

Recruitment Milestone Reporting (RMR) System

Form Approved
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RMR is a tool developed by NIMH to enable automated reporting and approval of tri-annual enrollment milestones for clinical research. The Recruitment Milestone Reporting policy is designed to monitor the recruitment of participants in NIMH-sponsored clinical research studies that plan to enroll 150 or more human subjects in a single study. The purpose of this policy is to ensure that realistic recruitment targets are established from the onset of a project, and that these targets are met throughout the course of the research.

Details of the RMR policy can be found at <http://www.nimh.nih.gov/research-funding/grants/nimh-policy-for-the-recruitment-of-participants-in-clinical-research.shtml>

How To Use RMR

- Principal Investigators can access RMR using their eRA username and password. (NIMH staff use their LAN username and password).
 - Prior to grant award, the Principal Investigator uses RMR to propose cumulative targets for total, racial minority, and Hispanic minority recruitment for each reporting period (April 1, August 1, December 1) of the grant project period. These targets are approved by the project officer and included in the terms and conditions of the award.
 - Prior to each reporting period, the PI receives an automated email alert to enter the actual recruitment for that reporting period. Actuals that are not within 85% of the target require project officer approval.
[Guidance to PIs on Using RMR \(word doc\)](#)
- In addition to the guidance document above, a complete RMR help manual is available at the "help" link at the bottom of the page.
- For questions and technical assistance, use the "contact RMR" link at the bottom of the page.

Public reporting burden for this collection of information is estimated to average 75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-xxxx). Do not return the completed form to this address.