Description: Once a subject is consented, study teams may collect screening data and/or perform screening services to determine if a subject is eligible for enrollment into the study. If a subject is not eligible, that subject should be documented as a screening failure.

Audience: Study team members who are responsible for recording subject eligibility and screening failures in OnCore.

RECORD A SUBJECT AS NOT ELIGIBLE

1. Find your subject.

   Note: Before you mark a consented subject as Not Eligible in OnCore, you must register the subject and record the consent. You will also need to check in any applicable Screening visits. For details, see the Register, Consent, and Visits user guides.

2. On the subject record in the Subject Console, click on the Eligibility vertical tab.

3. Click [Update] if needed.

4. Enter the following:
   - Verified By: your initials
   - Status Date: Date that you determined they were ineligible
   - Eligibility Status: Not Eligible

5. Click [Submit].

6. Click [Close].

7. Note that the Subject Status field at the right top of the page has been changed to NOT ELIGIBLE.

8. Any sponsor invoiceables that have been set up to use “NOT ELIGIBLE” will be triggered.

If your management group has chosen to use the OnCore Pre-Screening functionality, please also review the Pre-Screening user guide for guidance on pre-screening and screening failures.