How to Create a Sponsor

CTMS version 2.1

TRIAL INTERACTIVE

APPLICABLE TO:

- ● Company Admin
- ● Study Manager
- ○ CRA

---

1 Log into the CTMS and click on **Sponsors** from the menu on the left.

1

📱 Sponsors

2 Click **Add.**

Sponsors

2 ➕ Add | ✏ Edit | ✔ Activate

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

Create Sponsor

General Information

Name*

Number*

Parent

Type*
Sponsor

Subtype

Status*
Active

Primary Contact

Phone Numbers

➕ Add

Notes

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.

3 Cancel | Create and Add Another | Create