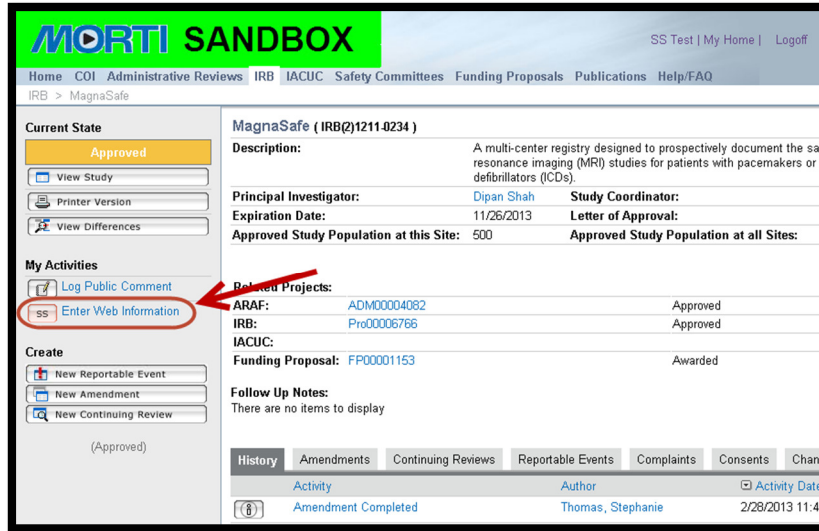


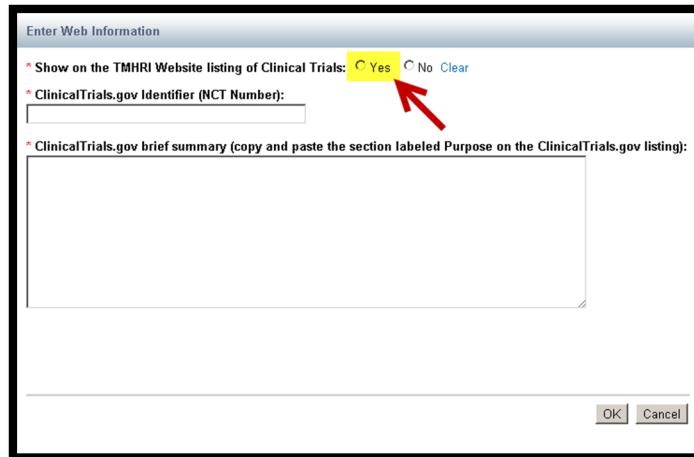
# Publishing a Clinical Trial to the HoustonMethodist.org Website

Updated: July 15, 2015

1. First, make sure your study meets the following prerequisites:
  - a. The ARAF has been uploaded to CTMS, and has a current study status listed in the table in step 5.
  - b. The IRB has been approved.
2. Go to the study's IRB workspace.
3. On the left side of the workspace, click the **Enter Web Information** button.



4. A pop-up window will appear. Enter the required information, then click **OK**. **All 3 fields are required.**



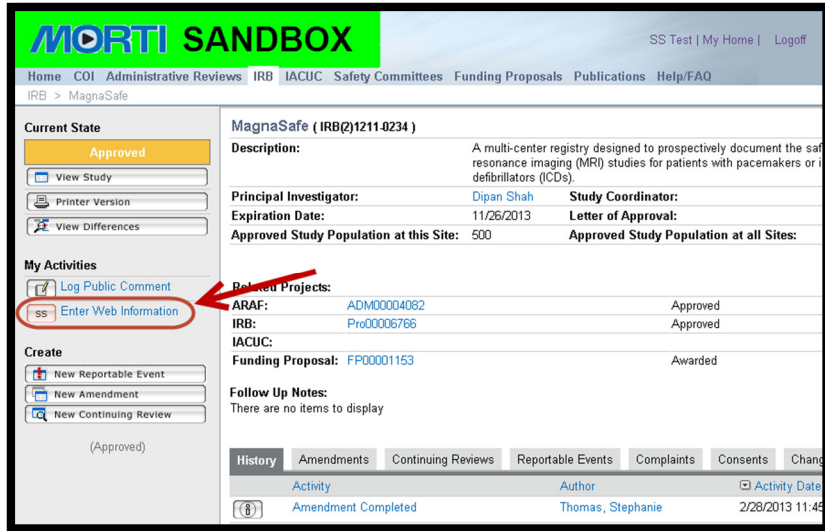
5. Your study will appear on the houstonmethodist.org website the following day after all criteria in the IRB module and CTMS are met. Your study will be listed as either **Currently Enrolling** or **Not Currently Enrolling** based on the following mapping:

CTMS Status	Translation for Web
Active/Enrolling	Currently enrolling
Active/ Closed to Enrollment All Patients Off-treatment Not Active Study Completed/ Retired Temporary Suspension	Not currently enrolling

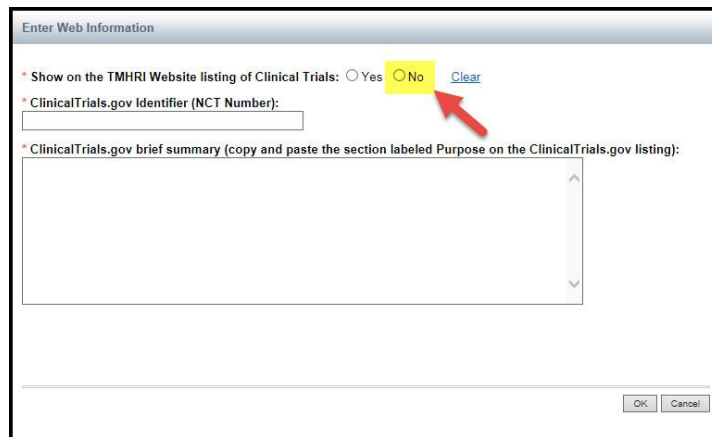
For more information, contact [MORTI@houstonmethodist.org](mailto:MORTI@houstonmethodist.org)

# Removing a Clinical Trial from HoustonMethodist.org

1. When a clinical trial needs to be removed from the houstonmethodist.org site, follow these steps:
2. Go to the study's MORTI IRB workspace.
3. On the left side of the workspace, click the **Enter Web Information** button.



4. A pop-up window will appear. Enter the required information, then click **OK**.



5. The clinical trial will be removed from the houstonmethodist.org website the following day.