

NCI CTRP Attachment 3b

NCI CTRP Trial Registration Update 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 enters “Username” and “Password” – see screenshot, page 2


Step 3: User reviews NCI Clinical Trials Reporting Program burden statement – see screenshot, page 3

Step 4: System displays “Search Submitted Clinical Trials” page – see screenshot, page 4

Step 5: User views trial information and selects to “Update Trial” and updates an existing trial record – see screenshots, pages 5 – 11

CTRP Login & Home page

Clinical Trials Reporting Program Login

 NATIONAL CANCER INSTITUTE

Clinical Trials Reporting Program

→ [NIH Login](#)

OR

Username

Password

Remember me

[Sign In](#)

[Need help signing in?](#)

Don't have an account? [Sign up](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, record, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.



Clinical Trials Reporting Program Registration

NCI CLINICAL TRIALS REPORTING PROGRAM (CTRP) SYSTEM

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
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- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

NOTIFICATION TO RESPONDENT OF ESTIMATED BURDEN

OMB#: 0925-0600 EXP. DATE: 2/28/26

Public reporting burden for this collection of information is estimated to average sixty (60) minutes for this questionnaire, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review 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 current, valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0600). Do not return the completed form to this address.

 Accept Reject



Clinical Trials Reporting Program Registration

Trials to Verify 0

Search

Register Trial

Quick Links

Contact Us

Help

Search Clinical Trials

Search Persons

Search Organizations

Enter information for at least one of the criteria and then click Search.

Title

Enter keywords

Phase

--Select--

Purpose

--Select--

Pilot Trial?

--Select--

Identifier Type

--Select--

Identifier

Examples: NCI-2008-00015; ECOG-1234

Organization Type

--Select--

Organization

Enter keyword and select an organization from the list

Please select an organization type before selecting an organization

Principal Investigator

Enter keyword and select a PI from the list

Search By Trial Category

--Select--

Search

Reset

Select Trial to Update



Clinical Trials Reporting Program Registration

c

Trials to Verify 26

Search

Register Trial

Quick Links

Contact Us

Help

Search Clinical Trials

Search Persons

Search Organizations

Search Results

Clinical Trials Search Results

Show 10

Search:

Choose columns

1

NCI Trial Identifier	Title	Current Trial Status	Lead Organization	Lead Org Trial Identifier	Principal Investigator	ClinicalTrials.gov Identifier	Other Identifiers	Record Verification Date
	Adherence to NCCN Survivorship Care Guidelines in Non-Small Cell Lung Cancer and Colorectal Cancer Survivor Care	Active						09/14/2015

Showing 1 to 1 of 1

Export options: CSV | Excel

Clinical Trials Search Results

Investigator	ClinicalTrials.gov Identifier	Other Identifiers	Record Verification Date	Current Processing Status	Sites	Available Actions
			09/14/2015	Abstraction Verified Response	View	Select Action



Trials to Verify 26

Search

Register Trial

Quick Links

Contact Us

Help

Trials Needing Verification

The trials below are either approaching their Record Verification Due Date or the Record Verification Due Date is in the past. The NCI requests that trial owners verify their trial records in CTRP at least every 6 months to ensure that the trial information is accurate and up to date.

Show 10

Search: Choose columns << < 1 2 3 > >>

NCI Trial Identifier	Title	Record Verification Date	Lead Organization	Lead Org Trial Identifier	Available Actions	Current Trial Status	Principal Investigator	ClinicalTrials.gov Identifier	Other
	Adherence to NCCN Survivorship Care Guidelines in Non-Small Cell Lung Cancer and Colorectal Cancer Survivor Care	09/14/2015			Select Action	Active			

Showing 1 to

<< < 1 2 3 > >>

Export options: CSV | Excel

>>

Other Identifiers	Current Processing Status	Accrual Disease Terminology	Sites	Phase	Primary Purpose	Category	Trial Start Date	Responsible Party	Sponsor	Data Table 4 Funding Sponsor Type	Submitter
Abstraction Verified Response		ICD-O-3	View	NA	HI						

>>

Submitter	Primary Completion Date	Last Update Submitted	Last Updater Name	Last Amendment Submitted	Last Amender Name	On-Hold Reason
		09/14/2015				



Update/Verify Trial Data

Trial Details

Title	[Redacted]
Phase	I
Pilot Trial?	No
Trial Type	Interventional
Primary Purpose	Prevention
Secondary Purpose	
Accrual Disease Terminology *	ICD10

Lead Organization / Principal Investigator

Lead Organization	National Cancer Institute
Principal Investigator	[Redacted]

Sponsor / Responsible Party

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in ClinicalTrials.gov

Sponsor	[Redacted]
Responsible Party	Principal Investigator
Investigator	[Redacted]
Investigator Title	Principal Investigator

Trial Identifiers

NCI Trial Identifier	[Redacted]
Lead Organization Trial Identifier	[Redacted]
ClinicalTrials.gov Identifier	[Redacted]

Other Identifiers

Other Trial Identifier	<input type="text"/>	+ Add Other Identifier
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Regulatory Information

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in ClinicalTrials.gov

Studies a U.S. FDA-regulated Drug Product	
Studies a U.S. FDA-regulated Device Product	
Product Exported from the U.S	
FDA Regulated Intervention Indicator	Yes
Section 801 Indicator	No
Data Monitoring Committee Appointed Indicator	Yes

Please verify ALL the trial information you provided on this screen before clicking "Update/Verify". Even if no data was changed, a Data Verification record will be saved with today's date.

