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Recruitment Milestone Reporting (RMR) System

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

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

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

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)

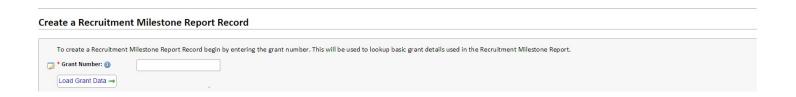
Frequently Asked Questions

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.

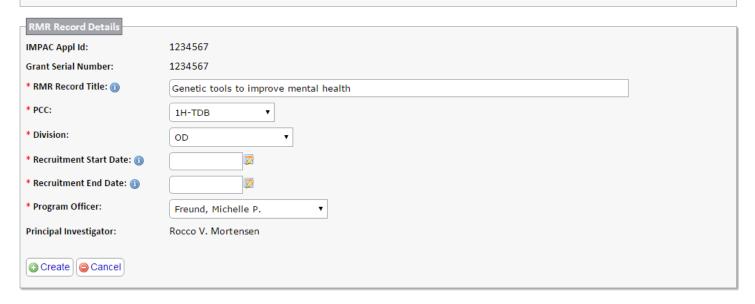
Create RMR Record



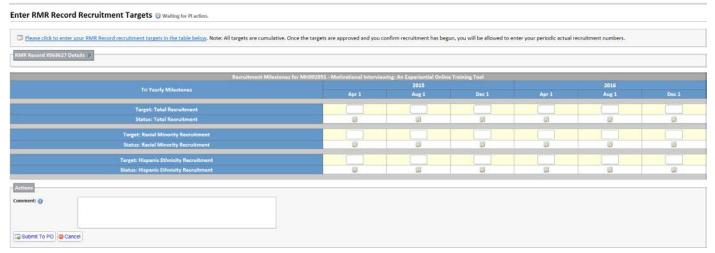
Create a RMR Record - Load RMR Record Details

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.

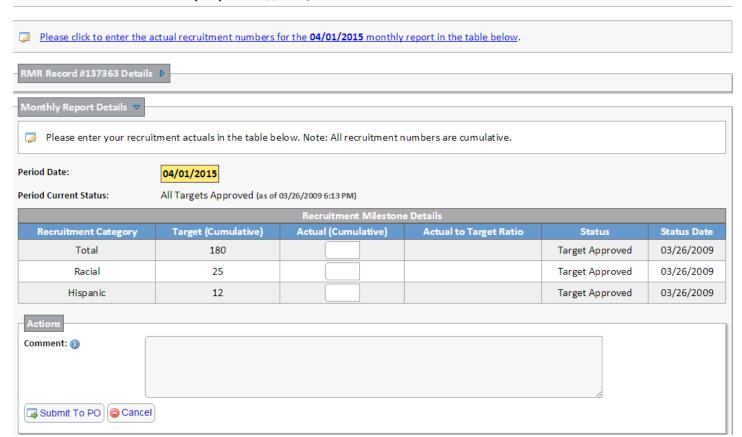


Enter Target Milestones – Tri-annual Report



Enter Actual Enrollment – Tri-annual Report

Enter Actuals for Period 04/01/2015 Waiting for Plaction.



Enter Target Milestones - Monthly Report



Enter Actual Enrollment - Monthly Report

Enter Actuals for Period 04/01/2015 Waiting for Plaction.

