



Experimental Therapeutics Clinical Trials Network

*Team Driven. Cancer Therapy Focused.*

National Cancer Institute at the National Institutes of Health

TRIAL CONDUCT

Intended for those at clinical sites  
conducting ETCTN trials

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# ETCTN Person Registration and CTEP Identity and Access Management (CTEP-IAM) Information Sheet

## 1. Introduction

Registration with CTEP as either an Investigator or an Associate is required to be listed on an LAO/UM1 person roster (for more on rosters please see the “Rosters and Roles for ETCTN Participants (Institution Rosters and Person Rosters) Information Sheet”).

In addition, an active CTEP-IAM user account with a current password will be needed to access all CTEP and CTSU (Cancer Trials Support Unit) websites and applications. These include systems described in other ETCTN Information Sheets, e.g., the CTSU members’ website (protocol document access and communication), OPEN/IWRS (patient enrollment), and Medidata Rave (data management). Investigator registration, Associate registration, and CTEP-IAM account creation are important initial steps for everybody participating in the ETCTN program.

## 2. CTEP Investigator Registration Procedures

Food and Drug Administration (FDA) regulations and National Cancer Institute (NCI) policy require all investigators participating in any NCI-sponsored clinical trial to register and to renew their registration annually.

Registration requires the submission of:

- a completed **Statement of Investigator Form** (FDA Form 1572) with an original signature
- a current Curriculum Vitae (CV)
- a completed and signed **Supplemental Investigator Data Form** (IDF)
- a completed **Financial Disclosure Form** (FDF) with an original signature

Fillable PDF forms and additional information can be found on the CTEP website at <[http://ctep.cancer.gov/investigatorResources/investigator\\_registration.htm](http://ctep.cancer.gov/investigatorResources/investigator_registration.htm)>. For questions, please contact the **CTEP Investigator Registration Help Desk** by email at <[pmbregpend@ctep.nci.nih.gov](mailto:pmbregpend@ctep.nci.nih.gov)>.



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### **3. CTEP Associate Registration Procedures / CTEP-IAM Account Creation for Associates and Investigators**

The Cancer Therapy Evaluation Program (CTEP) Identity and Access Management (IAM) application is a web-based application intended for use by both Investigators (i.e., all physicians involved in the conduct of NCI-sponsored clinical trials) and Associates (i.e., all staff involved in the conduct of NCI-sponsored clinical trials).

Associates will use the CTEP-IAM application to register (both initial registration and annual re-registration) with CTEP and to obtain a user account.

Investigators will use the CTEP-IAM application to obtain a user account only. (See CTEP Investigator Registration Procedures above for information on registering with CTEP as an Investigator, which must be completed before a CTEP-IAM account can be requested.)

An active CTEP-IAM user account will be needed to access all CTEP and CTSU (Cancer Trials Support Unit) websites and applications, including the CTSU members' website, OPEN/IWRS, and Medidata Rave.

Additional information can be found on the CTEP website at [http://ctep.cancer.gov/branches/pmb/associate\\_registration.htm](http://ctep.cancer.gov/branches/pmb/associate_registration.htm). For questions, please contact the **CTEP Registration Help Desk** by email at [ctepreghelp@ctep.nci.nih.gov](mailto:ctepreghelp@ctep.nci.nih.gov).

### **4. For Questions and Support**

For questions about Investigator Registration, please contact the CTEP Investigator Registration Help Desk:

- CTEP Investigator Registration Help Desk: [pmbregpend@ctep.nci.nih.gov](mailto:pmbregpend@ctep.nci.nih.gov)

For questions about Associate Registration or CTEP-IAM Account Creation, please contact the CTEP Registration Help Desk:

- CTEP Registration Help Desk: [CTEPREGHelp@ctep.nci.nih.gov](mailto:CTEPREGHelp@ctep.nci.nih.gov)