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"

2. Find your study using the Select Protocol search field.
3. Click the PC Console > Status vertical menu.
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-Supp@ahc.ufl.edu for more information and assistance, especially if you need subject(s) deleted from your protocol.