

Requesting Creation of an Organization Record

If an organization record that you need for trial registration does not seem to be in the CTRP system, you can request that the CTRO create one.

1. Contact the CTRO at ncictro@mail.nih.gov and provide the following information:
 - The organization's name
 - The organization's street address
 - The organization's city
 - The organization's state or province
 - The organization's country
 - The organization's phone number
 - The organization's email address
2. Wait for a response. After resolving the request, the CTRO will send you an email message.