







Validating Funding - Include v4.4


 **Validate funding details for Complete trials only.**
Funding validation does not pertain to *Abbreviated* trials.

How to Validate Funding Details

1. Select a trial to validate by following the instructions in [Selecting Trials that Require Validation](#). The Trial Identification page displays the trial details.
2. 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.)
3. On the **Validation** menu, click **Trial Funding**.
The Trial Funding page appears and may display one or more funding records.

NIH Grant Information					
2 items found, displaying all items.1					
Funding Mechanism Code	NIH Institution Code	Serial Number	NCI Division/Program	Edit	Delete
B09	AA	12345	CCR		
B09	AA	123453	CCR		
 Add					

4. Ensure that no duplicate NIH grant records were registered. If a duplicate exists, use the protocol document to verify which record is correct. If you are unable to determine the correct record, you may contact the trial submitter to request verification.
5. If the submitter determines that one of the records is a duplicate, delete the duplicate by following instructions in the next step.
6. Do one of the following to continue:
 - To add funding mechanism information if no records are displayed, click **Add** and follow the instructions provided in [Abstracting Funding](#).
 - To modify an existing record, click the **Edit** icon and follow the instructions provided in [Abstracting Funding](#).
 - To delete a record, click the **Delete** icon in the Delete column. Then, in the **Provide Reason for Deletion** field that appears, type the reason for deleting the record, and click **Done**.
7. If you made any changes, click **Save**.

CTRP Registration does not check grant serial numbers during trial submission. However, PA displays an error message after validation if it detects a serial number not found in I2E Grants (<http://www.i2e.org/resources/state-and-federal-grants> ).