

NRS Funding Guidance: Annex 1

Information on the annual project return

The data required for the CSO allocation return is generated automatically nationwide using Microsoft Power BI. This application uses standard reports extracted from ReDA for all boards, applies exclusion and inclusion criteria and displays the data in Power BI interactive reports available at: <https://scottishhealth.sharepoint.com/sites/nhsresearchscotland>

Boards should review the content of the online BI reports periodically throughout the year to ensure their accuracy and completeness prior to the allocation data cut.

Lead Boards should also ensure that SSCs have been calculated in the NRS Finance Tool (<https://www.nrsfinance.scot.nhs.uk/>) and populated in the “Legacy SSC value” field in Recruitment Totals tab in ReDA.

The Allocation Year BI reports apply the following inclusion/exclusion study parameters:

Inclusion criteria include:

1. Studies actively recruiting between 1 October 2018 and 30 September 2019
2. Non-commercial studies with **Project Type** of ‘Eligible’ or ‘Extended Review’
3. Commercial studies with **Project Type** of ‘Commercial’
4. **Recruitment End** date within the analysis period

Exclusion criteria include:

1. Locations with ‘No Local Investigator’ listed as the PI
2. Locations with a **site type** of ‘Patient Identification Centre’
3. Any study with ‘Feasibility’ in the **Project ID**
4. ‘Withdrawn’ or ‘Proposed’ studies
5. **Recruitment End** date prior to the allocation period
6. Projects without a **Project ID** completed on ReDA, or set to N/A
7. **Study type** of ‘Research Database’, ‘Tissue Bank’ or ‘[NOT SET]’

Microsoft Excel versions of the data can be provided by the NRS Information and Quality Manager for Boards to review and agree prior to final submission to the CSO, upon request.

The Power BI Reports display recruitment and study site activity summary analysis along with tables showing the excluded NEF/Pilot studies, NLI studies, Tissue Bank and Database studies, and PIC studies.

Health boards should not submit data directly to CSO.

The NRS Information and Quality Manager will perform a data cut from ReDA on **15th November 2019** and update Power BI with the information.

This report shall include, but not be limited to, the following fields:

IRAS Project Code	Research Title
Healthboard	Actual Start Date
Project ID	Actual End Date
Number of locations	Recruitment End Date
Project Status	Multi-centre status
Portfolio ID	Is lead centre?
Recruitment Source	Lead Centre Name
Recruitment (for the allocation period)	Scottish Specialty
SSC Value	Project Type
Study Type	CSO Low Rate Study status
Short Title	

Report presentation

The report submitted to the CSO will be an Excel worksheet with columns defining if the study is single centre, leading multi-centre or a hosted multicentre study. Information will include SSCs, Recruitment, Hosted/Lead, CTIMP/Non-CTIMP etc

Each study will have 1 Excel row. If there is:

- more than one participating location within the HB, the number of locations will be entered (this does not include GP, dental or primary care locations) i.e. for a study taking place at Glasgow Royal Infirmary and Western Infirmary, the number 2 will be entered in the location cell for that study.
- PIC, Tissue Bank, Database and No Local Investigator studies will not be included in the return.

Please ensure that there are no blank fields on SReDA for your projects prior to the data cut.

Queries on the report should be directed to Ian Anderson (NRS Information and Quality Manager) in the first instance.

Submissions Schedule

1. Commercial and Non-Commercial Project Lists and associated fields will be generated on **15th November 2019**. These will be available to the health boards for validation and error resolution as soon as practicably possible on the Power BI link provided above.
2. Interim Power BI reports will be generated upon request to allow boards to check that board corrected data is being captured correctly.
3. Final project lists and associated fields will be generated in the Power BI report on **7th December 2019**.
4. Health Board validated and agreed project lists shall be forwarded to the CSO after **7th December 2019**.
5. ODP/CPMS is no longer used for non-commercial recruitment figures. All recruitment is now extracted from ReDA. Health Boards should ensure ReDA location level recruitment is completed before **15th November 2019**.
6. **ReDA recruitment updated after 7th December 2019 cannot be included in the CSO allocation return.**