

QuickGuide – Letter Reviewer

The REB operations team can ask REB members to review the application and drafted letter before sending the letter back to the research team. If you receive an email asking you to review a letter:

1. Follow the link in the email to log in to CTO Stream. This will take you to the Timeline view of the application form. You can review the application and associated documents by clicking the ‘Review Application’ button in the left-hand Actions toolbar.
2. Review the drafted letter by clicking on the paperclip associated with the “Draft Review Letter” action in the Actions section of the Timeline view:

Action	Event Date	Clock Status	Clock Information	Attachment	Email
Assign Letter Reviewer	08-Feb-2017 12:23	🕒	117/100 days elapsed.		
Letter Review Required	08-Feb-2017 12:23	🕒	117/100 days elapsed.		
Draft Review Letter-PIA	08-Feb-2017 12:12	🕒	117/100 days elapsed.	📎	

Click on the paperclip associated with the “Draft Review Letter” action to view the drafted letter

3. **If the application/letter is acceptable as written:** click the ‘No Change Required’ button in the left hand Actions toolbar. This will open a popup window – please press “No Change Required” and confirm the action by pressing “yes”. This will send an email letting the REB operations team know that you’ve approved the application and letter draft. Nothing further is required of you after you press “yes”.
4. **If you would like changes to the letter:** click the ‘Change Letter’ button in the left hand Actions toolbar. This will open a pop-up window; you can type your changes/questions into the window or follow the instructions to make the changes directly to the drafted letter. When you’re done, click “Change Letter” and confirm the action by pressing “yes”. This will send an email letting the REB operations team know that you’ve requested changes. Nothing further is required of you after you press “yes”.

Questions?

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