

## How to Submit a Centre Continuing Review Application

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Each participating site is required to submit a Centre Continuing Review (CCR) form before the submission deadline for the full board meeting prior to the expiry of the current ethics approval.

### Steps:

1. Identify the submission deadline by checking the submission dates for the REB of Record. For all studies, the application must be submitted before the deadline for the full board meeting prior to the expiry date. For example, if the ethics expiry date is July 15, and there is a full board meeting on July 1 or July 16, you must submit prior to the submission deadline for the July 1 meeting.
2. While in the Centre Initial Application (CIA) form (the CIA bar should be gray in the project tree), click on the “create sub-form” button in the action toolbar on the left of your screen.
3. Select “Centre Continuing Review Application” from the drop-down menu.
4. Complete the application form. All questions with an asterisk (\*) are mandatory and must be completed.
5. Once the form is complete, the application is ready for signature. This [manual](#) provides additional details on the signature process. The form will automatically submit once the signature is applied.

### Checklist:

Create the Centre Continuing Review form	<input type="checkbox"/> Complete
Complete the application form	<input type="checkbox"/> Complete
Signature of Principal Investigator	<input type="checkbox"/> Complete
Submit before the deadline for the full board meeting prior to expiry	<input type="checkbox"/> Complete

### Questions?

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