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Recruitment Milestone Reporting (RMR) System

Form Approved
OMB Number 0925-0697
Exp. Date 05/31/2017


 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 all NIMH-sponsored clinical trials, regardless of size; as well as other 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 investigators establish recruitment milestones from the outset of a clinical research project and progress is monitored 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 Commons username and password. (NIMH staff use their LAN username and password).

Prior to grant award, the Principal Investigator enters proposed cumulative target milestones for total, racial minority, and Hispanic minority recruitment for each reporting period (April 1, August 1, December 1) for the planned duration of recruitment. These targets are approved by the NIMH Program Official (PO) 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 PO approval.

[Guidance to PIs on Using RMR \(word doc\)](#)

[Frequently Asked Questions](#)

In addition to the guidance document above, a help manual is available at the "help" link at the bottom of the page.

For questions and technical assistance, contact nimhrmr@mail.nih.gov

 Public reporting burden for this collection of information is estimated to average 45 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 (0925-0697). Do not return the completed form to this address.

Create RMR Record

Create a Recruitment Milestone Report Record

To create a Recruitment Milestone Report Record begin by entering the grant number. This will be used to lookup basic grant details used in the Recruitment Milestone Report.

* Grant Number:

[Load Grant Data](#)

Create a RMR Record - Load RMR Record Details

The following data was retrieved for grant **1U01MH123456-01**. Correct this information as necessary then click "Create" to create the Recruitment Milestone Report. Once created, you will be able to enter the initial target recruitment milestones.

If this is not the grant you were looking for, please click "Cancel" to try the search again.

RMR Record Details

IMPAC Appl Id: 1234567

Grant Serial Number: 1234567

* RMR Record Title:

* PCC:

* Division:

* Recruitment Start Date:

* Recruitment End Date:

* Program Officer:

Principal Investigator: Rocco V. Mortensen

[Create](#) [Cancel](#)

Enter Target Milestones – Tri-annual Report

Enter RMR Record Recruitment Targets Waiting for PI action.

Please click to enter your RMR Record recruitment targets in the table below. Note: All targets are cumulative. Once the targets are approved and you confirm recruitment has begun, you will be allowed to enter your periodic actual recruitment numbers.

RMR Record #563627 Details


Recruitment Milestones for MHD92951 - Motivational Interviewing: An Experiential Online Training Tool						
Tri Yearly Milestones	2015	2016			2017	
	Apr 1	Aug 1	Dec 1	Apr 1	Aug 1	Dec 1
Target: Total Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Total Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Target: Racial Minority Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Racial Minority Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Target: Hispanic Ethnicity Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Hispanic Ethnicity Recruitment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Actions

Comment:

[Submit To PO](#) [Cancel](#)


Enter Actual Enrollment – Tri-annual Report

Enter Actuals for Period 04/01/2015  Waiting for PI action.

 Please click to enter the actual recruitment numbers for the 04/01/2015 monthly report in the table below.

RMR Record #137363 Details 

Monthly Report Details 


 Please enter your recruitment actuals in the table below. Note: All recruitment numbers are cumulative.

Period Date: **04/01/2015**

Period Current Status: All Targets Approved (as of 03/26/2009 6:13 PM)

Recruitment Milestone Details					
Recruitment Category	Target (Cumulative)	Actual (Cumulative)	Actual to Target Ratio	Status	Status Date
Total	180	<input type="text"/>		Target Approved	03/26/2009
Racial	25	<input type="text"/>		Target Approved	03/26/2009
Hispanic	12	<input type="text"/>		Target Approved	03/26/2009

Actions

Comment: 

 Submit To PO  Cancel

Enter Target Milestones - Monthly Report

RMR Record #481575 Details

Recruitment Milestones for MH099343 - The Computational Basis of Theory of Mind in the Human Brain													
Recruitment Milestones	2012	2013			2014			2015					
	Dec 1	Apr 1	Aug 1	Dec 1	Apr 1	Aug 1	Dec 1	Apr 1	Aug 1	Sep 1	Oct 1	Nov 1	Dec 1
Existing Target: Total Recruitment	40	80	160	240	270	300	320	340	340				
New Target: Total Recruitment	<input type="text" value="40"/>	<input type="text" value="80"/>	<input type="text" value="160"/>	<input type="text" value="240"/>	<input type="text" value="270"/>	<input type="text" value="300"/>	<input type="text" value="320"/>	<input type="text" value="340"/>	<input type="text" value="340"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Total Recruitment													
Existing Target: Racial Minority Recruitment	9	19	38	56	64	72	76	79	79				
New Target: Racial Minority Recruitment	<input type="text" value="9"/>	<input type="text" value="19"/>	<input type="text" value="38"/>	<input type="text" value="56"/>	<input type="text" value="64"/>	<input type="text" value="72"/>	<input type="text" value="76"/>	<input type="text" value="79"/>	<input type="text" value="79"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Racial Minority Recruitment													
Existing Target: Hispanic Ethnicity Recruitment	12	25	50	75	85	95	101	106	106				
New Target: Hispanic Ethnicity Recruitment	<input type="text" value="12"/>	<input type="text" value="25"/>	<input type="text" value="50"/>	<input type="text" value="75"/>	<input type="text" value="85"/>	<input type="text" value="95"/>	<input type="text" value="101"/>	<input type="text" value="106"/>	<input type="text" value="106"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Status: Hispanic Ethnicity Recruitment													

Enter Actual Enrollment - Monthly Report

Enter Actuals for Period 04/01/2015 Waiting for PI action.

[Please click to enter the actual recruitment numbers for the 04/01/2015 monthly report in the table below.](#)

RMR Record #137363 Details

Monthly Report Details

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Comment:

Submit To PO Cancel