

# CTO **STREAM**



## CTO Stream for REB Members

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## Logging in to CTO Stream

To log in to CTO Stream, you will need your e-mail address (the one that was provided to CTO to create your account) and a password. CTO will send you an e-mail with a temporary password and a link to CTO Stream. Alternately, you can type the web address ([review@ctostream.ca](mailto:review@ctostream.ca)) directly into your browser.



A web-based research ethics review system  
managed by Clinical Trials Ontario

CLINICAL  
TRIALS  
ONTARIO



**Log in**

Email Address

Password

[Forgotten Password](#)

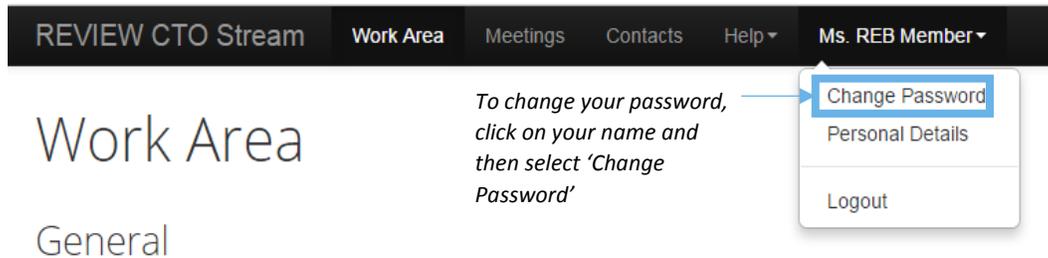
**Step 1:** Enter your e-mail address (the address that your password was sent to)

**Step 2:** Enter the temporary password assigned by CTO

**Step 3:** Press the 'Log in' button

## Changing your password

You can change your password right away and we encourage you to do so. To change your password, click on your name in the top (black) navigation bar and select 'Change Password' from the menu.



CTO Stream can be accessed from a regular desktop computer or laptop and also from mobile devices like tablets and phones. CTO recommends that you use the **most recent version** of your browser when accessing CTO Stream.

## Reviewing the study application

When you first log in to CTO Stream you will see the 'Work Area'. The Work Area acts as your to-do list in CTO Stream. There will not be anything for you to do in CTO Stream until an application (like a new study) is ready for your review.

Automatic emails are sent from "donotreply@infonetica.net". To make sure that you receive all system notifications, you can add this address to your contacts or your 'safe' list.

1. When an application is ready for your review, you can log in to the system and access the application by clicking on the 'Full Board Review' tile in the work area.

Work Area

General

Notifications 1	Meetings 0	Contacts 0	Reports 0
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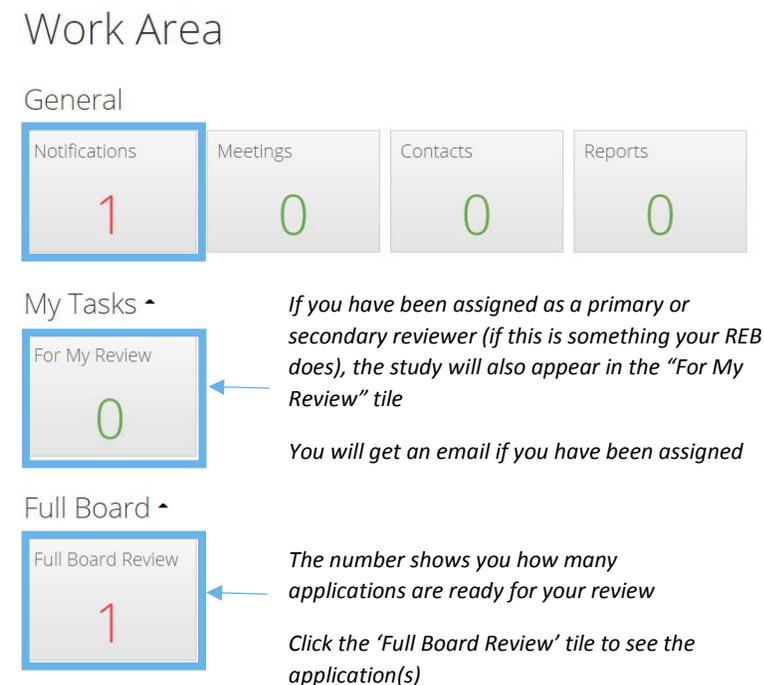
My Tasks ▾

