

How to Respond to a Request for Modifications from CTO

CTO screens Provincial Initial Applications (PIA) and Centre Initial Applications (CIA) prior to sending to the REB of Record. If changes are requested, the requested modifications can be found in the ‘history’ tab for the application.

This request is addressed within CTO Stream via the following steps:

1. Change the answer to question 1.0 (“*Is this a resubmission in response to a request from the Research Ethics Board to make changes to your application?”) from “No” to “Yes”.
 - a. If there is a Co-Applicant/Co-Investigator listed in section 1, you will also need to change question 11 from “No” to “Yes” (if there is no Co-A/I, question 11 won’t appear in the application form)
 - b. This will open up a new section called “Re-submission Information” in your application form – please leave this section blank (you do not need to upload a response letter for changes requested by CTO)
 - c. This changes the signature requirements so that only the Provincial Applicant/Principal Investigator (or delegate, for post approval re-submissions) is required to sign.
2. Upload any new documents (like an updated consent form) into the application in the corresponding section. Delete all previous versions that are no longer relevant.
3. If CTO has requested changes or clarifications to information you provided in response to an application question, please revise the response within the application as applicable.
4. Once all the changes have been made, the application is ready for signature. The application will automatically re-submit once signed.

Checklist:

Change the answer to questions 1.0 and 11 to “Yes”	<input type="checkbox"/> Complete
Upload any new documents to the correct section of the application	<input type="checkbox"/> Complete
Delete any previous versions that are no longer relevant	<input type="checkbox"/> Complete
Update the answers in the application form	<input type="checkbox"/> Complete
Signature (automatic submission)	<input type="checkbox"/> Complete

Questions?

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