

National Cancer Institute (NCI)
Experimental Therapeutics Clinical Trials Network (ETCTN) Guidance

NCI and Cancer Therapy Evaluation Program (CTEP) Registration

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Introduction

NCI policy requires all persons participating in any NCI-sponsored clinical trial to register. There are five different person registration types:

- Investigator (IVR) — MD, DO, or international equivalent
- Non-Physician Investigator (NPIVR) — advanced practice providers (e.g., NP or PA) or graduate level researchers (e.g., PhD) or pharmacists (e.g., PharmD or RPh)
- Associate Plus (AP) — clinical site staff (e.g., RN, CRC, CRM, RC, Biostatistician) with data entry access to CTSU applications (i.e., OPEN, RAVE)
- Associate (A) — other clinical site staff involved in the conduct of NCI-sponsored trials requiring access to CTSU only
- Associate Basic (AB) — individuals (e.g., pharmaceutical company employees) with limited access to NCI-supported systems

All registrations begin with obtaining a CTEP Identify and Access Management (IAM) account. Individuals with a role of Investigator, Non-Physician Investigator, or Associate Plus then need to submit registration documents through the NCI Registration and Credential Repository (RCR) system. NCI policy requires renewal of all registrations annually. Detailed information and instructions are available on the CTEP website: <https://ctep.cancer.gov/investigatorResources/default.htm>

Once the registration is complete, access to CTEP, Cancer Trials Support Unit (CTSU), and NCI Central Institutional Review Board (CIRB) members' websites and applications is granted through the ETCTN and NCI CIRB rostering process. Refer to the [DF/HCC ETCTN and NCI CIRB Rostering Guide](#) for details.

Procedure

1) Initial Registrations

a) Create a new account CTEP-IAM account

Note: For questions or issues regarding CTEP-IAM accounts, the contact is the CTEP Registration Help Desk at CTEPRegHelp@nih.gov or 703-738-9171.

- i) Access the [CTEP-IAM website](#) and select the option to request a new account
- ii) Follow the application's instructions
 - (1) An institution specific email address is required
- iii) A CTEP-IAM approval email will be sent to the provided email address. The user must click the link provided in the email to activate the account.

b) Complete initial RCR Registration (Individuals with Investigator, Non-Physician Investigator, and Associate Plus roles only)

Note: For questions or issues regarding the RCR Registration process, the contact is RCRHelpDesk@nih.gov or 240-276-6575.

- i) Create a new account
 - (1) Access the RCR system: <https://ctepcore.nci.nih.gov/rcr>
 - (2) Login using CTEP-IAM username and password
 - (3) Follow the applications instructions to complete the registration

2) Annual Renewals

- a) Persons with the roles of Associate or Associate Basic complete electronic annual registration using the CTEP-IAM system alone
- b) Persons with the roles of Investigator, Non-Physician Investigator, or Associate Plus complete electronic annual registration using the RCR system.

Links

CTEP IAM: <https://ctepcore.nci.nih.gov/iam/index.jsp>

NCI RCR: <https://ctepcore.nci.nih.gov/rcr>