

Enrollment Tables

- The Office of Management and Budget (OMB) defines minimum standards for maintaining, collecting and presenting data on race and ethnicity for all Federal reporting agencies.
- Since 1997, the OMB has collected information for the following ethnic and racial categories:
 - 2 Ethnic Categories
 - Hispanic or Latino
 - Not Hispanic of Latino
 - 5 Racial Categories:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

Steps for Completing the **Targeted/Planned Enrollment Table** for New Applications:

1. Provide the Study Title
2. Provide the Total Planned Enrollment
3. Indicate the anticipated total number of Males and Females to be enrolled by Ethnic Category.
4. Indicate the anticipated total number of Males and Females to be enrolled by Racial Category.

- ✓ Ethnic Category: Total of All Subjects = Racial Category: Total of All Subjects
- ✓ Is there more than one Study/Protocol? If so, provide a separate Targeted/Planned Enrollment Table for each.

Steps for Completing the **Inclusion Enrollment Report** for Continuation Applications, Competing Supplement Applications and Annual Progress Reports:

1. Provide the Study Title and Total Planned Enrollment
2. Provide the Grant Number, as well as the Protocol Number
3. Indicate the current total number of Males and Females enrolled by Ethnic Category.
4. Indicate the current total number of Males and Females enrolled by Racial Category.
5. Indicate the current total number of Hispanic Males, Females and Sex/Gender Unknown.

- ✓ Ethnic Category: Total of All Subjects = Racial Category: Total of All Subjects
- ✓ Racial Categories: Total Hispanics or Latinos (Part B) = Total Hispanic or Latino (Part A)

When are BOTH the Targeted/Planned Enrollment Table and the Inclusion Enrollment Report needed?

- Revision Applications
- Annual Progress Reports (as needed)