

Steps to follow to Enter and Obtain the NCT #:

Step 1: Retrieve the NCT # from the ClinicalTrials.gov Website

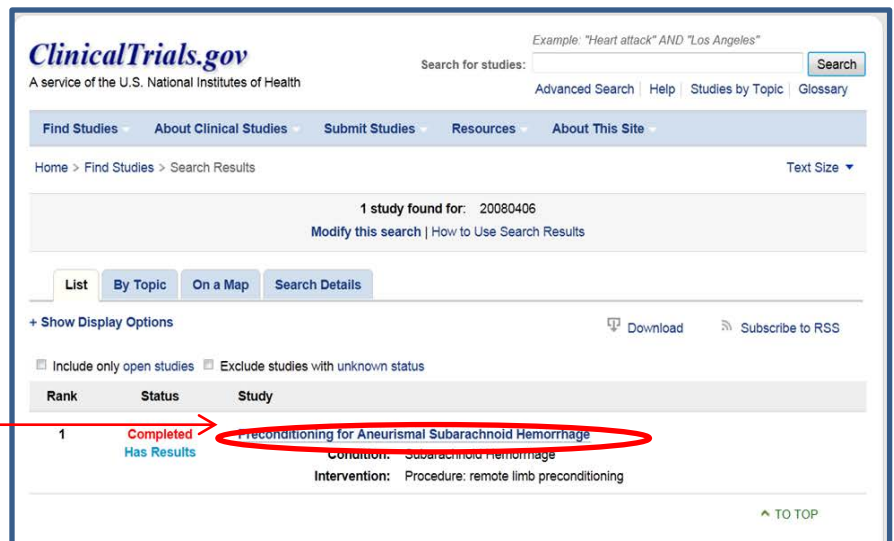
1. Open up Internet Explorer or other internet engine and type www.clinicaltrials.gov into the address bar.

2. You will see the screen below.

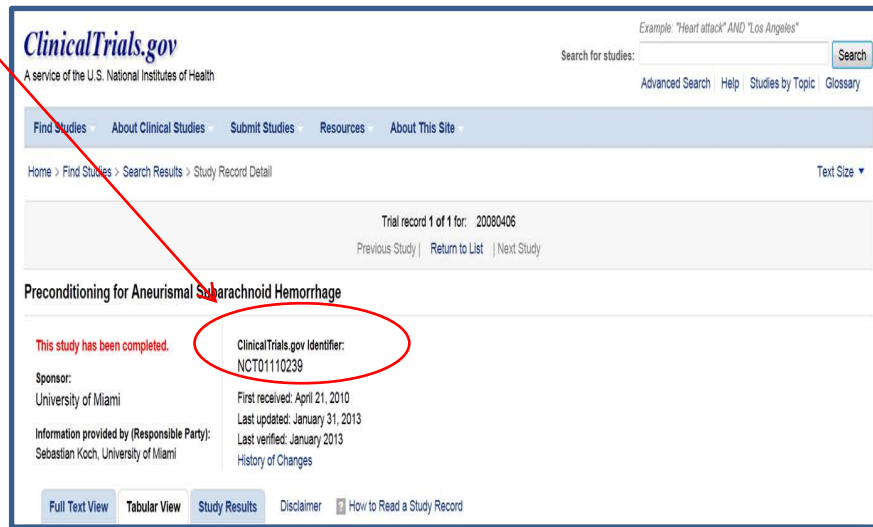
- a. If you have an Industry Sponsored Study, type in the Sponsor Protocol Number in the Search for Studies Box.
- b. If you have a Cooperative Sponsored Study, type in the Cooperative Sponsored Protocol Number in the Search for Studies Box.
- c. If you have an Investigator Initiated Study, type in the eProst ID or the Grant Number in the Search for Studies Box.



3. Once you have selected Search, the following screen will appear. If more than one study appears with the same Protocol Number you have entered, scroll through the studies and select your study by clicking on the Brief study title.

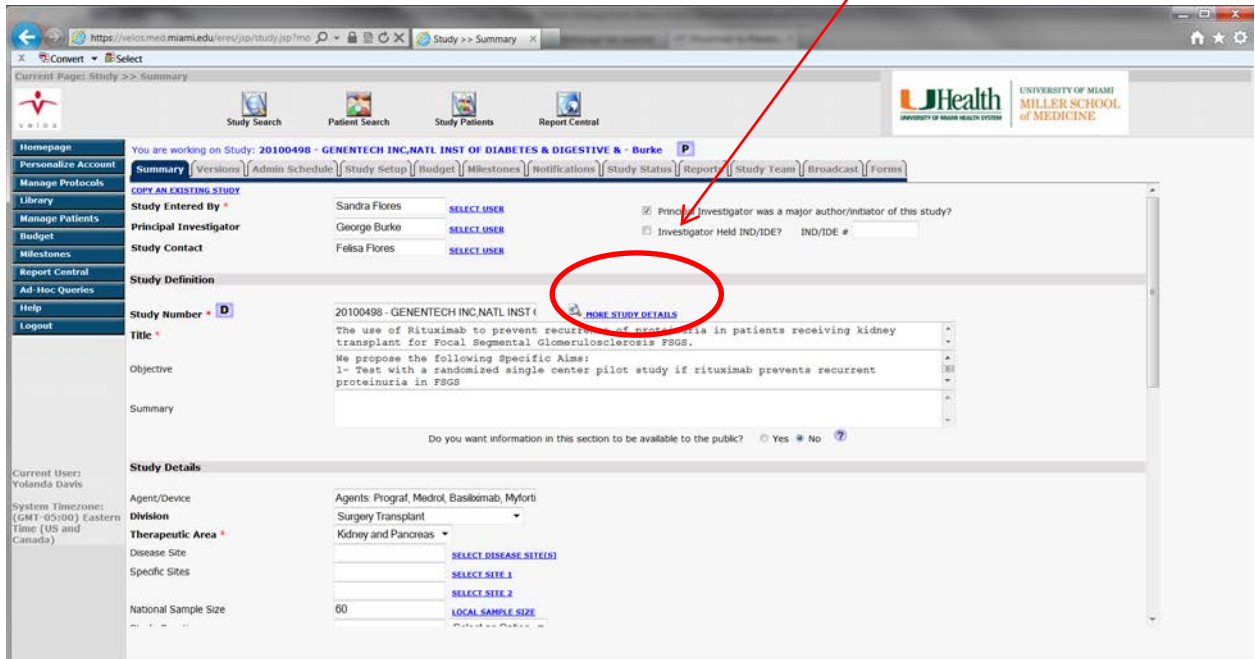


- Once you have clicked on the Brief Title of the Protocol, you will be directed to another screen. You will find the NCT # located under the Brief Title listed as the **ClinicalTrials.gov Identifier:**



Step 2: Entering your NCT # into VELOS

- Once you have navigated to your study in Velos, Click on the **MORE STUDY DETAILS** next to the Study Number.



Entering an NCT Number into Velos_Version 20150115

2. The More Study Details screen will pop-up. You will need to enter the NCT # in the space allocated. The number should be entered as **NCT#####** (the pound sign is the 8 digit number). Then enter your electronic signature and submit.

