

## SUMMARY OF CHANGES

### Version 1.4 Mar 2017 changes (from Version 1.3 Jul 2016)

<b>Tab</b>	<b>V1.2</b>	<b>Change</b>	<b>v1.3</b>	<b>Rationale</b>
Summary	Cell C24 pointing to incorrect cell on Protocol tab	Changed to point to correct cell	Cell C24 points to total Specialist consultation costs for all participants (Protocol tab)	Corrected error

### Version 1.3 Jul 2016 changes (from Version 1.2 May 2016)

<b>Tab</b>	<b>V1.2</b>	<b>Change</b>	<b>v1.3</b>	<b>Rationale</b>
Annual adjustment	Cell B9 pointing to incorrect cell on Protocol tab	Changed to point to correct cell	Cell B9 points to total procedure costs for all participants (Protocol tab)	Corrected error

### Version 1.2 May 2016 changes (from Version 1.1 Mar 2016)

<b>Tab</b>	<b>V1.1</b>	<b>Change</b>	<b>v1.2</b>	<b>Rationale</b>
Protocol	Cost of each procedure calculated per participant, cost of each procedure for all participants not calculated.	Re-formatted to calculate cost of each procedure per participant and for all participants	Tab shows total cost of each procedure per participant and total for all participants	Provision of more information for user
Summary	Provides protocol costs per participant; need total procedure costs for all participants	Changed protocol section to show total procedure costs for all participants	Protocol section shows total costs for all participants	Corrected error in calculation of total protocol costs

### Version 1.1 Mar 2016 changes (from Version 1.0 Dec 2015)

<b>Tab</b>	<b>V1.0</b>	<b>Change</b>	<b>v1.1</b>	<b>Rationale</b>
All worksheets	Some blue & purple cells weren't	Protection turned on	All blue & purple cells write-	Corrected write-protection

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	write-protected		protected	error
All worksheets	Column I cells on Staff Admin tab were write-protected	Protection turned off	Column I cells on Staff Admin tab not write-protected	Corrected write-protection error

### Version 1.0 Dec 2015 changes (from beta version 0.0 Jan 2015)

<b>Tab</b>	<b>v0.0</b>	<b>Change</b>	<b>v1.0</b>	<b>Rationale</b>
All worksheets	Dark blue cells	colour	Light blue cells	Improved readability when spreadsheet is printed
Instructions	This spreadsheet is a guide to identifying and costing all aspects of a clinical trial	Text replaced	This spreadsheet is a guide to identifying and costing site service provision for a clinical trial.	Clarification
Instructions	N/A	Text added	The spreadsheet does not include sponsor-related or trial centre management costs such as statistical analysis and monitoring.	Clarification
Instructions	N/A	Text added	The spreadsheet was created in Excel 10. If you are using a different version of Excel some of the formatting may not transfer correctly into other versions.	Clarification
Instructions	The NZ clinical research costing tool is an open beta release, and is available on the NZACRes website to download for use and testing.	Text replaced	The NZ clinical research costing tool is available on the NZACRes website to download for use.	Version change
Instructions	NZ Clinical Research costing tool beta release 0.0 Jan 15.xlsx	Text strikethrough and text added	NZ Clinical Research costing tool v1.0 Oct 15.xlsx	Version change
Instructions	various	Text changed	various	Text updated to account for changes listed below.

## SUMMARY OF CHANGES

Set up	One line for site staff attendance at start-up meeting	2 additional lines added	Three lines for site staff attendance at start-up meeting	It is expected more than 1 staff member will routinely attend site start-up meeting.
Set up	One hourly rate used. Can't enter different hourly rates for different set-up tasks	Table modified	An hourly rate is entered for each set-up task	More flexible for user
Protocol	Table includes a column for the number of participants adjacent to the cost of each procedure. Total cost (unit cost * no. of participants) is entered into each visit cell.	Format changed to match that of the staff hours page	Participant numbers are entered in a row underneath the total cost of procedures per participant. Instructions page updated to reflect the way the participant numbers are entered into the procedures table	Easier and more flexible for the user
Staff hours	N/A	Formula applied	Visit name headings in the staff hours tables are autopopulated from the visit name headings in the protocol table	Less data input required
Staff admin	One hourly rate used. Table needs to be copied if a 2 <sup>nd</sup> hourly rate is required.	Table modified	An hourly rate is entered for each admin task	More flexible for user
Income	N/A	Formula applied	Visit name headings in the income tables are autopopulated from the visit name headings in the protocol table	Less data input required
Annual adjustment	Formula used to calculate the annual increase contained an error.	Formula corrected	Annual adjustment is now correctly calculated.	Error correction