Research Registration Application Training

The Research Registration Application provides a mechanism for study staff, registration specialists and other key study personnel to access and input patient registration information for clinical trials initiated by Mayo Clinic. The application is used to:

- Validate patient enrollment
- Collect patient demography and accrual data
- Generate user reports on enrollment data
- Establish controls around the patient enrollment process

Patient Eligibility

The patient checklist is configured according to the study design and requirements to ensure only eligible patients are registered to the trial. If your patient does not meet the criteria, you cannot register the patient. This is a protection to the study design.

User Access

Only individuals listed on the study in the Study Network for a participating site can register patients to the trial. If the study-required certifications or other documentation are outdated, the system will not allow user access. Contact the site study team or the Research Registration Office for support.

How to Gain Access

Authorized users can access the Research Registration Application https://registration.mayo.edu

If you are at a site participating in a clinical trial that is utilizing the Research Registration system, please follow these steps to receive access:

1. Work with your study-specific Mayo Clinic contact to ensure that your site has been accepted to participate in the study and that regulatory documentation has been completed, such as protocol-specific training, Good Clinical Practice training certificates, delegation of authority, FDA 1572 form, licensure, etc.

2. After reviewing this training document and the quick reference guide linked below, sign the **Attestation of Training form** (Word document available on the OCT website) and email the form to the Research Registration Office at random01@mayo.edu

3. The study must be in accruing status and the site listed as regulatory ready. Sites should work with their study team contact to confirm the status of the study and the process to achieve regulatory readiness.

Quick Reference Guide

The Quick Reference Guide (QRG) is available on the OCT website. Refer to this guide for step-by-step instructions for registering patients in the Research Registration Application.

Support

The Research Registration Office is available via email at random01@mayo.edu
Monday – Friday, 8:00 a.m. – 4:30 p.m. central time.