

Description: Once the [initial IRB approval has been documented](#) and all other required [protocol signoffs have been completed](#), an OnCore protocol status can be updated to **Open to Accrual**, which then allows participant data to be entered.

Audience: Study team members who are responsible for documenting IRB Reviews and opening studies to accrual.

CHANGE PROTOCOL STATUS TO "OPEN TO ACCRUAL"

1. Navigate to **Menu > Protocols > PC Console**.
2. [Find your study](#) using the **Select Protocol** search field.
3. Click the **PC Console > Status** vertical menu.

The screenshot shows the 'PC Console' interface for protocol OCR41605. At the top, it displays 'Protocol No.: OCR41605', 'Library: Academic Health Center', 'PI: Sevier, Brian, J', and 'Sponsor: University of Florida'. Below this, it shows 'Protocol Target Accrual:', 'RC Total Accrual Goal (Upper): 30', 'Accrual To Date: 0', 'Protocol Status: OCR SIGNOFF', and 'IRB Expiration: 11/17/2022'. A left-hand navigation menu includes 'Main', 'Treatment', 'Institution', 'Accrual', 'Status', and 'Reviews'. The 'Status' section is active, showing a table of protocol status changes:

Status Date	Status	Initiator	Change Reason	Comments	Last Changed By
11/17/2020	OCR SIGNOFF				Stamm, Patricia
11/17/2020	IRB INITIAL APPROVAL				Stamm, Patricia
01/04/2022	NEW				Stamm, Patricia

At the bottom right of the status section, there are buttons for 'On Hold', 'Open', 'Abandon', and 'Update'. The 'Open' button is highlighted with a red box.

4. Confirm that the following **REQUIREMENTS** have been met:
 - a. Protocol Status: OCR SIGNOFF
 - b. All required signoffs have been completed – see [Complete Signoffs](#)
5. Once all the requirements have been met, click the **[Open]** button.
6. Enter the applicable **Status Date**, click the **[Submit]** button.

The Protocol Status will update to "Open to Accrual" and you may begin enrolling subjects.

UNDO OPEN

When a protocol has a status of **Open to Accrual**, an **[Undo Open]** button appears. This button is available until a subject is registered to the protocol.

After that, you will need to have all subjects removed from the protocol in order for the **[Undo Open]** button to reappear.

If you need to **Undo Open**, please contact the OnCore Support Team via OnCore-Supprt@ahc.ufl.edu for more information and assistance, especially if you need subject(s) deleted from your protocol.