For My Review 0	<p><i>If you have been assigned as a primary or secondary reviewer (if this is something your REB does), the study will also appear in the "For My Review" tile</i></p> <p><i>You will get an email if you have been assigned</i></p>
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Full Board ▾

Full Board Review 1	<p><i>The number shows you how many applications are ready for your review</i></p> <p><i>Click the 'Full Board Review' tile to see the application(s)</i></p>
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*The number on the front of the tile indicates how many applications are available for your review*



If you have been assigned as a reviewer (e.g., the primary reviewer), the study will also appear in the "For My review" tile. The "For My Review" tile is where you will find applications going through delegated review.

- Clicking in the tile take you to a list of applications that are waiting for review. Click on the row containing the application you wish to see.

## Full Board Review

*Click on the study to go to the application form*

Show  entries

	Review Reference	Project Id	Short Study Title	Review Status	Review Date Received	Approval Expiry Date	Assigned Reviewer Full Name
✓	0743-PIA-Mar/2015-613	743	Clinical Trial	Assigned to Meeting	27-Mar-2015 16:11		

- Clicking the row will take you to a page called the 'Timeline view'. This page is a summary of the information about that application and shows everything that has happened so far (like a cover sheet for the application).

To look at the application form (containing the responses and documents submitted by the Researcher), click the 'Review Application' button in the Actions toolbar on the left of the screen. If you would rather review a specific document first (for example, the protocol or informed consent form), click on the 'Documents' tab.

## Timeline view

Work Area ▶

Actions ▼

1  
Form Submissions

0  
Project Submissions

0  
Panel Comments

0  
Form Comments

0  
Amend Certs

0  
Review Application

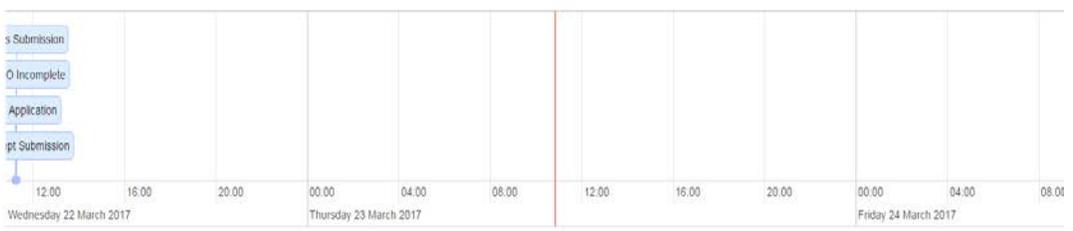
Project Id:	1067	Applicant Name:	Mr. Scott Tomlinson
Current Committee:	Clinical Trials Ontario	Current Status:	Application Archived
Application Type:	Provincial Initial Application	Meeting:	Unassigned
Clock Status:	Start (0/100) days elapsed.	Assigned Reviewers:	None
Conflicted Users:	None		

*To review a specific document first, like the protocol or informed consent form, click on the 'Documents' tab*

