

## Submitting a Budget Request to the TCRC – Tip Sheet

1. Log into TCRC website – [tcrc.mgh.harvard.edu](https://tcrc.mgh.harvard.edu)

2. Select Trial Management > Budget Requests

3. Select New Budget Request

 + New Budget Request

4. Complete Budget Request Form

- Be sure to indicate which visits will take place at the TCRC
- Requested Services section will trigger appropriate personnel review

5. Upload protocol, lab manual and any other documents that will assist with the budget building process

6. Click Create