The **Clinical Trial Routing Form** (CTRF) is a PAF with a limited set of questions. A completed CTRF is used to notify ORSP to begin proposal negotiations while the Project Team completes the full PAF.

**You can enter a CTRF if:**
- the project is a Clinical Trial Site Activity (Class Code 31200) or,
- the project is an investigator-initiated, non-federal clinical trial with a draft agreement

The CTRF can be created in one of two ways:
- from your Home Workspace using the **Create New Clinical Trial Routing Form** button, or
- if the CTRF is tied to an active Unfunded Agreement (UFA), it can be created using the **Create Clinical Trial Routing Form** activity in the UFA Workspace. The system copies relevant UFA information into the CTRF.

This procedure shows how to create a CTRF from your Home Workspace.

### Home Workspace

1. From your Home Workspace, click **Create New Clinical Trial Routing Form**.

2. Complete the required fields (indicated with a red asterisk *) in the **Introduction** section of the CTRF.

3. Click **Continue**.

4. Complete the remaining sections of the CTRF.

### End of CTRF Worksheet

Review this page to identify your next steps.

Click **Hide/Show Errors** to verify if any corrections need to be made.

Click **Finish** to go to the PAF Workspace. The state of the PAF is **CTRF Preparation**.

### Project Team: Notify ORSP Activity

1. Click the **Notify ORSP CTRF is Complete** activity to alert ORSP to begin contract negotiation.

2. Enter **Comments**, if applicable.

3. Click **OK**.

Completing this activity opens the full PAF. The PAF state changes to **Proposal Preparation**.

Finish the PAF, as applicable, to route the proposal for unit review.