

# Recording Institutional Review Board (IRB) Information - Include v4.5

The Institutional Review Board (IRB) section is optional, however there are required fields if completing this section which are indicated with an asterisk below.

## How to complete the Institutional Review Board (IRB) section

1. On the Board Affiliation field, select the **Look Up** Button.

Institutional Review Board (IRB)

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in [ClinicalTrials.gov](#)

Board Affiliation:

Look Up

Board Contact Mailing Address:

Board Contact City:

Board Contact State/Province:

Board Contact Zip/Postal Code:

Board Contact Country:

--Select--

Board Contact Phone:

Either a contact phone or an email address is required

Board Contact Email Address:

Board Name:

✖ Clear IRB

2. Use the available fields on the **Organization** search page

Organization

Type a string of characters in any of the text fields in the upper frame, or, enter the exact PO ID, or CTEP ID in the lower frame.

Organization Name

City

Organization Family Name

Country

State

ZIP

please enter two letter identifier for US states, for ex: 'MD' for Maryland

PO ID (Exact Match):

CTEP ID:

🔍 Search

+ Add Org

↺ Reset

✖ Cancel

3. Once the desired Board is found, click the **Select** button in the Action column. If the Board is not found, contact the Clinical Trials Reporting Office (CTRO) at [ncictro@mail.nih.gov](mailto:ncictro@mail.nih.gov).

Organization

Type a string of characters in any of the text fields in the upper frame, or, enter the exact PO ID, or CTEP ID in the lower frame.

Organization Name

national cancer institute

City

Organization Family Name

Country

State

ZIP

please enter two letter identifier for US states, for ex: 'MD' for Maryland

PO ID (Exact Match):

CTEP ID:

🔍 Search

+ Add Org

↺ Reset

✖ Cancel

3 items found, displaying all items:1


PO-ID	CTEP ID	Organization Name	Family Name	City	State	Country	Zip	Action
4		National Cancer Institute		Rockville	MD	United States	20852	<div>✔ Select</div>

4. 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 (\*).

### Institutional Review Board (IRB)

The information in this section is REQUIRED to enable "Upload from NCI CTRP" in [ClinicalTrials.gov](#)

Board Affiliation:\*

National Cancer Institute (NCI) 

Look Up


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:

Either a contact phone or an email address is required

Board Contact Email Address:

replacewithrealemail@nih.gov

Board Name:\*

✕ Clear IRB