Understand how to create a new trial.
Successfully complete all required demographic fields.
Understand what required fields represent.

Competency

Upon completion all users will successfully create new trials in MBECT, correctly identify what demographic fields are required, and effectively provide study demographics.

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Last modified: November 12, 2012 (julianas)
Creating the header for a billing calendar for clinical trial items.

How to Address Questions or Comments
Create a New Trial

Double click on the name "Clinical Trial" or single click on the icon in the Applications menu.
Create a New Trial

Click on the “Add” button in the new Clinical Trials window that opens.
Complete the Required Fields

Complete the required fields, which are indicated by the asterisks (*).

From this screen you can complete the Title and HUM.

To add your investigator, click on the ellipsis (...) box next to the field.
Select Your Investigator(s)

A dialogue box will appear. Highlight the name of your investigator(s) and use the "Add" button or double click to select them.

Note: if you have multiple investigators, you will need to scroll to the right and select the check box to indicate which investigator is primary.

After your selections click "OK".
Complete Required Fields

Use the ellipses (...) next to Sponsor and Coordinator to complete these fields.

Once finished, click “Custom Fields”.
Custom Fields

From the dialogue box, select your Type of Protocol from the drop down menu. Most studies will be "Standard".

Note: If you aren’t certain, check with your CRAO Analyst.

If your study involves investigational drugs or devices, you may have an IND or IDE number. If you do, please complete the IND/IDE field.

Once you have finished click "Save".
Saving Your Trial

Back on the main page click “Save”.

These are the only mandatory fields to set up a study for the purposes of recruitment. Additional fields are available for a user building a billing calendar. These fields will be explored in our other modules.
Questions and Comments

Additional information is available on our website at: [http://www.med.umich.edu/u/medschool-crao/mbect.htm](http://www.med.umich.edu/u/medschool-crao/mbect.htm)

Or by contacting the help desk at CRAO.MBECT-help@med.umich.edu or 734-764-KNOW (5669)