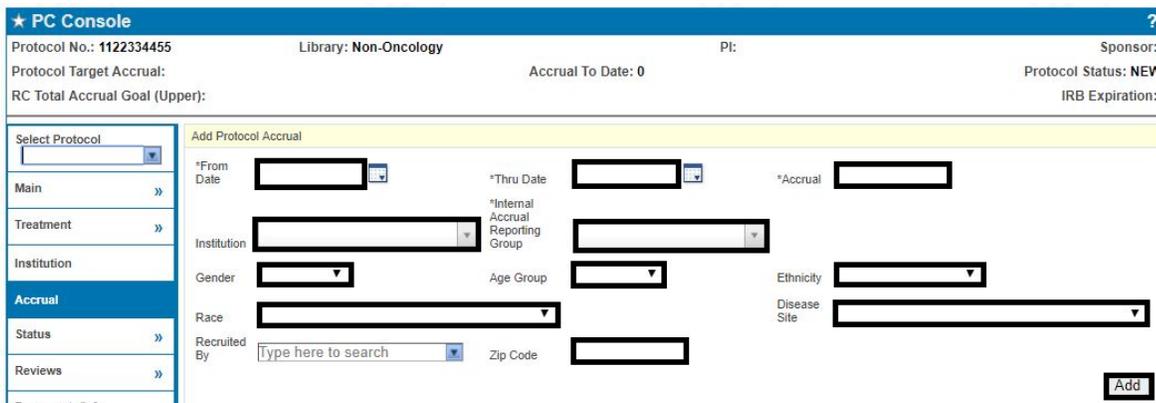


## Summary Accrual Work Instructions:

Protocols with Summary Accrual Only will minimally require updating on a quarterly basis and a reminder email will be sent to study personnel. If no accruals occurred during the quarter, or if the accruals were previously entered, no action is required at the time of the reminder email.

To enter Summary Accrual follow these steps:

1. Navigate to the PC Console > Accrual tab.
2. If Gender, Age Group, Ethnicity, Race, and/or Disease Site are unknown for a subject, those fields can be left blank.
3. Enter each subject, one at a time, to represent a single accrual. For further clarification, see below the figure.



- From Date:** You can use a subject's "On Study" date, date of Randomization or Registration, or date of Consent to fill out this field.
- Thru Date:** Enter the same date as the From Date. This will enable you to capture a single subject's date of accrual.
- Accrual:** Always enter '1' into the accrual field. This will represent a single subject's accrual.
- Institution:** Institution where subject was registered. All protocols (Oncology and Non-Oncology) must choose "University of Kentucky".
- Internal Accrual Reporting Group:** Institution where subject was registered. All protocols (Oncology and Non-Oncology) must choose "Research Center".
- Gender:** If known, enter the subject's gender.
- Age Group:** If known, choose the most applicable age group for the subject, at the time of his or her enrollment.
- Ethnicity:** If known, choose the most applicable ethnicity of the subject.
- Race:** If known, choose the most applicable race of the subject.
- Disease Site:** If known, enter the most applicable disease site for the subject.
- Zip Code:** If known, enter the subject's residential zip code at the time of registration/enrollment.

4. Repeat steps 1-3 as many times as necessary to capture your accrual information. **NOTE:** there are other ways to enter accrual; however, this will enable the most data to be captured and reported on later.