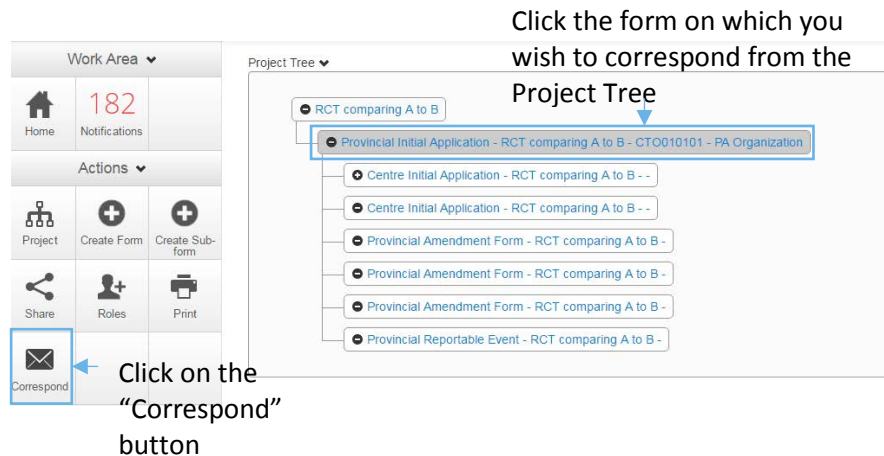


Sending Correspondence (Applicant)

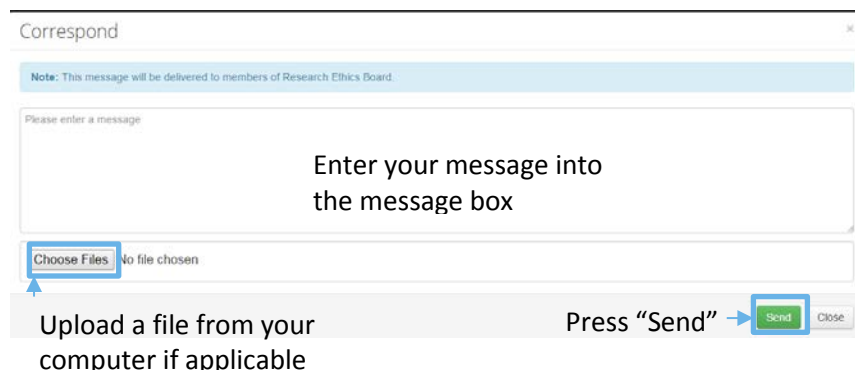
The correspondence feature facilitates communication between the research team and the REB of Record. For communication between members of the research team, please use the comments features.

To send correspondence:

1. [Log in](#) to CTO Stream
2. Click on the study for which you wish to send correspondence
3. Select the application to which the correspondence pertains from the project tree. If it is general correspondence, select the Provincial Initial Application (study-wide correspondence) or the applicable Centre Initial Application (centre-specific correspondence).
4. Click the “Correspond” button from the left-hand Actions toolbar



5. Enter your message into the pop-up window, upload your file (if applicable), and press send.



Questions?

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