



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Step-by-step guide

How to search, view and download a CT and a CTA (Sponsors)

CTIS Training Programme – Module 09

Version 1.1 – February 2022

Learning Objectives

- Remember how to search for a Clinical trial and a Clinical Trial Application.
- Understand how to download information and documents.

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How to search, view and download a CT and a CTA in the sponsor workspace

The search functionality enables users to retrieve Clinical Trials (CTs) and/or associated Clinical Trial Applications (CTAs), view information, and download structured data and documents associated with them.

The possibility to view and download CTs and CTAs data and documents will be limited to the areas of action of each role assigned in CTIS. This information can be accessed through a CT page and a CTA page.

The CT page sub-tabs provide additional information on aspects of the trial. This information will be visible to the user according to the role assigned and include *Summary, Full Trial information, Notifications, Trial results, Corrective measures, Ad hoc assessments and Users.*

The CTA page includes the information on the application, which users can view and manage by navigating through the sections on the left of the page. These sections include *Form, MSC, Part I, Part II, Evaluation and Timetable.*

This Step-by-step guide includes:



Search for a CT and a CTA

This section outlines the steps that sponsor users should follow to search for a Clinical trial or a Clinical trial applications.



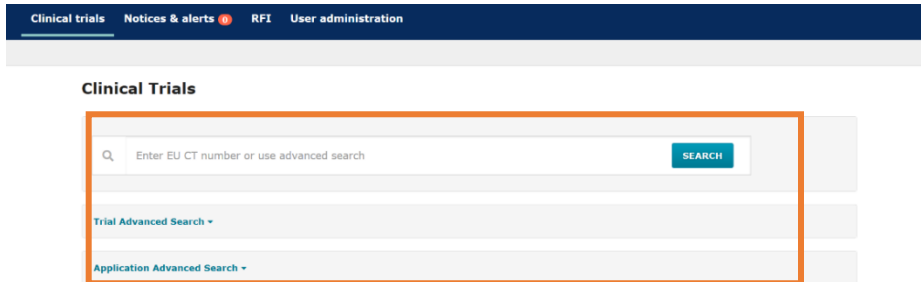
Download CT and CTA information

This section outlines the steps that sponsor users should follow to download information when accessing a Clinical trial, a Clinical trial application or a non-substantial modification.

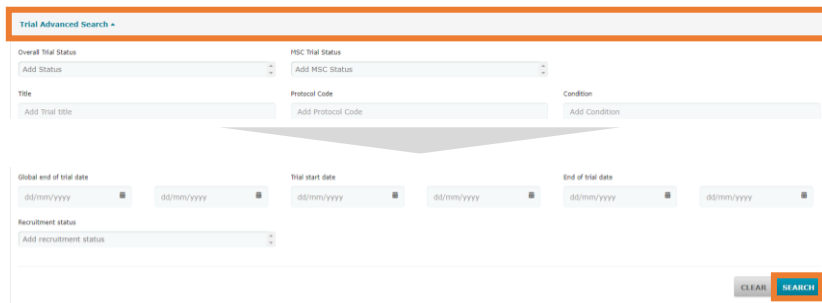
Search for a CT / CTA

How to search for a clinical trial

1. Users can open the '**Clinical trials**' tab and **select the search functionality**. For a basic search, users input the EU CT number.

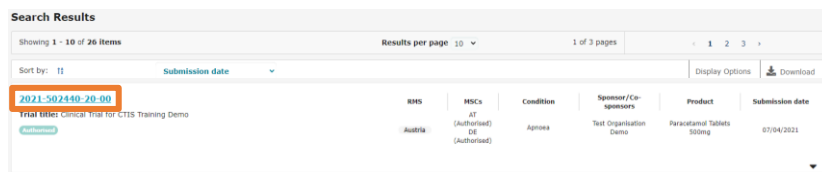


2. For an advanced search, users input the criteria and click on the '**Search**' button.

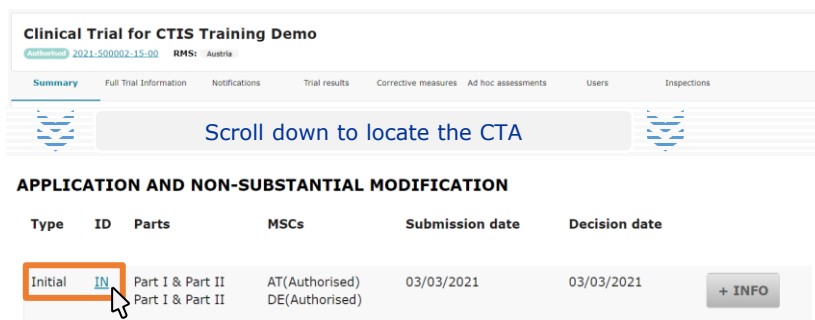


How to view CT and CTA related information

1. On a search results list, users can click on the **EU CT number** to open **CT page**.



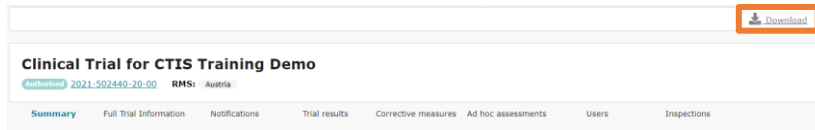
2. Users can scroll down on a CT page and open a **CTA page** by clicking on the CTA **ID reference**.