Timeline
Project
Documents
Contacts
Correspondence

Zoom In   Zoom Out

View by Status

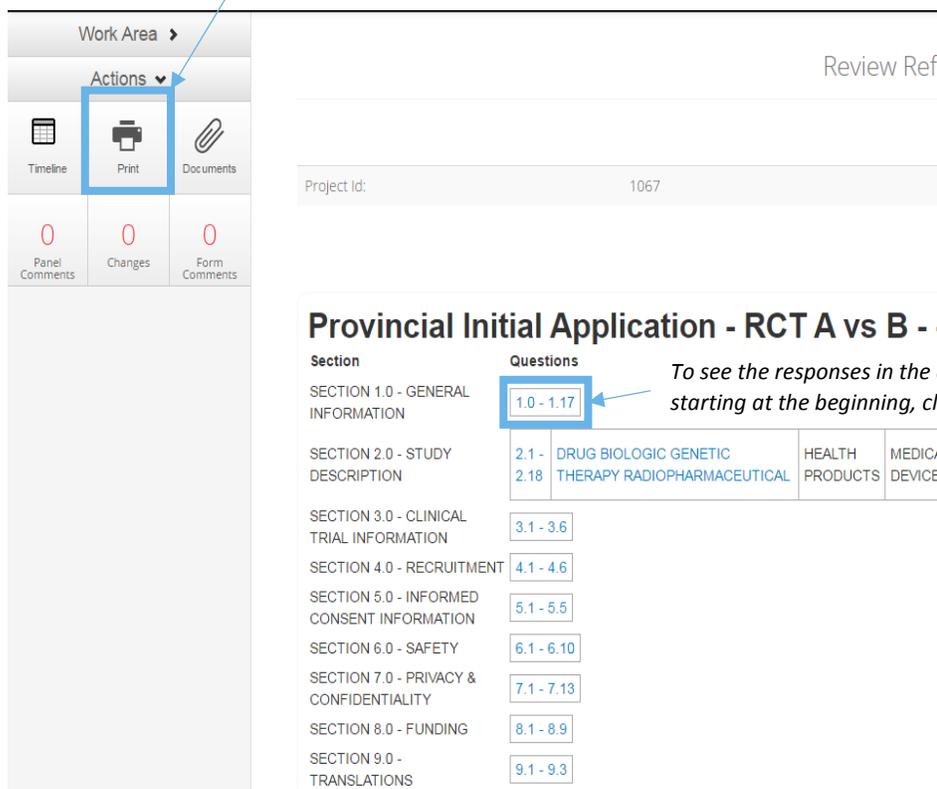


*To look at the application form (including the attached documents), click the 'Review Application' button in the action toolbar*

## Tips for getting around

- Clicking into the 'Documents' tab from the Timeline view shows a list of all documents attached to the application. You can also view these documents directly from the application form.
- Clicking on the 'Review Application' button in the Actions toolbar takes you to the 'Table of Contents' for the application form. You can click on any section to review the responses to the questions. To start at the beginning of the application form, click on "1.0 – 1.xx" on the right side of the screen.

To print the application form, press the 'Print' button on the Actions toolbar



The screenshot shows the 'Review Ref' page for Project Id: 1067. The 'Actions' toolbar is highlighted, with the 'Print' button circled in blue. Below the toolbar, the 'Table of Contents' for the 'Provincial Initial Application - RCT A vs B' is displayed. The '1.0 - 1.17' link is highlighted in blue, with an arrow pointing to it from the text below.

