

# CTRP Data Correction Requests



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- Discrepancies identified on multi-institutional trials may require communication with the lead organization (LO) (institutional trials) or the NCI operations office for National trials (e.g., CTEP, DCP)
- We've created CTRP Data Correction Request email and form templates\* for Cancer Centers to leverage when contacting the CTRO [NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov) (first pass review and triage) and/or follow-up with another NCI-designated Cancer Center or NCI operations office representative for National trials in support of a specific discrepancy "CTRP data correction request"
- Download, "[CTRP Data Correct Request Form\\*](#)" (\*for spreadsheet to open, please right click and select "Open in new tab") (\*Request Form 12 /2019)
- Below please find email templates "recommended content/fields" to include in your email to the CTRO [NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov) for the following:

- **I = Institutional/E = Externally Peer Reviewed:** If your Cancer Center is a Participating Site, follow this email template example:

To: [NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov) (CTRO) or [jane.doe@genericcancercenter.com](mailto:jane.doe@genericcancercenter.com) (LO CTRP Site Administrator)

Subject: CTRP Discrepancy / Data Correction Request --*Insert Cancer Center Name*--: TRIAL ID

Dear CTRO (or LO CTRP Site Administrator):

We would like to request the following CTRP data corrections for our center:

NCI ID  
NCT ID  
Reporting Period (if applicable for this request)  
Local Trial ID  
Participating Site  
PO ID  
CTRP Field/Current Data  
CTRP Field/Correct Data  
Comments

Please let me know if you have any questions.

Regards,  
--*Signature Block*--

- **N = National:** If your Cancer Center is a Participating Site, follow this email template example:

<<Short Email Template Version>>

To: [NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov) (CTRO) or e.g., [ctephelpdesk@nih.gov](mailto:ctephelpdesk@nih.gov), [ctsucontact@westat.com](mailto:ctsucontact@westat.com)

Subject: CTRP Discrepancy / Data Correction Request --*Insert Cancer Center Name*--: TRIAL ID

Dear CTRO (or responsible reporting party/NCI operations office):

We would like to request the following updates to be made in CTRP for the following for our center:

### Accrual

"For Trial NCI ID, CTEP ID and Site/Center CTEP ID, there is only ## accrual when there should be ##."  
"For Trial NCI ID, CTEP ID and Site/Center CTEP ID, there is accrual missing on mm/dd/yyyy"

Please let me know if you have any questions.

Regards,  
--*Signature Block*--

<<Detailed Email Template Version>>

To: [NCICTRO@mail.nih.gov](mailto:NCICTRO@mail.nih.gov) (CTRO) or e.g., [ctephelpdesk@nih.gov](mailto:ctephelpdesk@nih.gov), [ctsucontact@westat.com](mailto:ctsucontact@westat.com)

Subject: CTRP Discrepancy / Data Correction Request --*Insert Cancer Center Name*--: TRIAL ID

Dear CTRO (or responsible reporting party/NCI operations office):

We would like to request the following updates to be made in CTRP for the following for our center:

NCI ID  
NCT ID  
Protocol ID  
CTEP ID  
DCP ID  
Local Trial ID  
Participating Site Org  
CTEP Org ID  
CTRP Field/Current Data  
CTRP Field/Correct Data  
Comments

Please let me know if you have any questions.

Regards,  
--Signature Block--