

# Uploading Trial-Related Documents

When registering *Complete* trials, you must upload the following types of documents:

- *Complete* clean Protocol document.
- IRB Approval.
- List of Participating Sites (if not included in the protocol document). Multi-site trials require a list of participating sites and contact information.
- Informed Consent (if not included in the protocol document).

Currently, the system requires you to supply each of your documents as one of the following formats:

- Microsoft Word (.doc, .docx, or .docm).
- Adobe PDF. Adobe PDF files require special processing. For information about creating PDFs, refer to [Converting Files to PDFs](#).
- Microsoft Excel (.xls, .xlsx, .xlsm, or .xlsb).
- WordPerfect.

Trial Related Documents \*

To ensure successful registration, upload a Protocol document and an IRB Approval document. If the Protocol document does not include the Informed Consent and/or participating sites, upload the Informed Consent document and a list of participating sites separately.

To ensure successful registration of multi-center trials, upload a list of participating sites that includes contact information in addition to the files described above.

You can use the [Participating Sites template](#) to submit your list of participating sites.

**Tips for creating CTRP compatible PDF documents**

Protocol Document:\*

Browse...

No file selected.

?

IRB Approval:\*

Browse...

No file selected.

?

List of Participating Sites:

Browse...

No file selected.

?

Informed Consent Document:

Browse...

No file selected.

?

Other:

Browse...

No file selected.

?

Add more...

Save as Draft

Review Trial

Cancel

## How to Submit Trial Related Documents

1. Next to the document-type field, (such as **Protocol Document**), click **Browse**.
2. Follow your browser/operating system instructions to navigate to, select, and open the appropriate document.
3. Repeat the steps above for each type of document.

**Adding Multiple "Other" Documents**  
You can upload more than one (1) "Other" document. After you have uploaded the first of your "Other" documents, click the **Add More** link. The system displays a new **Other** document field.