

**Policy Memorandum No. 7**

**Subject:** New Investigator Nomination Process

**Departments Affected:** All

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**NEW INVESTIGATOR PROCESS**

To participate in NCI clinical trials supported by the CTSU, all investigators must obtain a Cancer Therapy Evaluation Program (CTEP) – Identity and Access Management (IAM) account and register in the Registration and Credential Repository (RCR) system. The RCR is a self-service online person registration application with electronic signature and document submission capability.

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

CTEP-IAM Helpdesk: [ctepreghelp@ctep.nci.nih.gov](mailto:ctepreghelp@ctep.nci.nih.gov)

CTEP Help Desk Phone #: 703-738-9171 (Monday-Friday, 8:30am - 4:30pm ET)

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

RCR Helpdesk: [RCRHelpDesk@nih.gov](mailto:RCRHelpDesk@nih.gov)

IVRs must complete an annual registration in RCR and electronically submit the following: FDA Form 1572; Financial Disclosure Form; NCI Biosketch; Agent Shipment Form (if applicable); Good Clinical Practice and Optional CV. Business rules require that the following information be listed on the FDA Form 1572: All practice sites by CTEP institution code; all laboratories; and all Institutional Review Boards (IRBs) responsible for reviewing NCI-supported research at the listed practice sites.

Once investigators have registered in these two systems, institutions can submit credentialing requests to add investigators to their sites through RUMS (Members, Affiliates) or NCORPSYS (NCORPs).