



## CTRC STUDY NUMBERING CHANGES BEGINS JANUARY 1, 2009

Beginning January 1, 2009, all Clinical and Translational Research Center-based (CTRC) studies will be identified by the IRB study number only. Wanda will no longer be assigning CTRC study numbers for studies that utilize the CTRC. Instead, "CTRC" should precede the study title on all documents.

All studies which have previously been assigned CTRC study numbers will continue to be identified by the CTRC number. The new numbering system will not affect studies received by the IRB through December 31, 2008 (i.e., IRB #08-xxxx).

Please refer to the [Initial Protocol Application Instructions](#) on the CTRC website for submission instructions of initial protocol applications.



### Frequently Asked Questions

**Q #1: What do I need to do to ensure that my studies are easily identified as CTRC studies?**

A: *Beginning January 1, 2009, you should pre-append the study title of all CTRC-based study documents with "CTRC". This includes the IRB application, consent forms, adverse event report forms, etc. (e.g., CTRC: A phase three, multi-center, double-blind study to evaluate ...)*

**Q #2: Should I stop using the CTRC number and only use the IRB number after January 1, 2009?**

A: *No; if you were previously assigned a CTRC number, you will need to continue to use the CTRC number when scheduling subjects, ordering labs, submitting modifications and renewal applications, etc.*

**Q #3: I submitted my study to the IRB near the end of December. How will I know if my study is assigned a 2008 or 2009 IRB study number?**

A: *If you were given a CTRC study number but your application was not received by the IRB (and entered into the database) until after January 1, 2009, you will be contacted by Wanda and asked to remove the previously-assigned CTRC study number.*

**Q #4: How will the IRB know that my new protocol is a CTRC study if I am not using a CTRC number?**

A: *Wanda will attach a letter to your protocol application to tell the IRB that the study is a CTRC study. Also, the study title should indicate that yours is a CTRC-based study (see #1).*

**Q #5: Who can I talk to if I am unsure how the new numbering system works?**

A: *If you still have questions after reviewing the [Protocol Submission Process Instructions](#) on the CTRC website, please call Wanda Simmons at 966-5759.*