Number of Subjects You Submit the following March is This...	...Then the number of Subjects CTRP Records is This:	Explanation
10	10	10	CTRP records the most recent total COUNT.
10	15	15	CTRP records the most recent total COUNT. It does not add your latest submission to your previous count. If you had intended to record a count of 25 (10 + 15), you would have had to submit a count of 25 in March.
10	0	0	CTRP records the most recent total COUNT. It does not add/subtract your latest submission from your previous count. If you had intended to record a count of 10 (10 + 0), you would have had to submit a count of 10 in March.

This holds true whether you submit your counts by day, quarter, or year. The count includes the numbers of subjects you submit by the batch file process.

For example,

If You Submit Your Count on This Date...	And the Number of Subjects You Submit is This...	...Then the number of Subjects CTRP Records is This:	Explanation
March 30	10	10	CTRP records the most recent total COUNT.
March 31	15	15	CTRP records the most recent total COUNT. It does not add your latest submission to your previous count. If you had intended to record a count of 25 (10 + 15), you would have had to submit a count of 25.
March 31	<ul style="list-style-type: none"><li>15 via the user interface</li><li>15 via the batch file process</li></ul>	15	CTRP records the most recent total COUNT. It does not add the number of subjects you submit in the user interface to the number you submit via the batch process. If you had intended to record a count of 30 (15 + 15), you would have had to submit a count of 30 either in the batch file or the user interface.



**Do not submit a count that is less than the previously submitted count unless the previous submission was an error**

If you submit a new count that is less than the CTRP system previously recorded, the CTRP system considers your previous submission an error. Do not submit a lesser value unless you are intentionally correcting/deleting accruals. For example, if the CTRP system previously recorded 100 subjects, and you submit 85, the CTRP system records 85. The user should correct the history so that the counts submitted are cumulative (not decreasing over time).