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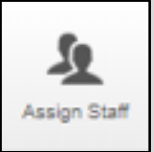
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Legend

- Some REB actions move applications from one status to another in the workflow (i.e., Application Complete).....



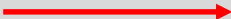
- Many REB actions do not change the status of applications but have other important functions (i.e., Assign Staff).....



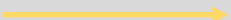
- Application advances to next status.....



- Application sent back to study team for changes (form unlocked).....



- Does not change the application status.....



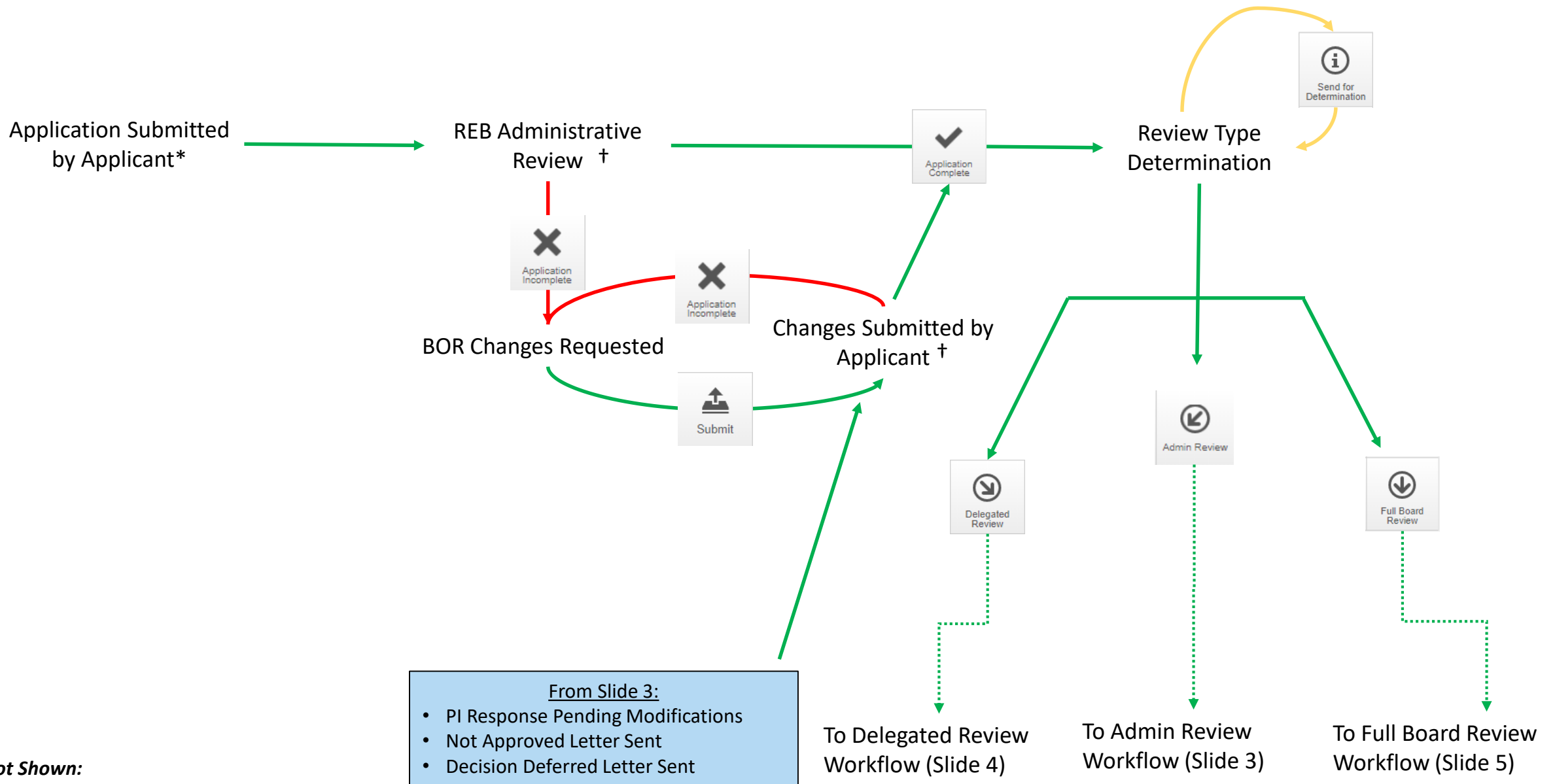
- Application re-submitted to REB.....



