

TRIALS FUNDED BY THE MRC TEMPLATE FOR STEERING COMMITTEE AGENDAS AND REPORTS

The Medical Research Council requires that independent steering committees are set up for every major trial it funds and that these committees should meet at least once a year and submit a report to the relevant research board. Presented below are guidelines on the information that should be provided by trialists for discussion at steering committee meetings and included in the steering committee's annual report. It is suggested that the headings listed below should provide a basis for the agenda of the meetings and form the template for the report. These headings may not be appropriate at every stage of an individual trial or for all trials.

	AGREED TARGET (date target set)	ACHIEVED (Date achieved)
1) Name of trial	Pragmatic randomised trial to evaluate laparoscopic surgical repair for inguinal hernia.	
2) Grant no. (if known)	G 9312420	
3) Sample size sought	1,100 randomised patients	
4) Proposed date for recruitment end	December 1996	
5) Actual recruitment rate versus target rate (by month/quarter)	Recruitment rate month 40 Target 50	
6) Acceptance rate, as a proportion of i) those invited to participate and ii) if known all eligible subjects	(i) 90% (ii) 60%	
7) Losses to follow-up, i) as a proportion of those entered, and ii) per month/quarter	(i) 5%	
8) No. for whom follow-up has been completed successfully	Follow up planned for 5 year minimum	
9) Completeness of data collected	95% - 100%	
10) Quarterly/monthly forecasts of recruitment for the planned remainder of the trial	50 cases/month	
11) Issues specific to individual trials (to be specified by the Steering Committee)	Costs, recurrence rates, return to normal activity, chronic wound problems.	
12) Any available results (pooled)	Short term results pain, pulmonary function, metabolic response - published.	
13) Any organisational problems	No.	