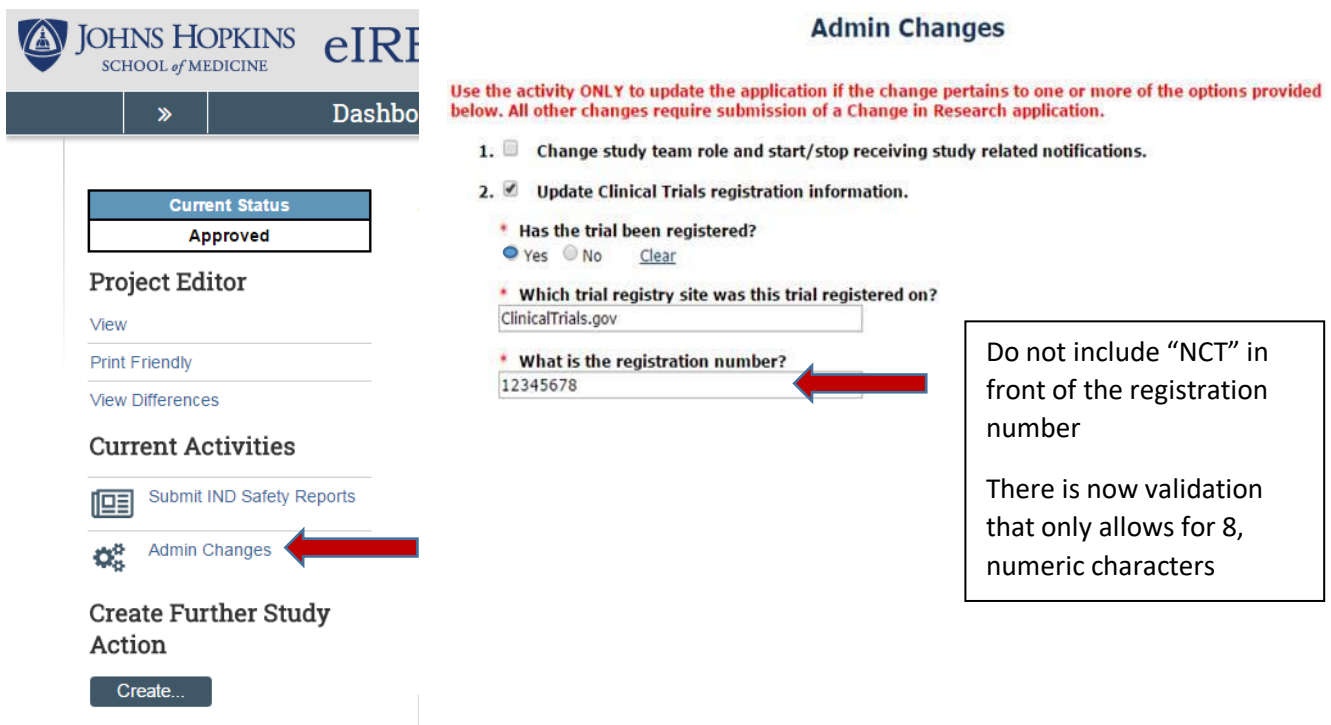


## Using the “Admin Changes” Feature to Update the ClinicalTrials.gov registration number within eIRB

A “Change in Research” is no longer required to update the ClinicalTrials.gov National Clinical Trials (NCT) number within your [Institutional Review Board \(IRB\)](#) application. Simply utilize the “Admin Changes” function, which can be found on the left hand margin of your study “Application Workspace.” Promptly and accurately updating eIRB is required whether the record was registered by the study team (through a Johns Hopkins account) or by the Sponsor.

- 1.) Select “Admin Changes”
- 2.) Update the required information including the registration number.
- 3.) Scroll to the bottom right and click “OK”



The screenshot displays the eIRB interface. On the left, the Johns Hopkins School of Medicine eIRB logo is visible. Below it, a navigation menu includes 'Dashboard', 'Project Editor', 'Current Activities', and 'Create Further Study Action'. The 'Admin Changes' option is highlighted with a red arrow. The main content area is titled 'Admin Changes' and contains a red warning message: 'Use the activity ONLY to update the application if the change pertains to one or more of the options provided below. All other changes require submission of a Change in Research application.' Below this, there are two main sections: 1. 'Change study team role and start/stop receiving study related notifications.' (unchecked) and 2. 'Update Clinical Trials registration information.' (checked). Under section 2, there are three questions: 'Has the trial been registered?' (radio buttons for Yes/No, with a Clear link), 'Which trial registry site was this trial registered on?' (text box containing 'ClinicalTrials.gov'), and 'What is the registration number?' (text box containing '12345678'). A red arrow points to the registration number field. A callout box on the right contains the text: 'Do not include “NCT” in front of the registration number' and 'There is now validation that only allows for 8, numeric characters'.

If the trial has not yet been registered or you have any questions please contact the Johns Hopkins ClinicalTrials.gov Program at [registerclinicaltrials@jhmi.edu](mailto:registerclinicaltrials@jhmi.edu) as soon as possible for assistance.

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