

From the OUH Director of R&D

To: All OUH Principal Investigators  
From: Prof Keith Channon, Director of R&D, OUH  
Date: 21 February 2019

**Important changes to streamline the reporting of recruitment data for all studies hosted by OUH, (i.e. that have been issued a letter of Trust Management Approval), regardless of the research sponsor.**

The NIHR CRN is changing the way research activity data (recruitment data) are reported in their national Central Portfolio Management System (CPMS).

In recent years study teams have provided recruitment data on a monthly basis to research coordinators at OUH (and sometimes at other Trusts, if they are the lead site), so that these data can be entered into spreadsheets and uploaded to CPMS. In parallel, they have also provided recruitment updates to OUH R&D.

From **April 2019** this process will be streamlined so that study teams will only need to enter recruitment data once – in to the Local Portfolio Management System (LPMS). From here, recruitment data for NIHR portfolio studies will then flow automatically to the CPMS. The LPMS that will be used at OUH, as well as the other five partner Trusts within the Thames Valley and South Midlands Local Clinical Research Network (LCRN), is called **Siteline**. Over the next 4-6 weeks the OUH R&D teams will be working closely with LCRN colleagues to train the staff who will need to use Siteline to enter recruitment data for each of the studies hosted by OUH. Further training will be provided to introduce study teams to a number of additional optional features within Siteline that have been designed to support their recruitment activities.

To ensure a consistent approach, study teams will be required to adopt this new method of reporting recruitment data for **all** studies hosted by OUH, not just NIHR portfolio studies and not just studies where OUH is the lead site.

Please ensure that your teams are aware of this development and encourage their constructive engagement with the LCRN and R&D staff, who will be in contact with them shortly concerning the practical details.

Regards,



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Director of R&D,  
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