# CTO STREAM

# Request to Act as the REB of Record

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# The REB of Record

The first submission for any new study is the Provincial Initial Application (PIA). This application is screened by Clinical Trials Ontario to identify a potential REB of Record in accordance with our selection criteria. CTO will then ask an REB to act as the REB of Record for the study. Should your REB be selected, the person(s) with the role of REB Director/Manager will receive a notification by email and through CTO Stream. The individual(s) will also be able to view the PIA (including all attached documents) while they make their decision as to whether to act as the REB of Record. The REB is expected to accept or decline within 2 business days.

Once an REB agrees to act as the REB of Record, they are responsible for the initial ethics review and ongoing ethical oversight for all participating Ontario centres through CTO Stream.

Should the REB decline to act as the REB of Record, they will no longer be able to review the application. CTO will then identify another potential REB, and repeat the process until the REB of Record is identified.

## Pending REB Accept

If CTO asks your REB to be the REB of Record for a study, the Provincial Initial Application will found in the "Pending REB Accept" tile. This tile is only visible to those users with the REB Director/Manager role. More information about the tile system can be found in the *Navigating CTO Stream* manual.
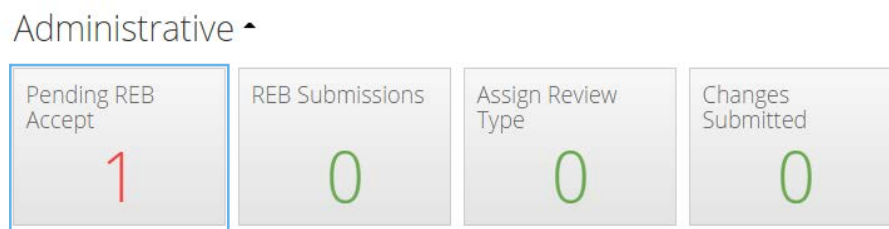


Clicking into this tile will bring up any studies for which your REB has been asked to act as the REB of Record and the decision to accept or decline has not yet been made.

The information provided for each Provincial Initial Application includes:

- **Review Reference** –The unique identification code assigned by the system once that application is submitted to the REB
- **Project ID** - The study identification number assigned by the system when a study is created
- **Project Title** - The short title of the project provided by the research team (this is not the official study title)
- **Review Status** - The current status of the application within the REB review process
- **Review Date Received** - The date the application was submitted

To review the application in detail, click on the study. This will take you to the timeline view for the application. More information on reviewing an application can be found in the *Navigating CTO Stream* manual.

## Acting as the REB of Record

To accept the study and act as the REB of Record, click on the "BoR Accept Study" button found in the Actions toolbar.
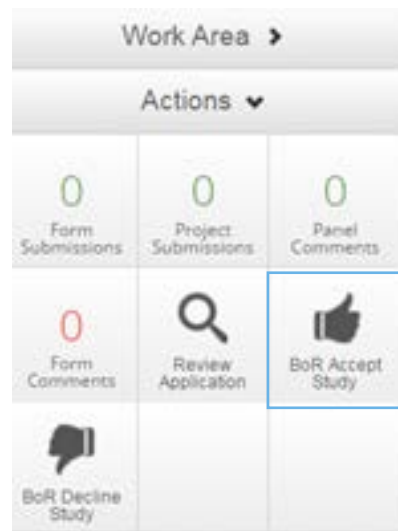


A confirmation screen pop-up will appear. Click on the green "BoR Accept Study" button to continue.

Every action performed in CTO Stream will ask for one final confirmation before the action is completed. Click the green "Yes" button to complete this action.

Your REB is now acting as the REB of Record for this study. A confirmation email is automatically sent through CTO Stream to alert CTO and the research team that the study has been accepted by the REB.
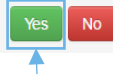


Click "BoR Accept Study"

Confirm the action by pressing "Yes"

## Declining the Role as the REB of Record

To decline the study, click on "BoR Decline Study" found in the Actions toolbar.
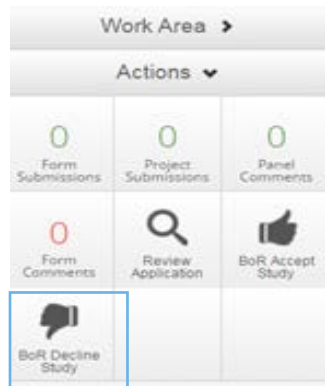


A confirmation screen pop-up will appear. Click on the green "BoR Decline Study" button to continue the process. To complete this action click the green "Yes" button.
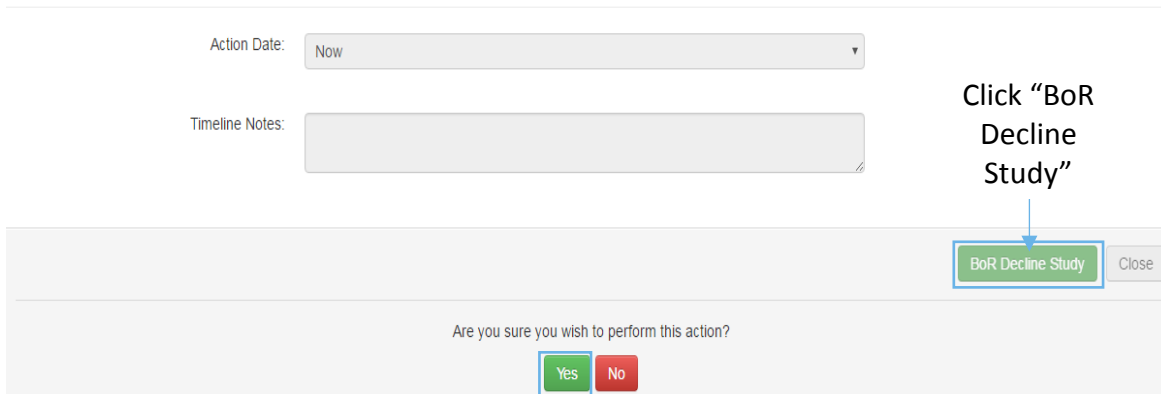


The REB has officially declined the role as the REB of Record. An email is automatically sent through CTO Stream to alert CTO that a new REB of Record must be selected.