

How to Create a Sponsor

CTMS version 3.1



- APPLICABLE TO:
- ☒

 Company Admin
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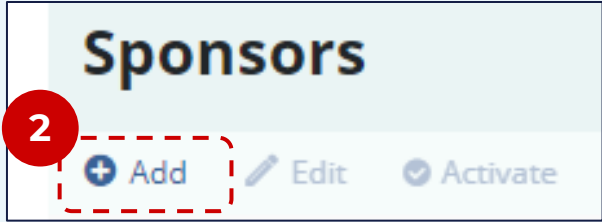
 Study Manager
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1 Log into the CTMS and click on **Sponsors** from the menu on the left.



2 Click **Add**.



3 Fill out the required information, then click **Create**, or **Create and Add Another** to add an additional Sponsor.

Note: Sponsors are a type of Organization. These steps can also be carried out using the job aid “How to Create an Organization” with the caveat that the user will have to specify ‘Sponsor’ as the type of organization.

Accurate tracking of sponsor information in the CTMS is a required step prior to creating a related study. It is also critical for accurately applying sponsor-specific milestones to a study and enables accurate reporting.

Create Sponsor

General Information

Name*

Number*

Parent

Type*

Sponsor

Subtype

Status*

Active

Primary Contact

Phone Numbers

Add

Notes

B

I

U

Cancel

Create and Add Another

Create