- Able to assign reviewers at status.....



Application Pre-Screening Workflow

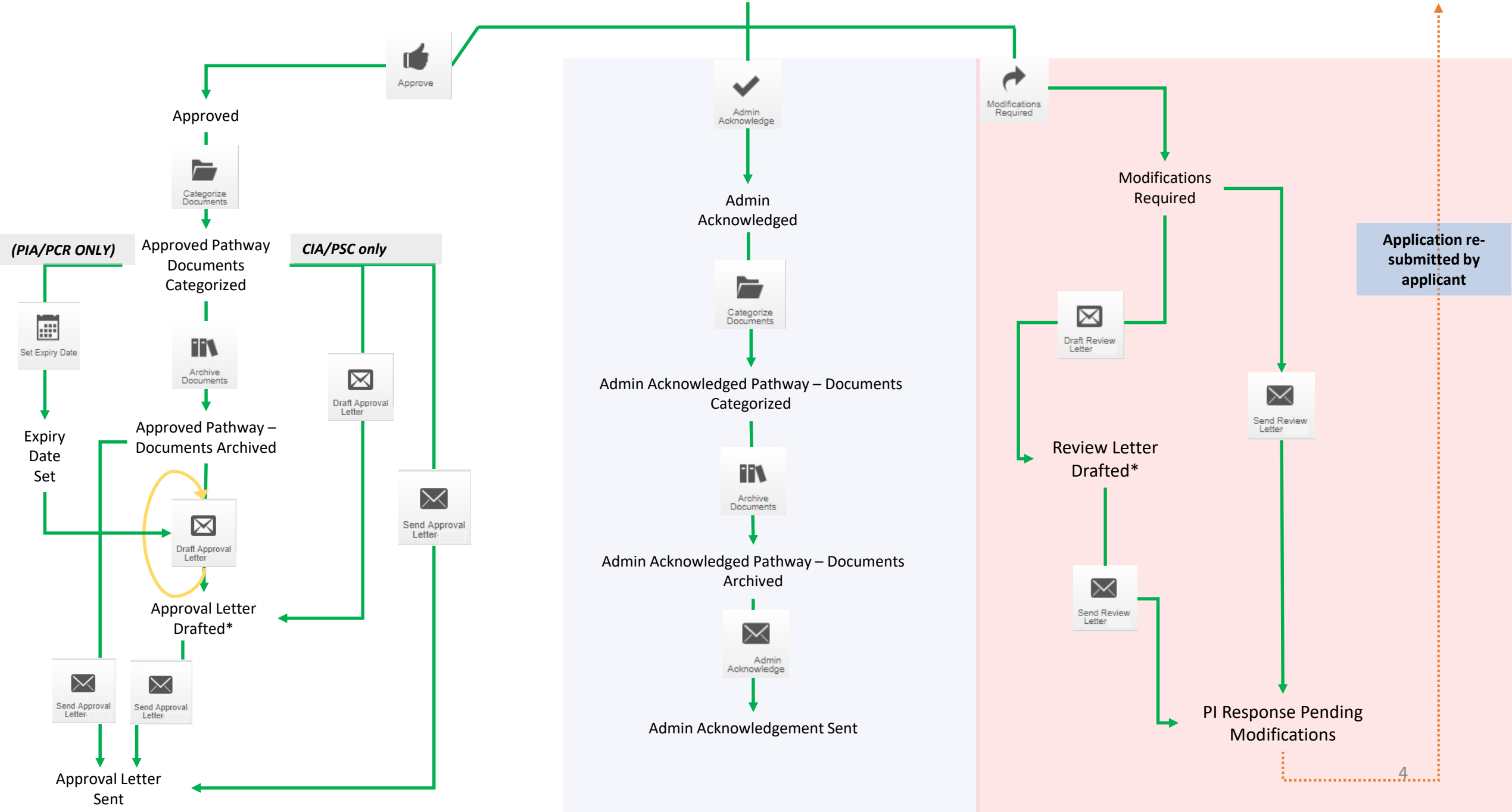


***Not Shown:**
 1. PIA/CIA screening by CTO
 2. REB Director/Manager Accepts study on behalf of BOR (PIA only)

Admin Review Workflow

Admin Review

To Changes Submitted by Applicant (Slide 2)



