About Trial Registration - Include v4.4

The way in which you register trials in the CTRP depends on a combination of the trial's Data Table 4 Categorization as either *Complete* or *Abbreviated*, your affiliated organization and its role in the trial, and whether the trial currently is registered in ClinicalTrials.gov with an NCT ID. (For the definition of *Complete* and *Abbreviated*, refer to CTRP Trial Categories, Study Sources.)

Keep in mind the following points about the entities in CTRP that represent NCI-designated Cancer Centers:

- A CTRP organization family represents an NCI-designated Cancer Center family of organizations. For brevity, this guide refers to this entity as a *Cancer Center family*, a *Cancer Center*, or an *organization family*.
- A CTRP organization that is a member of a Cancer Center family is considered a Cancer Center organization. For brevity, this guide refers to this entity as a *Cancer Center organization*.

The following table lists the guidelines:

Guidelines for Complete Trials	If your trial is *Complete*, follow the instructions in Registering New Complete Trials.
	
	• Cancer Center trials must meet the following criteria to be eligible for registration:
	  ◦ Trials must have been active as of January 1, 2009 or any time thereafter.
	  ◦ Submitting organization is the Lead Organization or the Coordinating Center.
	• CTEP or DCP PIO-managed trials must meet the following criteria to be eligible for registration:
	  ◦ If NCI-managed, trials must have been active as of January 1, 2009 or any time thereafter.
	  ◦ If NCI-sponsored, trials must have been still open (not yet *Completed*) as of December 26, 2007 or opened anytime thereafter.
	
	⚠ Cancer Centers do not register PIO-managed trials or NCI-CCR trials. PIO-managed trials are submitted to CTRP directly by CTEP and DCP. NCI-CCR trials are managed in ClinicalTrials.gov by CCR.

Guidelines for Abbreviated Trials	If your trial is *Abbreviated*, registration differs according to a combination of the following trial attributes:
	
	• NCT ID (which indicates that the trial has been registered with ClinicalTrials.gov)
	• Cancer Center type (NCI-designated Cancer Centers or other centers)
	• NCI grant
	• Lead organization
	
	Guidelines for Trials with NCT IDs
	
	If the trial is an Industry funded trial, and has an NCT ID, then it can be imported into CTRP from ClinicalTrials.gov in most cases. In some special cases, however, the trial cannot be imported directly and instead you must contact the CTRO for assistance.
	
	• If your organization is not an NCI-designated Cancer Center organization, NIH institute, or pharmaceutical company, you will need to import the trial directly from ClinicalTrials.gov. For instructions on this process, refer to Registering Abbreviated (Industrial and Other) Trials.
	
	ⓘ The system assigns the trial you import from ClinicalTrials.gov the Data Table 4 Category (funding source) *Industrial/Other*. (For information, refer to CTRP Trial Categories, Study Sources.) To specify whether the trial is *Industrial*, or to specify if an *Other* trial is *National* or *Externally Peer-Reviewed*, contact the CTRO for assistance at ncictro@mail.nih.gov.
	
	For funding source definitions, refer to https://cancercenters.cancer.gov/GrantsFunding/eData#dt4.
	
	• If your organization is the Lead Organization on a trial, and your organization is an NCI-designated Cancer Center organization, do not import the trial from ClinicalTrials.gov. Instead, submit the trial to CTRP as a Complete trial. For instructions, refer to Registering New Complete Trials.
	• If your organization is the Lead Organization for any trial on anything other than an NCI-designated Cancer Center organization, NIH institute, or pharmaceutical company trial, the CTRO contacts the Center and further categorizes the trial as *Other/National* or *Other/Externally Peer-Reviewed* based on whether your trial is conducted under an NIH grant, as follows:
	  ◦ If your trial is conducted under an NCI grant, the CTRO categorizes it as a *Consortia* trial.
	  ◦ If your trial is not conducted under an NCI grant, the CTRO categorizes it as follows:
	  ▪ *Other/National,* for trials sponsored by an NIH institute
	  ▪ *Other/Externally Peer-Reviewed*, for trials managed by a hospital or a center other than one designated by the NCI

Guideline for Trials without NCT IDs	If your trial is *Abbreviated* but does **not** have an NCT ID, please contact the CTRO for assistance at ncictro@mail.nih.gov. CTRO registers these trials manually.