


Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0753). Do not return the completed form to this address.

## Filling out PDF Forms

This PDF form contains “**roll-over** or **double-click**” help functionality.

This form allows you to enter data directly onto the screen. After completing the form, you are able to print the document so that you can fax/mail the document.

To fill out a form:

1. Select the hand tool. 
2. Position the pointer inside a field, and click to type text.
3. After entering text or selecting a check box, do one of the following:
  - Press tab to accept the form field change and go to the next form field.
  - Press Shift+Tab to accept the form field change and go to the previous form field.
  - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.
4. Once completed, print the form.



## CTSUSU Supply Request Form:

To request supplies from CTSUSU, please complete the information below and **upload the form to the Regulatory Submission Portal. Select the Membership/Supplies document type at [www.ctsu.org](http://www.ctsu.org) and select the membership/supply document type.** Following review and approval of this application, the requested item will be mailed to the address you provide below. Please allow 7-10 business days for processing and mailing of supply requests.

<b>Protocol Number (s)</b>			
<b>Item Requested</b>			
<b>Number Requested</b>			

<b>Contact Name</b>	
<b>Institution CTEP ID</b>	
<b>Office</b>	
<b>Street 1</b>	
<b>Street 2</b>	
<b>City</b>	
<b>State</b>	
<b>Zip</b>	
<b>Phone</b>	
<b>E-mail</b>	

<b>Shipping preference Select one:</b>		
<b>Fed Ex</b>	<input type="checkbox"/>	<b>Provide account number:</b>
<b>U.S. Mail</b>	<input type="checkbox"/>	

**PLEASE NOTE:** When a Fed Ex number is provided shipments will be sent standard overnight unless the submitter notes on the form that two-day or priority shipping is needed. Fed Ex shipping cost will be billed to the account number provided.

### CTSUSU Internal Reminders:

Verify the site registration status is active  
Set Packet to complete and add FedEx tracking # to the comments if applicable