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Title	Participant recruitment sourcing and recording		

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SOP category	NHS GG&C General			
Staff category				
Staff Category	R	A	C	I
Research & Innovation Systems & Operations Manager		X		
Research Information Officer	X			
Informatics Team Research Administrator	X			
NRS Research Performance Manager	X			
GCRF Quality Assurance Lead				X
GCRF Information Systems Manager			X	
BCRF Cancer Research Network Manager			X	

1. Scope

This procedure covers the process for sourcing recruitment figures for Eligible and Extended Review non-Commercial projects, all Commercial projects and Exemption Projects. The recruitment within NHSGGC is sourced by Manual Gathering and EDGE reports.

2. Purpose

The purpose of this SOP is to document the timelines, the process of gathering and upload of recruitment figures onto SReDA (Scottish Research Database Application) and CPMS (Central Portfolio Management System).

3. Procedures

3.1. Manual Gathering

On the first Monday of the month (or the following day if a Public Holiday) the Research Administrator generates a report from SReDA in order to identify all Projects where recruitment is gathered manually. The Research Administrator then emails all 'Key Recruitment Contacts' from SReDA with a table, detailing the recruitment received to date and asking them to complete the table up to and including the previous months' recruitment, requesting a return within 2 weeks. Once a response is received, SReDA and the report are updated. If no response is received within 2 weeks, the Recruitment Contacts are emailed again or an alternative contact is sought e.g. by contacting the Principal Investigator. Emails are sent bi-weekly until a response is received. Blank recruitment fields on SReDA mean that no responses have been received and zeros mean that it has been confirmed that no patients have been recruited for the month.

n.b. it is therefore essential to enter all confirmed zeros into SReDA rather than leaving blank for the tracking of responses.

3.2. EDGE Reports

The GCRF Information Systems Manager provides the Research Information Officer with the GCRF EDGE monthly recruitment report and the Cancer Research Network Manager provides the Beatson CRF EDGE report. GCRF and Beatson CRF will send recruitment reports to the Information Officer on the first Monday of each month for the previous 2 months and no later than the 7th of each month. The Information Officer QC checks the reports upon receipt, making sure the locations and R&I numbers match SReDA records. If there are any discrepancies in locations between SReDA and EDGE, the CRF and one of the R&I Portfolio Teams who approved the project will be emailed to check if the location they have entered on SReDA and EDGE are correct, and the systems will need to be updated accordingly. If any R&I numbers on the GCRF or Beatson EDGE reports are incorrect or missing, the CRF staff member who provided the report will be emailed to update them on EDGE. Once the checks have been completed and reports are ready for upload onto SReDA, the Information Officer will transfer over the data onto an Excel template downloaded from SReDA (Work Area\Recruitment tab). The reports are being saved in the R&I common drive \\northnet-11\wg-research\common\1. Systems\Recruitment Tracking\EDGE reports and then uploaded to SReDA from the Work Area\Recruitment tab.

3.3. Exemption Projects

All recruitment figures for projects active within NHSGGC and marked as an Exemption are being recorded on CPMS. Exemption projects are studies where the recruitment information is known at one site only in a multisite study. An example of this would be a questionnaire study where the sites provide the questionnaire but the questionnaire is sent directly to a main centre for counting. On the first Monday of each month (or the following day if a Public Holiday) the Research Information Officer generates a report from SReDA in order to identify all Exemption projects that are being led by NHSGGC. The Information Officer then emails all 'Key Recruitment Contacts' from SReDA asking for the previous month's recruitment for all sites involved in the project. Once the recruitment figures have been gathered they are then uploaded onto CPMS (NIHR Recruitment Data Upload – CPMS 'How to' guide). For all other Scottish Exemption studies that are led by other Health Boards, the NRS Research Performance Manager receives a monthly recruitment report from the Central Management Team. The report is pulled by CMT from CPMS/ODP and includes the past 2 years of recruitment data. The NRS Research Performance Manager filters all projects that include NHSGGC recruitment and then uploads the report onto SReDA in the same way as the EDGE reports above.

3.4. Annual update on Recruitment

Every October all Manual Gathering and EDGE projects will be checked for any discrepancies. For Manual Gathering projects the Research Administrator will send the usual requests for recruitment update but they will ask for recruitment update between October and September e.g. 01.10.2023-30.09.2024 (CSO allocation period). For EDGE projects the Research Information Officer will ask the GCRF and the Beatson CRF for the whole year of recruitment data (as above). Recruitment will be checked by the Informatics Team and any discrepancies will be updated on SReDA.

3.5. Response Tracking and Escalation Process

If there has been no reply from sites three consecutive months of trying to gather the recruitment information from the Key Recruitment and EDGE contacts (i.e. three separate e-mails and ignoring chasers), the Research Administrator will escalate the study to the NRS Research Performance Manager. The NRS Research Performance Manager will then attempt to contact the Key Recruitment Contacts (including EDGE contacts) again to collect the required recruitment information. If this information is still not forthcoming, the NRS Research Performance Manager will escalate the study to the Senior R&I Management Team. Thereafter, any consistent non compliances will be reported via the relevant governance structures and raised via GHSP RAG.

4. Referenced documents

- NIHR Recruitment Data Upload – CPMS ‘How to’ guide

5. Related documents

- N/A

6. Document history

Version	Date	Description
1.0	08/07/2021	1 st release. Process written and agreed with all key stakeholders.
2.0	05/08/2024	Admin update, R&D to R&I. Addition of an Annual update on recruitment procedure. Update to Manual Gathering and Exemption Projects sections.

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