

Using the Administrative Change Feature to Update ClinicalTrials.gov (NCT) number within the IRB

A “Change in Research” is no longer required to update the ClinicalTrials.gov NCT registration number within your IRB application. Simply utilize the “Admin Changes” function, which can be found on the left hand margin of your study “Application Workspace.” As illustrated below, once you select “Admin Changes,” a new window will pop-up allowing you to update the required information.

The screenshot displays the Johns Hopkins School of Medicine eIRB dashboard. On the left sidebar, the 'Admin Changes' option is highlighted with a red arrow. The main content area shows the 'Admin Changes' form, which includes a list of options to update, with 'Update Clinical Trials registration information' selected. Below this, there are three required fields: 'Has the trial been registered?' (Yes/No), 'Which trial registry site was this trial registered on?' (ClinicalTrials.gov), and 'What is the registration number?' (12345678). A second red arrow points from the 'Admin Changes' link in the sidebar to the 'Admin Changes' form.

The Responsible Party for an Applicable Clinical Trial must submit required clinical trial information through the Protocol Registration and Reporting System (PRS) no later than **21 days after enrollment of the first participant.**

<https://www.clinicaltrials.gov/ct2/manage-recs/fdaaa>

If the trial has not been registered yet please contact the Johns Hopkins ClinicalTrials.gov Program at registerclinicaltrials@jhmi.edu as soon as possible for assistance.

[The Johns Hopkins University ClinicalTrials.gov Program](#)

4940 Eastern Avenue

301 Building, Suite 2200

Baltimore, MD 21224

410-550-6484 or 410-440-4145

registerclinicaltrials@jhmi.edu