

Approve a COE Registration

Clinical Trials Center of Excellence

If a clinical trials registration is submitted by someone *other than* the Principal Investigator, it will come to the PI for approval. Complete the steps below to approve a clinical trials registration.

1. On your WVU+kc researcher dashboard, click the **Center of Excellence** section tab on the left side to view clinical trial registrations.



2. Click the **Pending Approval** or the **All My Registrations** tab at the top, to locate clinical trial registrations with a *Status* of **Pending PI Approval**.

Awaiting Submission Pending Approval Approved Canceled All My Registrations						
Action	COE Number	Title	Principal Investigator	IRB Number	Status	Study Type
	18	Test Approval 1	Shana L Blackshire	2001844331	Pending PI Approval	Industry

3. Click the **Edit** button in the *Action* column to review the COE clinical trial submission.



4. On the main *COE Registration* page, review all of the fields and information in the **Required Information** section to ensure that they are correct and the appropriate IRB protocol has been linked.

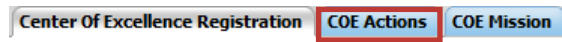


5. Click the **show** button to reveal both the *COE Questions* and *COE Attachments* sections. Review to ensure that the questionnaire has been answered correctly and that the attached protocol or clinical trials agreement is the correct document.



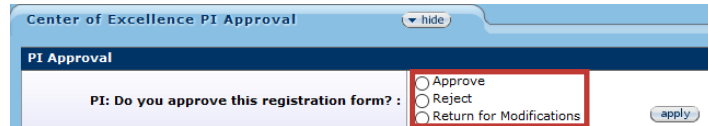
Approve a COE Registration

6. Click the **COE Actions** tab.



7. The *Center of Excellence PI Approval* section should be open. Click a **radio button** to choose to **Approve**, **Reject**, or **Return** the registration.

- **Approve:** Your registration will be forwarded to the COE Office for review.
- **Reject:** This study does not meet the definition of a clinical trial and does not need to be registered.
- **Return:** You would like the requestor to make modifications to the registration and resubmit it for your approval.



8. Enter any notes you would like to share with the person who submitted the registration in the **Feedback from PI** field. Feedback is a required field if you are returning or rejecting this request.

9. Click the **Apply** button to save your approval response.



Note: If approved, a message at the bottom of the page displays: "Registration Request has been approved by the PI." Your registration will be sent to the COE for review.

10. Click the **Dashboard** tab at the top of your WVU+kc screen to return to your researcher home page.