



**Institutional Review Board**

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**CLINICALTRIALS.GOV GUIDANCE**

- 1) PI must contact the IRB Office in order to create an account at [clinicaltrials.gov](https://clinicaltrials.gov). From there, once the account has been set up, the PI is responsible for adding all required information into [clinicaltrials.gov](https://clinicaltrials.gov).
- 2) The IRB Office official (Director) receives notifications via email from [clinicaltrials.gov](https://clinicaltrials.gov) when there is action required from the IRB Office side. The Director will log in and review the status of the submission and move it to the next stage when appropriate.
- 3) The PI is responsible for closing out the trial in [clinicaltrials.gov](https://clinicaltrials.gov) when complete.