**Factors affecting accrual completion**

How many (xx) participants are needed for prescreening to obtain the needed number of study participants?

**What is the plan for recruitment?**

**Overview:** What is your estimated prescreening xx of participants with relevant identifier that will produce the xx of participants who will enroll for screening to achieve the ultimate enrollment goal of xx (*number from power calculation*) completers (xx evaluables)

**Feasibility and assessment:**

Incentives: *e.g. 1) Altruism; 2) Direct benefit – i.e. study medication and lab tests, medical care and attention to health needs; 3) Compensations for efforts; 4) Interest in the topic*

**Challenges:** *e.g. specific stringent eligibility criteria, access to specific populations, number/risk/intensity of procedures, possibility of receiving placebo, duration of the protocol; number/frequency of visits.*

**Issues relevant to rapid accrual:** ***Positive:*** *e.g. existing cohort, high volume referrer, existing partnerships hot topics in the news;* ***Negative****: e.g. need to identify partners, conduct outreach, readiness of assay, competing protocol/institutions, rare diseases, competing approval therapy.*

**Projected time to accrual completion:**The research team plans to screen up to xxx participants xxx days/week which translates to enrolling xxx volunteers a week.

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| **Factors affecting predicted time to accrual completion** | **Weeks** |
| *Research team plans to screen volunteers # days/week = xx volunteers screened/week. Take total anticipated screen volume/(xx screen/week) = base calculation of weeks to complete accrual.*  | *xxx* |
| *If short duration study, screening capacity the main gating function; If duration is long or many visits/participant, factor both screening and study conduct visits into team visit capacity - adjust* |  |
| Anticipate start-up up, add 1-2 weeks; *If assay not ready, add estimated time to readiness* | *xxx* |
| Add any vacation time when screen/visit capacity will be reduced | *xxx* |
| Recruitment is to occur during August? *Add 2 weeks due to historical slowing*  | *xxx* |
| Recruitment to occur across December-January time frame; add 2 weeks for unit closure | *xxx* |
| Known anticipated maternity leave, other LOA of key staff – *add estimate weeks lost capacity* | *xxx* |
| Staff changes – *add onboarding time* | *xxx* |
| Staff travel for major conferences – *add weeks last capacity* | *xxx* |
| Institutional interruptions (graduation, symposium days, etc. *add team estimate* | *xxx* |
| Projected time to accrual completion  | *X weeks (y months)* |