Update/Verify

Cancel

Other Actions

Lead Organization / Principal Investigator

Lead Organization National Cancer Institute
Principal Investigator

Sponsor / Responsible Party

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in ClinicalTrials.gov

Sponsor
Responsible Party Principal Investigator
Investigator
Investigator Title Principal Investigator
Investigator Affiliation

Regulatory Information

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in ClinicalTrials.gov

Studies a U.S. FDA-regulated Drug Product
Studies a U.S. FDA-regulated Device Product
Product Exported from the U.S.
FDA Regulated Intervention Indicator Yes
Section 801 Indicator No
Data Monitoring Committee Appointed Indicator Yes

Data Table 4 Information

Data Table 4 Funding Sponsor Type Externally Peer-Reviewed
Data Table 4 Funding Sponsor/Source
Program Code

Trial Status*

Status Date ?	Status ?	Why Study Stopped? ?	
<input type="text" value="mm/dd/yyyy"/>	--Select--	<input type="text"/>	<input type="button" value="+ Add Status"/>

1000 characters left

Administratively Complete, Withdrawn and Temporarily Closed statuses only

Please refer to the [Trial Status Transition Rules](#).

Trial Status History

Show entries

Status Date	Status	Comments	Validation Messages	Actions
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Please verify ALL the trial information you provided on this screen before clicking "Update/Verify". Even if no data was changed, a Data Verification record will be saved with today's date.

Trial Status History

Show entries

Status Date	Status	Comments	Validation Messages	Actions
07/15/2014	In Review			
04/30/2015	Approved			
02/12/2021	Active			

Showing 1 to 3 of 3 entries

Previous Next

Trial Dates

Trial Start Date*
 Actual
 Anticipated

Primary Completion Date *
 Actual
 Anticipated

Completion Date
 Actual
 Anticipated

Please refer to Trial Status Rules for Start and Completion dates.

Participating Sites

Site	Recruitment Status	Date
	<input type="text" value="Active"/>	<input type="text" value="02/12/2023"/>

FDA IND/IDE Information for applicable trials

IND/IDE Type	IND/IDE Number	IND Grantor	IND/IDE Holder Type	NIH Institution, NCI Division/Program Code	Availability of Expanded Access	Expanded Access Record
IND	111111	CDER	NIH	NEI-National Eye Institute	Yes	
IDE	222222	CDRH	NCI	CCR	Yes	

Please verify ALL the trial information you provided on this screen before clicking "Update/Verify". Even if no data was changed, a Data Verification record will be saved with today's date.

NIH Grant Information (for NIH funded Trials)

To record grant information, provide values for all fields, and then click the **Add Grant** button.

Funding Mechanism ?	Institute Code ?	Serial Number ?	NCI Division/Program ?	
--Select--	--Select--		--Select--	+ Add Grant
Funding Mechanism	NIH Institute Code	Serial Number	NCI Division/Program	Action
B09	AA	111111	CCR	

Please refer to [Recording NIH Grants](#).

Collaborators

Collaborator	Functional Role
	Laboratory

Institutional Review Board (IRB)

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in [ClinicalTrials.gov](#)

Board Approval Status: Submitted, pending

Board Affiliation:* **Look Up**

Board Contact Mailing Address:*

Board Contact City:*

Board Contact State/Province:*

Board Contact Zip/Postal Code:*

Board Contact Country:*

Board Contact Phone: Either a contact phone or an email address is required

Board Contact Email Address:

Board Name:* 20 characters left

Please verify ALL the trial information you provided on this screen before clicking "Update/Verify".
Even if no data was changed, a Data Verification record will be saved with today's date.

Trial Data Verifications

Date	Verification method	Verified By
2025-12-11 15:50:13.542	Update Submitted	
2025-04-29 15:11:01.808	Abstraction Verified Response	

Existing Trial Related Documents

Document Types	File Name
Protocol Document	protocol.pdf
IRB Approval Document	irb.pdf
Participating sites	sites.pdf
Informed Consent Document	consent.pdf
Other	other.pdf

Trial Related Documents

Registration requires submission of the complete protocol (for non-industry trials) or a summary of the protocol (for industry trials) and IRB Approval document. For multi-center trials, a list of participating sites and contact information is required. If the protocol does not include Informed Consent or participating sites, submit them separately.

Tips for creating CTRP compatible PDF documents

Protocol Document	<input type="button" value="Choose File"/> No file chosen	
IRB Approval	<input type="button" value="Choose File"/> No file chosen	
List of Participating Sites	<input type="button" value="Choose File"/> No file chosen	
Informed Consent Document	<input type="button" value="Choose File"/> No file chosen	
Other	<input type="button" value="Choose File"/> No file chosen	
<input style="background-color: #e0e0e0;" type="button" value="+ Add more..."/>		

Please verify ALL the trial information you provided on this screen before clicking "Update/Verify".
Even if no data was changed, a Data Verification record will be saved with today's date.