

ClinicalTrials.gov Requirements for Posting

Before the WCM ClinicalTrials.gov Administrator approves and releases a record for posting on ClinicalTrials.gov, the following data elements must be in place:

- The IRB number must be used as the record's "Unique Protocol ID".
- For NIH funded study, enter the NIH Grant # in the "Secondary ID" field
- The "Responsible Party" in the "Sponsor/Collaborators" section must be listed as "Sponsor".
- "Sponsor" must be Weill Cornell Medicine of Cornell University
- The PI or designee must be the record owner. The PI must formerly provide the name of their designee to the WCM clinicaltrials.gov administrator.
- All notes, warnings, and errors in the record need to be cleared to the best of the submitter's ability.
- The "Oversight" Section of ClinicalTrials.gov must contain accurate information pertaining to:
 - Board Status (i.e, request not yet submitted; submitted, pending)
 - Board Name: Weill Cornell Medicine Institutional Review Board
 - Board Affiliation: Weill Cornell Medicine
 - Board Contact
 - Business Phone (646-962-8200)
 - Business e-mail (irb@med.cornell.edu)
 - Address of IRB [(1300 York Avenue, Box 89 New York, NY 10065)]
- In the "Contacts/Locations" section, where it says "Overall Study Officials" choose "Study Principal Investigator" and indicate the name of the WCM Principal Investigator.