Generating the CTRP Data Table 4 Report - Include 20170929

The CTRP provides customized reports that enable you to retrieve Data Table 4 accrual information for a Cancer Center, from the CTRP database. The reports include trials led by, or trials in which participants included, any member of the Cancer Center family of organizations. The Data Table 4 report template returns all accruals reported for trials and participating sites with open statuses (as listed in Types of Trials Included in the CTRP Data Table 4 Report), within a time period you specify.

> ⓘ You must have a username and password to use the web application. Additionally, you must have special permission to run the reports. For assistance, contact us at ctrp_support@nih.gov.

The Data Table 4 Report lists accrual information reported for a single Cancer Center Family, over any time period since 1-Jan-2009. You can enter any date range.

How to Run Data Table 4 Reports

1. Visit https://strap.trials.nci.nih.gov/login. The login page appears. Specify your user name (email address) and password. Click **Sign In**. Follow the prompts to complete 2-step verification. The Report Settings dialog box appears for the CTRP Data Table 4 report.
2. In the **Date Range** fields, specify a range of time. For each date field, click the calendar icon to select a date.
3. Specify whether the report should include data from a specific trial type or all trial types. For information, refer to Trial Types and Subtypes.
4. (Optional) In the **Fiscal Year** field, specify a fiscal year.
5. Click **Submit**. The system loads the report and displays accrual details on the right side. For information on each column, refer to Data Elements Included in the CTRP Data Table 4 Report.

To return to the Report Settings dialog box, click **Report Settings**. For additional instructions, refer to Working with CTRP Automated Reports.