CLINICALTRIALS.GOV GUIDANCE

1) PI must contact the IRB Office in order to create an account at clinicaltrials.gov. From there, once the account has been set up, the PI is responsible for adding all required information into clinicaltrials.gov.

2) The IRB Office official (Director) receives notifications via email from clinicaltrials.gov when there is action required from the IRB Office side. The Director will log in and review the status of the submission and move it to the next stage when appropriate.

3) The PI is responsible for closing out the trial in clinicaltrials.gov when complete.