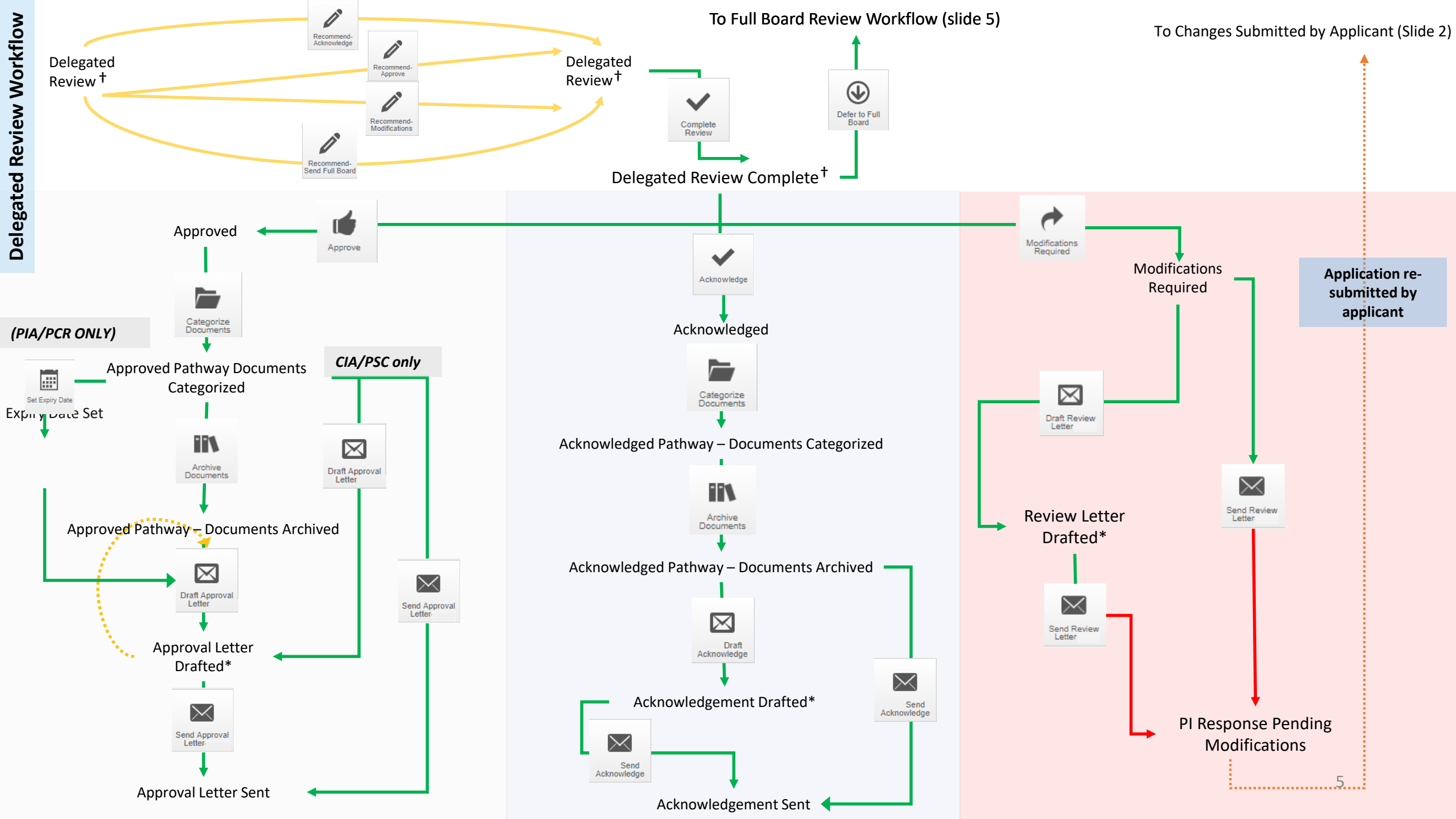
Delegated Review Workflow

To Full Board Review Workflow (slide 5)

To Changes Submitted by Applicant (Slide 2)

