**Regulatory Workload Assessment Procedure**

The instructions below are meant to outline procedures surrounding the quantification of the CTO Regulatory Team’s current workload. The application involved is meant to be used to validate the workload predicting algorithm on a regular basis (to be determined by the Regulatory Lead Associate).

Before proceeding, be sure to have validation data ready to provide. This should a two column spreadsheet indicating protocol name in the first column (that matches the OnCore Protocol No.) and the amount of hours dedicated in the second column.

**Software Requirements**

Before the application can be utilized, the most recent version of the R interpreter must be installed and the file path to rscript.exe must be included in the PATH environmental variable.

R Download: <https://ftp.osuosl.org/pub/cran/>

Instructions on how to add file paths to the path variable can be found at: <https://docs.alfresco.com/4.2/tasks/fot-addpath.html>

To confirm that dependencies are configured, open a command prompt and pass the following:

$\ Rscript

On executing this command, information regarding the current R environment should populate. If the error “‘application’ is not recognized as an internal or external command” is thrown, there was an issue. Contact someone with knowledge on updating path variables to troubleshoot.

The individual executing this process will also need user access to OnCore with view privileges to the Reports tab.

**Downloading the Regulatory Workload Assessment Application**

Navigate to the following path within the UHCC Shared drive:

Data\CTO\Research Systems\Applications\RegulatoryWorkloadAssessment

Download the zip file and unzip the contents into a user file location.

**Process**

1. Navigate to OnCore and execute the “Regulatory Workload (all protocols)” report located in the Regulatory section.
2. Open the workload\_validation\_template.xlsm file from within the app folder. This file will referred to as the template spreadsheet.
3. Copy the output of the “Regulatory Workload (all protocols)” report from OnCore, highlight cell A1 in the **vdata\_regressors** tab of the template spreadsheet and paste the contents.
4. Navigate to the **vdata\_hours** tab in the template spreadsheet and paste in all validation data below the provided headers.
5. Navigate to the **v\_data** tab of the template spreadsheet and select the **Get Coefficients** button located in the top right hand corner.

Select **OK** and you will be forwarded to the **Visualization** tab of the template spreadsheet file.

1. Optimized coefficients have been added in all of the orange cells located in row 2. Set all negative values equal to 1 and adjust other coefficients so that expected and observed values are close and the total expected matches the total observed.
   1. If you run into an issue where you’d like to reset the generated coefficients, select the **Refresh Coefficients** button.
2. Once all coefficients have been adjusted to your liking, select the **Commit Coefficients** button. You will be forwarded to the **final\_coeffecients** tab.
3. Navigate to OnCore and execute the “Regulatory Workload (input)” report located in the Regulatory section. Using the values in the **final\_coeffecients** tab of the template spreadsheet, populate the inputs in the report.
4. Run the report and make sure the numbers you see make sense. The final row of this report indicates the current regulatory workload in hours.