NCI CTRP Amendment Portal Workflow and Screen Shots

Step 1: User accesses the NCI Clinical Trials Reporting Program website at http://trials.nci.nih.gov - see screenshot, page 2

Step 2: User clicks "Login"

Step 3: User enters "Email Address" and "Password" - see screenshot, page 3

Step 4: User reviews NCI Clinical Trials Reporting Program burden statement - see screenshot, page 4

Step 5: System displays "Search Submitted Clinical Trials" page – see screenshot, page 15

Step 6: Alternative workflows, a – c, a user may perform any of these actions upon entering the system:

a. User selects to perform "Initial Trial Registration" and completes initial registration - see screenshots, pages 5 - 9, OR

b. User selects to "Submit Trial Amendment" and amends an existing trial record - see screenshots, pages 10 - 14, OR

c. User selects to "Search Submitted Clinical Trials" and searches for an existing trial - see screenshot, page 15

CTRP Home page

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Useful Templates and Documentation		
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