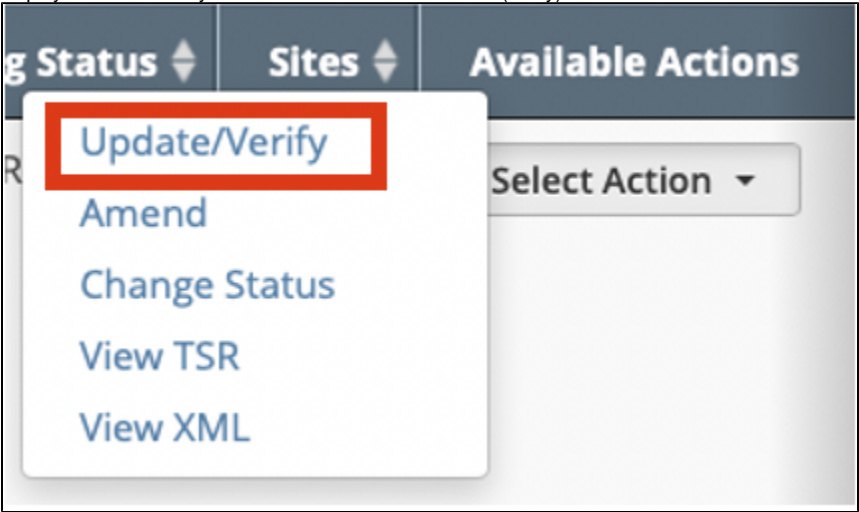


Updating Institutional Review Board (IRB) Information in Complete Trials - Include v4.5

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)' form. The form contains several fields with labels and asterisks indicating required fields: 'Board Affiliation:*' (with a dropdown showing 'National Cancer Institute (NCI)' and a 'Look Up' button), 'Board Contact Mailing Address:*' (text field with 'UNKNOWN'), 'Board Contact City:*' (text field with 'UNKNOWN'), 'Board Contact State/Province:*' (dropdown with 'U.S. Minor Outlying Islands'), 'Board Contact Zip/Postal Code:*' (text field with '96960'), 'Board Contact Country:*' (dropdown with 'United States'), 'Board Contact Phone:' (text field), 'Board Contact Email Address:' (text field with 'replacewithrealemail@nih.gov'), and 'Board Name:*' (text area). A note states 'Either a contact phone or an email address is required'. At the bottom is a 'Clear IRB' button.

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 (*).