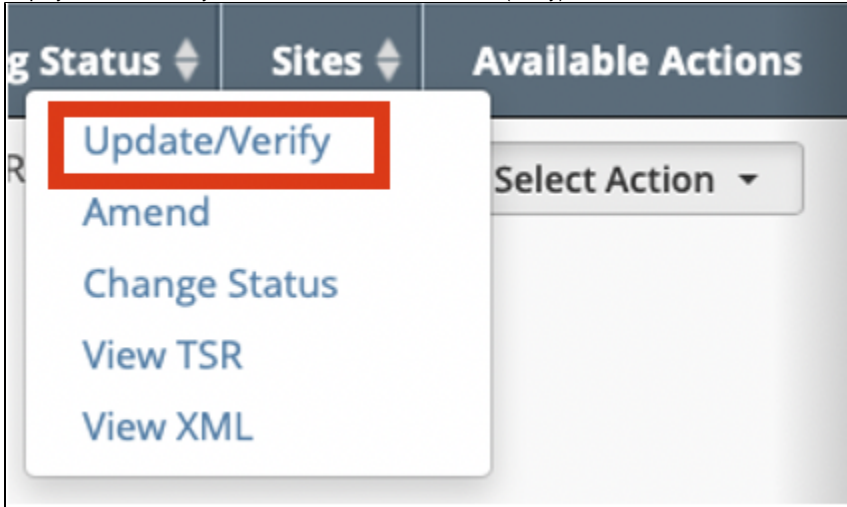


Updating Institutional Review Board (IRB) Information

The Institutional Review Board (IRB) section captures IRB contact information which is optional, however this information is required to upload a study from CTRP to ClinicalTrials.gov.

How to Update Institutional Review Board (IRB) Information

1. Search for the trial whose IRB information you want to update. For instructions, refer to [Searching for Trial Records](#). The Search Results table displays the results of your search and actions available (if any) for each record.



2. In the **Available Actions** column, click **Select Action > Update/Verify**. The Update Trial window lists the previously recorded IRB.

A screenshot of the 'Institutional Review Board (IRB)' update form. The form contains several fields: 'Board Affiliation' (National Cancer Institute (NCI) with a 'Look Up' button), 'Board Contact Mailing Address' (UNKNOWN), 'Board Contact City' (UNKNOWN), 'Board Contact State/Province' (U.S. Minor Outlying Islands), 'Board Contact Zip/Postal Code' (96960), 'Board Contact Country' (United States), 'Board Contact Phone' (empty), 'Board Contact Email Address' (replacewithrealemail@nih.gov), and 'Board Name' (empty). A note states 'Either a contact phone or an email address is required'. There is a 'Clear IRB' button at the bottom.

3. To select a new Board, use the **Look Up** button and follow the instructions on the Organization search page. The various Board Contact fields are pre-populated for the selected Board, but can be updated if desired, required fields are indicated with an asterisk (*).