

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:* | <input type="button" value="Browse..."/> | No file selected. | ? |
| IRB Approval:* | <input type="button" value="Browse..."/> | No file selected. | ? |
| List of Participating Sites: | <input type="button" value="Browse..."/> | No file selected. | ? |
| Informed Consent Document: | <input type="button" value="Browse..."/> | No file selected. | ? |
| Other: | <input type="button" value="Browse..."/> | No file selected. | ? |

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.