Entering an NCT Number into Velos
Steps to follow to Enter and Obtain the NCT #

**STEP 1: Retrieve the NCT# from the ClinicalTrials.gov Website**

1. Open an Internet Browser (Internet Explorer, Google Chrome, etc.) and type www.clinicaltrials.gov into the address bar.
2. Search for the study by its identifying number into the “Other Terms” field as indicated below:
   a. Industry Sponsored – **Sponsor Protocol Number**
   b. Cooperative Sponsored – **Cooperative Sponsored Protocol Number**
   c. Investigator Initiated Study – **eProst ID or Grant Number**

3. Select the “Search all studies”

4. Once the search has successfully found the study, there should display one or more studies. If more than one study appears with the same identifying Number entered, scroll through the studies and select the desired study by clicking on the **Study Title** displayed in the table.
5. Clicking the title should redirect to the “Study Record Detail” page. The NCT # will be located under the Brief Title listed as the ClinicalTrials.gov Identifier.

**STEP 2: Entering your NCT # into Velos**

1. Search the study in Velos, and Click on the More Study Details icon ( ) located next to the Study Number field.
2. The More Study Details screen will display. Enter the NCT# in the field allocated. The number should be entered as NCT######## (# being the following 8 digits).

3. Scroll to the bottom of the page. Enter the electronic signature and submit.