Section	Questions						
SECTION 1.0 - GENERAL INFORMATION	<a href="#">1.0 - 1.17</a>						
SECTION 2.0 - STUDY DESCRIPTION	<table border="1"> <tr> <td>2.1 - DRUG BIOLOGIC GENETIC</td> <td>HEALTH PRODUCTS</td> <td>MEDICA/ DEVICE</td> </tr> <tr> <td>2.18 - THERAPY RADIOPHARMACEUTICAL</td> <td></td> <td></td> </tr> </table>	2.1 - DRUG BIOLOGIC GENETIC	HEALTH PRODUCTS	MEDICA/ DEVICE	2.18 - THERAPY RADIOPHARMACEUTICAL		
2.1 - DRUG BIOLOGIC GENETIC	HEALTH PRODUCTS	MEDICA/ DEVICE					
2.18 - THERAPY RADIOPHARMACEUTICAL							
SECTION 3.0 - CLINICAL TRIAL INFORMATION	<a href="#">3.1 - 3.6</a>						
SECTION 4.0 - RECRUITMENT	<a href="#">4.1 - 4.6</a>						
SECTION 5.0 - INFORMED CONSENT INFORMATION	<a href="#">5.1 - 5.5</a>						
SECTION 6.0 - SAFETY	<a href="#">6.1 - 6.10</a>						
SECTION 7.0 - PRIVACY & CONFIDENTIALITY	<a href="#">7.1 - 7.13</a>						
SECTION 8.0 - FUNDING	<a href="#">8.1 - 8.9</a>						
SECTION 9.0 - TRANSLATIONS	<a href="#">9.1 - 9.3</a>						

To see the responses in the application form starting at the beginning, click '1.0-1.17'

- Once you are in the application form, you can:
  - Print the application by pressing the 'Print' button in the Actions toolbar (on the left).
  - See a list of all documents associated with the application (like the protocol and consent form) by clicking on the 'Documents' button. Documents can also be downloaded from here.
  - Go to the previous or next section by clicking on the 'Previous' or 'Next' button on the Actions toolbar. Clicking on 'Navigate' will take you back to the 'Table of Contents' page.
  - Go back out to the work area at any time by clicking on 'Work Area' on the upper (black) navigation bar. The navigation bar will always be at the top of your screen.



The Actions toolbar will always be on the left hand side of the screen, but the buttons will change depending on what you are currently looking at.

## Comments

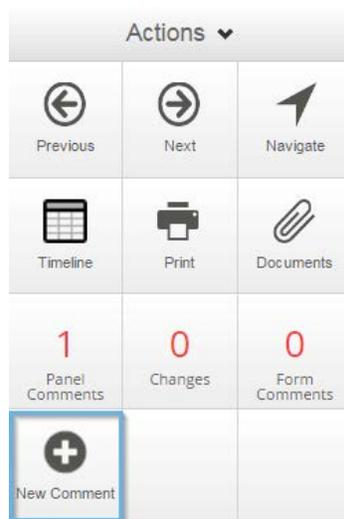
There are two ways to make comments in CTO Stream:

- Panel Comments, which are comments related to a specific question, and
- Form Comments, which are general comments referring to the application overall.

Comments are visible to other members of the REB but are never visible to the Researcher. Comments can be edited and deleted after you've made them.

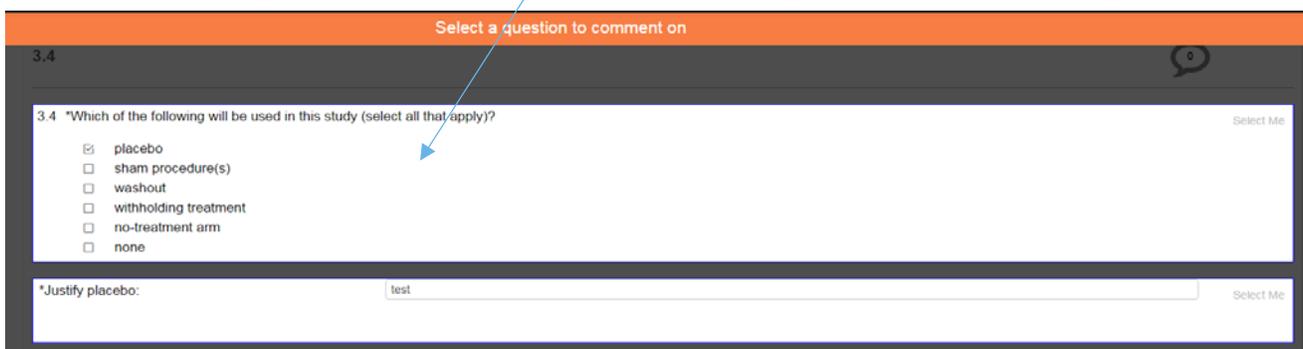
## Panel Comments

When you are reviewing the application form, you can make a comment about a specific question by clicking the 'New Comment' button in the Actions toolbar.



