




Searching for Organization Records - Include v1.1.3


How to Search for Organization Records


1. On the main menu, under **Organization**, click **Search**. The Find Organization(s) page appears.
2. Provide as much information as you can about the organization. You are required to provide at least one search criterion. The following table describes the available search criteria.
Organization search criteria

Search Criteria	Description
CTEP ID	Enter the Cancer Therapy Evaluation Program's identification number. <div> The system searches for CTEP IDs associated with the organization's Research Organizations and/or Health Care Facilities and Identified Organization roles.</div>
Organization ID	Enter the number that NCI assigned to the organization.
Status	Select the current curation status. For status descriptions, see Changing the Curation Status .
Organization Name	Enter part of the organization's name, or, to narrow your search, enter the entire name.
Search Aliases	Clear this <input type="checkbox"/> check box if you want to exclude alternate names for the organization from the search criteria.
Family Name	Enter part of the name of the family that the organization belongs to, or, to narrow your search, enter the entire name.
Has Change Requests	Select this check box to limit your search to organization records that have change requests.
Has Pending HCF Roles	Select this check box to limit your search to organization records that have Health Care Facility roles pending curation.
Has Pending RO Roles	Select this check box to limit your search to organization records that have Research Organization roles pending curation.
Address Information	Enter or select information in the address fields. <div> You can select a State from a drop-down list if you select United States from the Country list first.</div>

 If you select both pending role check boxes, search results include only those organization records that contain both pending HCF roles **and** pending RO roles.

3. Click **Search**. The results of your search are displayed in a table below the search criteria fields.

 **You can sort the records**
Click the column heading once to sort the records in ascending order. An arrow head indicates whether the sort order is descending or ascending. Click the column heading again to reverse the sort order.

 **Search Tip**
If the organization you were looking for is not listed, you may have searched too narrowly (that is, you may have provided too much information about the organization). If the list of results is very long and contains many organizations that are similar to yours, you can narrow your search by providing more information. If you still don't find your organization in the CTRP system, you can create it as a new one. For instructions, see [Creating New Organization Records](#).