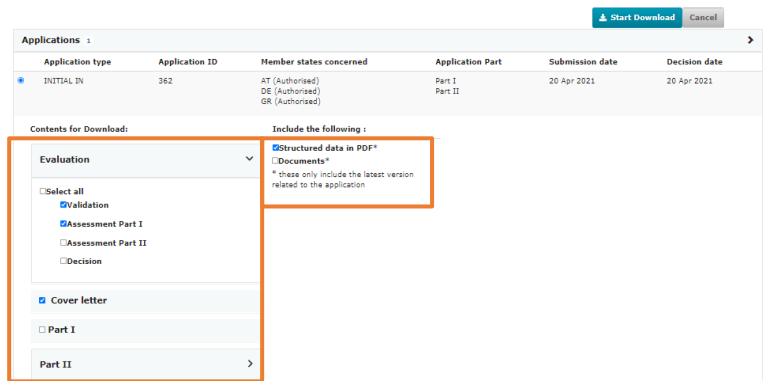
Download CT and a CTA information

Download from the CT page

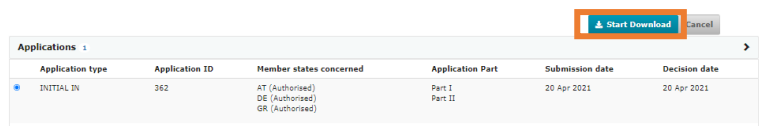
1. On a CT page, users can click on the **Download** button.



2. Users can select the contents to be downloaded and the file types.



3. After the information to be downloaded and the file type is selected, users can select the **Start download** button at the top-right corner of the CT page.

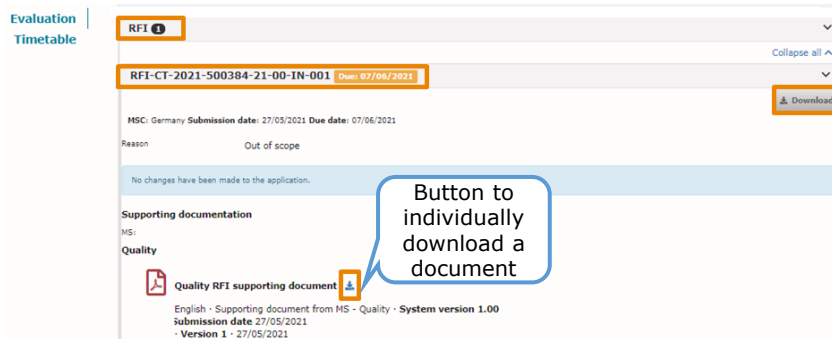


Download CT and a CTA information

Download documents from the CTA page

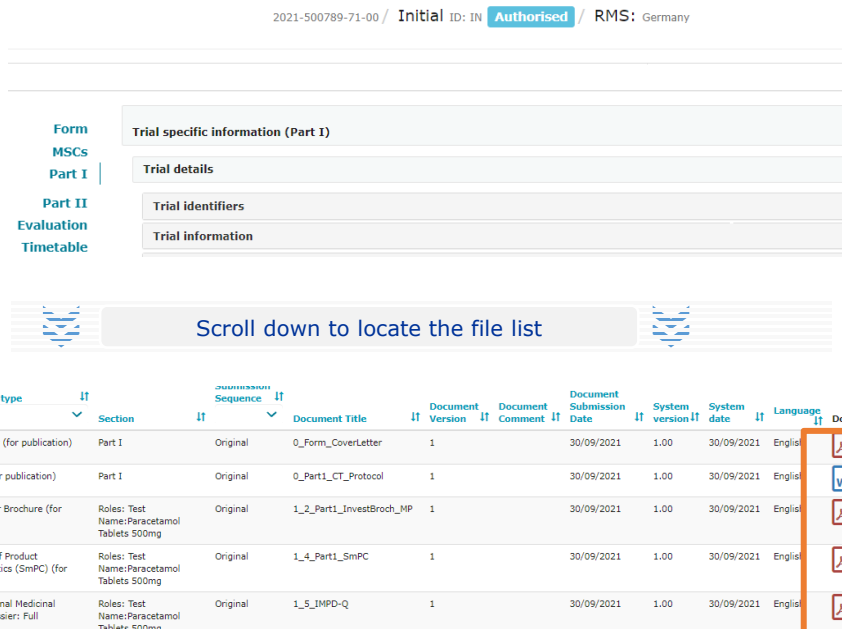
Download specific documents from the evaluation section

- To download a document containing the relevant information regarding an RFI, users can click on the **'Download'** button on the right side of an open RFI.



Download from the table of documents

- On a CTA page, either on Part I or Part II section, users can scroll down and click on the document icon on the **'All documents'** list.



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Clinical Trials Information System (CTIS)

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