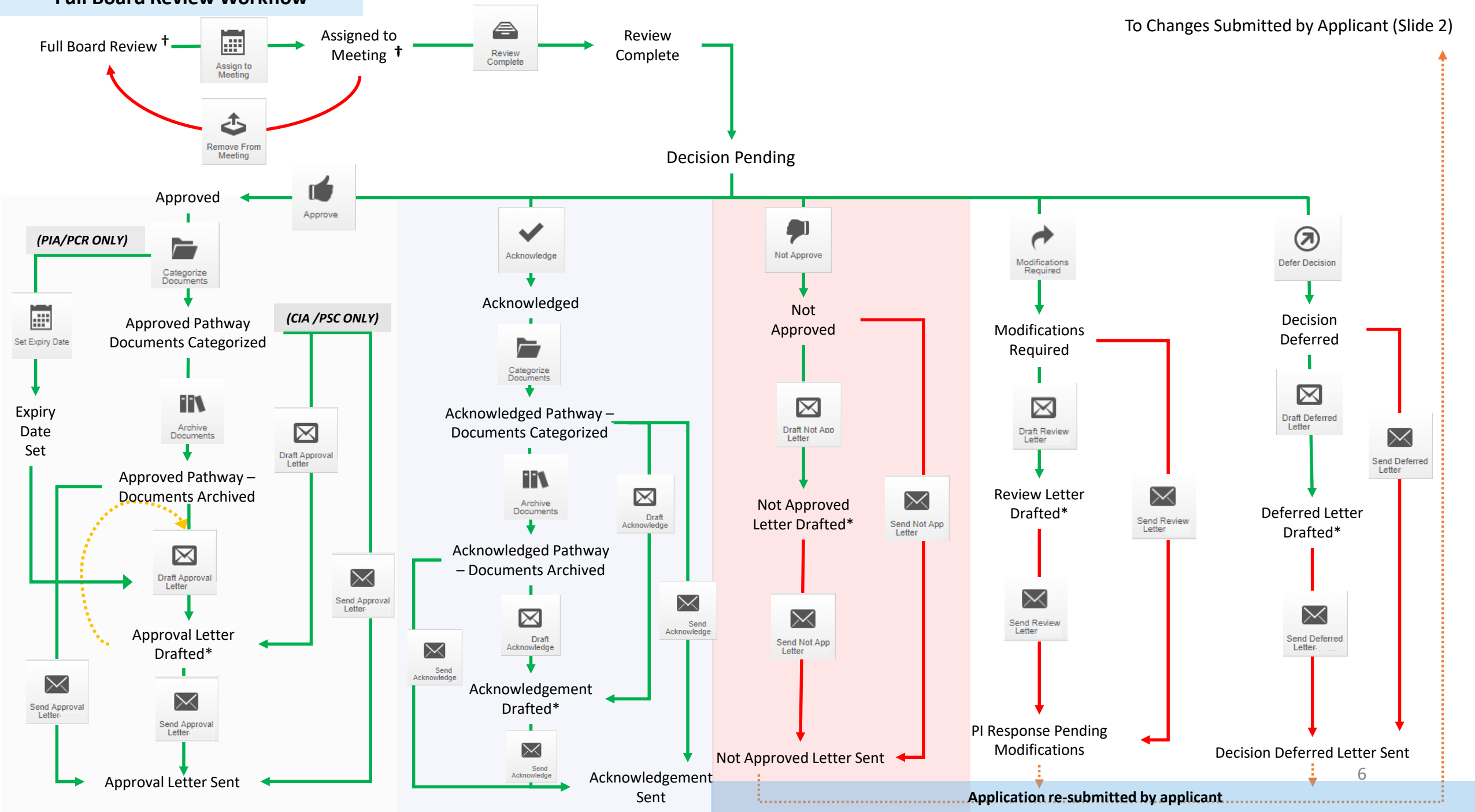
(PIA/PCR ONLY)

