

## QuickGuide: Submitting a New Study in CTO Stream (Applicant)

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Are you submitting a new study through CTO Stream? Here's how to get started!

**New User:** Contact CTO ([streamlined@ctontario.ca](mailto:streamlined@ctontario.ca)) to get a Stream account.

1. Log in to CTO Stream ([apply.ctostream.ca](http://apply.ctostream.ca))
2. Click on the "Create Project" button on the left hand Actions toolbar
3. Enter the study short title (this will be used throughout the system)
4. Once the study has been created, you will be taken directly to the Provincial Initial Application and you can start answering questions and uploading documents.
5. Once the form is complete, the Provincial Applicant (and Co-Applicant, if applicable) needs to [sign](#). The application will automatically submit once the last signature is applied. Email confirmation is sent to the Provincial Applicant, Provincial Co-Applicant (if applicable), Main Study Contact and other collaborators.

### Tips:

1. Check out the list of [CTO Participating Sites](#) to make sure that there are two or more that will be joining your study. Don't see a site on the list? Contact us and we can give you an update.
2. Make sure you use the [CTO Clinical Trial Informed Consent Form Template](#) when drafting the provincial consent form template for the study (for oncology studies, please use the OCREB [consent templates](#)). The templates address the unique nature of multi-centre studies; we encourage you to use and follow these template for best results.
3. Don't forget to add your collaborators! Information on roles and sharing can be found in the Collaboration manual. If you want to add collaborators that don't yet have a Stream account, just contact us ([Streamline@ctontario.ca](mailto:Streamline@ctontario.ca)) and we'll help you out.
4. Check the SRERS Administration form for your site for details on who to enter as the Institutional Representative in Question 1.16/1.17 of the Provincial Initial Application. Don't have it on file? Contact CTO ([Streamline@ctontario.ca](mailto:Streamline@ctontario.ca)) and we'll send it.
5. If you know the participating sites, start creating the Centre Initial Applications and adding site collaborators. This helps the sites work through the details as early as possible and can streamline other institutional processes. More information on getting started for participating sites can be found in the Participating Sites – Getting Started QuickGuide.
6. User Manuals for CTO Stream can be found [online](#) and within CTO Stream (Click "Help" in the black navigation bar at the top of the screen).
7. For industry-sponsored studies (e.g., studies initiated for funded by industry), please contact CTO so that we can work through the billing details and set up a Service Agreement (if applicable) in advance. Information on fees can be found [here](#).
8. We're here to help, so don't be shy if you have a question. Phone and email numbers are below.

### Questions?

T: 1 (877) 715-2700

E: [Streamline@ctontario.ca](mailto:Streamline@ctontario.ca)

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