


Abstracting Central Contacts - Include v4.4

How to Complete the Central Contacts Section

- 1. Search for the trial of interest. For instructions, refer to [Searching for Trials in PA](#).
- 2. In the search results, click the NCI Trial Identifier link for that trial. The Trial Identification page appears.
- 3. On the **Trial Identification** page, check out the trial. For instructions, refer to [Checking In and Checking Out Trials](#). (This checkout step is optional for Super Abstractors.)
- 4. On the **Administrative Data** menu, click **General Trial Details**. The General Trials Details page appears.
- 5. On the **General Trials Details** page, in the various fields, specify the appropriate information. The following table describes the fields. All central contact information is optional.

 A central contact may be a specific person, or it may be a generic title or role rather than a person. For example, the central contact may be "clinical study office," "director of the clinical study department," etc.

Field Label	Description/Instructions
Personal Contact	If the sponsor is a particular person rather than a generic contact, click Look Up Person, and follow the instructions in Searching for Persons . If no personal contact is provided, complete the information for a generic contact instead. To remove a contact currently listed in the Central Contact field, click Remove .
Generic Contact	If the sponsor contact is not linked to a particular person, click Look Up Generic Contact , and follow the instructions in Searching for Persons to record the responsible contact's information.
Email Address	Enter the contact's main email address.
Phone Number	Enter the contact's main contact phone number.

- 6. Click **Save**.