Clicking 'New Comment' will cause the screen to become greyed out, but each question will remain visible. Scroll the page until you find the question you want to comment on.

*Click anywhere on the question you wish to make a comment on*



Click anywhere on the question to bring up a new pop-up window where you will be able to enter your comment. Type your comment into the text field, and then press the 'Save' button to save it.

**Add Comment** x

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Question Title    \*Justify placebo:

Comment

*Type your comment into the text field, and then press the 'Save'*

Cancel    Save

### Editing or Deleting Panel Comments

Users can edit and delete their own panel comments. To edit a panel comment, click on the 'Panel Comment' button in the Actions toolbar from within the application form or directly from the Timeline view. Click on the blue 'Edit' button to the right of the comment you wish to edit.

Panel Comments *Click 'Edit' to edit your comment*

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Current
Previous
History

Title	Comment	Added	Creator	Modified	
*Justify placebo:	Example comment	23-Mar-2017 12:23	You		<span style="border: 2px solid blue; padding: 2px;">Edit</span>

Close

This will give you the ability to edit your comment. Once you are satisfied with the changes you have made, press the 'Save' button to save it. If you want to delete the comment altogether press the 'Delete' button.

### Update Comment

Question Title \*Justify placebo:

Comment

Delete
Cancel
Save

*Click 'Delete' to irrevocably delete your comment*

*Click 'Save' to save the edits to your comment*

### Form Comments

To make a comment about the whole application, click on the 'Form Comments' button on the Actions toolbar:

Work Area >

Actions ▾

← Previous	→ Next	↗ Navigate
📅 Timeline	🖨️ Print	📎 Documents
0 Panel Comments	0 Changes	0 Form Comments

*Click on 'Form Comments' to make a general comment (e.g., that relates to the entire application)*

**SECTION 1.0 - GENERAL INFORMATION**

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**1.0**

**1.0 \*Is this a resubmission in response to a request?**

Please Select...

This will bring up a pop-up window. Click '+ Add Comment'.



Type your comment into the text box and press 'save'.



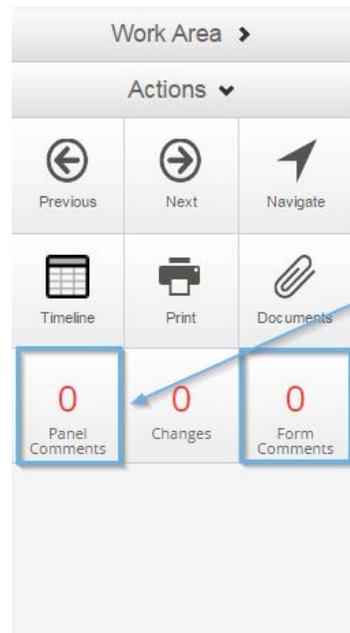
### Editing or Deleting Form Comments

Users can edit or delete their own form comments. To edit a form comment, click on the 'Form Comment' button in the Actions toolbar from within the application form or directly from the Timeline view. Click on the comment you wish to edit, and the comment will become editable. Once you are satisfied with the changes you have made, press the 'Save' button to save it. If you want to delete the comment altogether press the 'Delete' button.



## Reviewing comments made by others

To review a list of all the comments made by other reviewers, click on the 'Panel Comments' button (to see all comments related to a specific question) or the 'Form Comments' button (to see all comments related to the application as a whole) in the left hand Actions toolbar.



*The number displayed on the button tells you how many comments have been made on the application. Click the button to see a list (if there are a lot of comments, it can take a few seconds to load)*