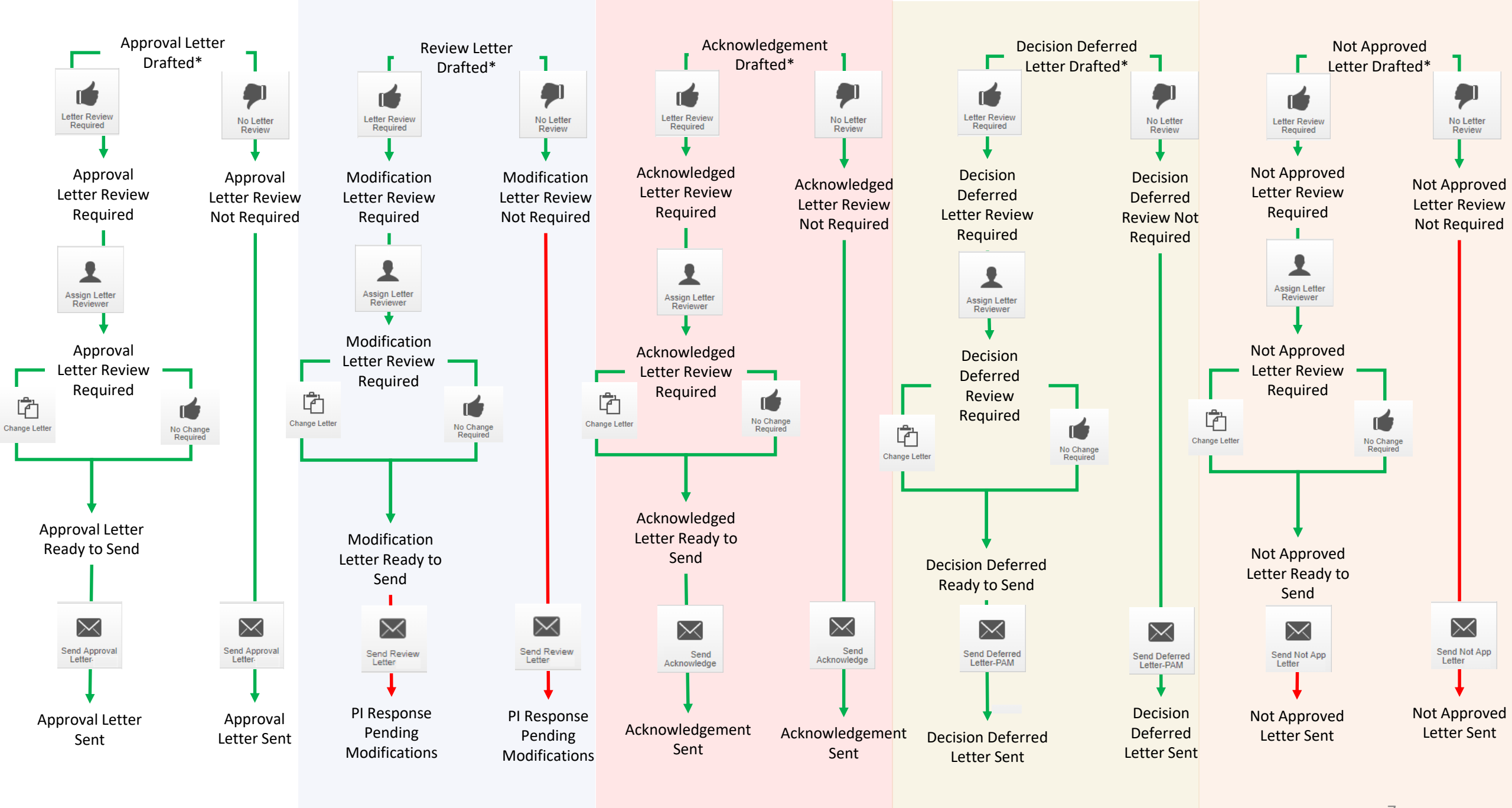
CIA/PSC only



Full Board Review Workflow

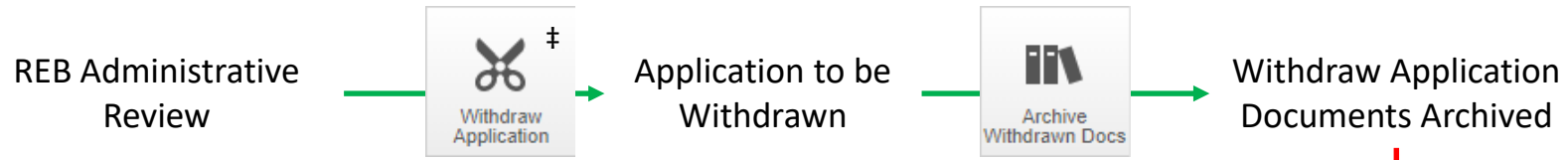
To Changes Submitted by Applicant (Slide 2)





