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 CTRF. 
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.