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.

CTSU Supply Request Form:

To request supplies from the CTSU, please complete the information below and **upload the form to the Regulatory Submission Portal at ; select the Membership/Supply document type.** Following CTSU review and approval , you will be notified via email that your request is being fulfilled per our current procedure for that study.

Protocol Number (s)			
Item Requested			
Number Requested			

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

CTSU Internal Reminders:
Verify the site registration status is *Approved*
Set Packet to *Complete*