

Requesting Permission to Submit Accrual Data - Include 20171108

To view and submit accrual data for your trials:

1. Create a CTRP account. For instructions, refer to [Creating a CTRP Account](#).
2. Request permission to submit accrual data for your trials. Contact your organization's site administrator to request accrual access for your studies. Site Administrators manage Accrual access via the Registration application. Instructions for Site Administrators are in [Assigning and Unassigning Accrual Access](#) in the NCI CTRP Registration User's Guide.

Your administrator can grant you permission to submit accrual data by assigning you one of the following roles:

- **Trial submitter.** Submits accrual data on a trial-by-trial basis.
- **Site Accrual submitter.** Submits accrual data for all eligible trials (institutional and externally peer-reviewed) in the submitter's organization that are currently registered in the CTRP, and for trials that will be registered in the CTRP in the future.



The Site Accrual Submitter's affiliated organization must be the lead organization on the trial to submit accrual.

- **Organization Family Accrual Submitter.** Submits accrual data for all eligible trials that are currently registered in the CTRP, and for trials that will be registered in the CTRP in the future.



The Organization Family Accrual Submitter's affiliated organization or any of the organization's family members must be the lead organization on the trial to submit accrual.