

Section 30: NCI Investigator Registration and Renewal

NCI investigator numbers are required for all attending physicians (non-trainees) who obtain consent from participants for research-related therapy or who write orders for research-related therapy. It is also necessary for those who work with the NCI on grants for research.

Upon the directive of the NCI, the DF/HCC has implemented a centralized process for obtaining and updating NCI investigator status. The process includes the annual completion of an NCI-specific FDA form 1572 accompanied with a current CV. The NCI also requires the completion of a supplemental Investigator Data Form (IDF) and Financial Disclosure Form (FDF). The CTEO works on behalf of the NCI-designated registration coordinator (QACT Director) to update all DF/HCC investigators annually. The deadline for renewal of all DF/HCC investigators, regardless of when they initially registered, is August 1st.

The CTEO and QACT coordinate the renewal process, which begins every June. Investigators are advised to return all completed documents to the CTEO. CTEO and/or QACT staff will confirm that all required fields are completed and all signatures are obtained prior to sending the documents to the NCI.

New investigators that need to register with NCI should contact the CTEO (cteo@dfci.harvard.edu or 617-582-8480) to obtain the registration materials. It is important that they register through the CTEO so their names can be added to the annual DF/HCC registration list. New investigators can register at any time during the year but need to renew their registration during the annual registration period (June-August) regardless of the time of initial registration.

More information about this process can be found on the [CTEO website](#).

Note: NCI registers surgeons, radiation oncologists, and other oncologists. Generally, the NCI does not register fellows, dentists, pathologists, and psychiatrists.