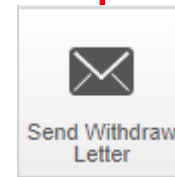
Letter Review Workflow (letter drafted)

Withdrawal Workflow

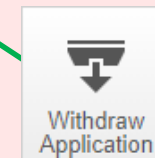


Note:

- The white section in the top half of the page represents the **Review Side** of CTO Stream
- The lower half in red represents the **Apply side** of CTO Stream



Pending PA/PI Withdrawal
(Application is back with applicant)



Application Withdrawn (must be completed by applicant)

‡ Action also available at Changes Submitted by Applicant, Delegated Review Full Board Review and Admin Review statuses

Work Area >		
Actions ▾		
1 2 Form Submissions	2 2 Project Submissions	3 0 Panel Comments
4 0 Form Comments	Assign Reviewers	5 Assign Staff
6 Register Conflict	7 Review Application	Application Complete
Application Incomplete*	Centre Summary Page	8 Note to File
Withdraw Application		

1. **Form Submissions** – number of submission versions of a single application
2. **Project Submissions** – number of applications submitted for the entire project
3. **Panel Comments** – number of panel comments on current submission
4. **Form Comments** – number of form comments made on current submissions
5. **Assign Staff** – Assign REB operations personnel to a submission or project
6. **Register Conflict** - allows the REB to restrict access to an application/study to anyone with a conflict of interest.
7. **Review Application** - will take user directly to the application form
8. **Note to File** – Allows REB users to create a submission-specific note to file for an application

Work Area >		
Actions ▾		
1 Form Submissions	5 Project Submissions	0 Panel Comments
0 Form Comments	Assign Staff	Register Conflict
Review Application	Send Approval Letter-PIA	Note to File
1 Provincial Summary Page	2 Provincial Suspend	3 Reinstate Prov. Approval
4 Terminate Provincial		

- 1. Provincial Summary Page** - can be used on any provincial submission to display project-level summary information such as: list of study contacts, current approved documents, full board meeting date of PIA, etc.)
- 2. Provincial Suspend** - the REB can suspend ethics approval for the entire study within CTO Stream; doing so will automatically update all centre statuses to “suspended” as well
- 3. Reinstate Prov. Approval** - once the matter that lead to a suspension has been resolved, ethics approval can be reinstated using this action (includes letter). Once letter is sent status for study will automatically return to “active”
- 4. Terminate Provincial** - study-wide ethics approval can be terminated by the REB of Record in CTO Stream; doing so will automatically update all centre statuses to “terminated” as well

Note: Actions 2-4 can only be used on the Provincial Initial Application (PIA) and only appears once the PIA has been approved

Work Area >		
Actions ▾		
2 Form Submissions	3 Project Submissions	0 Panel Comments
0 Form Comments	Assign Staff	Register Conflict
Review Application	Send Approval Letter-CIA	1 Centre Summary Page
2 Centre Suspend	Note to File	3 Reinstate Centre Approval
4 Terminate Centre		

- Centre Summary Page** – used on any centre submission to view information for that site (i.e., centre study contacts, current approved centre documents, etc.)
- Centre Suspend** – used to suspend ethics approval for specific site(s) via the Centre Initial Application (CIA). Once the letter is sent, the centre status will automatically update to “suspended”.
- Reinstate Centre Approval** – Used to reinstate ethics approval for a site. Once the letter is sent, the centre status will automatically update to “active”.
- Terminate Centre** – used to terminate centre ethics approval for a site. The research team is notified via email along with their institution representative.

Note: Actions 2-4 can only be used on CIAs and only appears once the CIA has been approved

Appendix A – Additional Notes

➤ General:

- i. Drafting REB letters is non-mandatory. REBs can elect to send letter directly without creating a draft
- ii. Once drafted, REB letters can go to letter review workflow on slide 6, (if applicable)
- iii. Yellow dotted arrow represents re-drafting the Approval Letter

➤ Letter Review workflow:

- i. Only the “assigned letter reviewer” can see the actions “Change Letter” or “No Change Required”

➤ Application Withdrawal workflow

- i. The white section in the top half of the page represents the Review Side of CTO Stream
- ii. The lower half in red represents the Apply side of CTO Stream