**Determining the “Anticipated Verification date” – Work Instruction**

Download CT.gov Planning Report (If doing this on same day when planning report was downloaded for identifying studies with results due, same report can be used) using the following steps:

Follow link below to CT.gov PRS page and login

<https://register.clinicaltrials.gov/>

Follow steps on images below to download the planning report









Open downloaded Planning report

Turn on filters as shown below





Locate verification date and check the box for the a year ago from when this is being done i.e. if this is being done for studies that are due for verification in January 2020, check only the box for verification date January 2019.

Locate Initial Release and uncheck blanks if checked.

Locate overall status and uncheck “Completed”, “Withdrawn” and “Terminated”.

Copy remaining IRB numbers onto worksheet (Column A) for the month in the Anticipated Verification dates spreadsheet for the year.