

MEMORANDUM

Date: February 14, 2011
To: HPTN066 Protocol Team, HPTN066 Sites
From: HPTN066 SCHARP Team
RE: **HPTN066 Enrollment Report**

The **Enrollment Report** for HPTN066 is updated nightly and is based on cumulative data received at SCHARP through the previous week. The report is meant for use by the protocol team to monitor study progress.

This report includes the following information:

- Summary table showing the number of participants enrolled each week
- Graph showing enrollment for all sites combined
- Graphs showing enrollment for each active site

Please contact the HPTN066 Project Manager at SCHARP, Laura McKinstry (lamckins@scharp.org), with any questions you may have regarding this report.

Thank you.

Definitions and examples of terms used in the enrollment report

- **First Enrollment Date:** Enrollment date of the first enrolled participant.
- **Total Weeks:** Total number of weeks since the first participant enrolled.
- **Total Enrollment:** Total number of participants enrolled in the study.
- **Average Per Week:** Average number of participants enrolled each week.
[Average Per Week = Total Enrollment / Total Weeks]
- **Site Target:** Target number of evaluable participants for this site, as specified in the protocol.
- **Enrollment Needed:** Total number of evaluable participants still needed to be enrolled for this site.
[Enrollment Needed = Site Target - Total Enrollment + Total number of enrolled participants that need to be replaced]

**FRED HUTCHINSON
CANCER RESEARCH CENTER**

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