

CTO STREAM



Collaboration Features - Roles and Sharing

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Collaboration Features

CTO Stream supports collaboration through two different features:

- **Roles** – Provides ongoing access and permissions to users based on the role assigned. CTO has determined the access and permissions for each role, making collaboration easy and efficient;
- **Sharing** – Provides access and permission to a user on a single specific application form. The person sharing the form determines the level of access and permission when sharing access to a form.

When a project (study) is first created, only the project owner (the person who created the project) will be able to see it. The project owner will need to use the collaboration features to give [access](#) and [permissions](#) to other research team members. Once other users have permission (e.g., through their new role or when the form is shared), they can also use Collaborator Roles to set up other collaborators at their site.

Note: Collaboration is done through the “Roles” functionality; “Sharing” is only used in special circumstances. This manual provides details on both, as well as suggestions for specific groups of users.

Access

Access refers to what a user can see:

- **Provincial** – Users with provincial-level collaborator roles will automatically have access to provincial forms and all centre forms. These roles must be [given](#) on the Provincial Initial Application (PIA);
- **Centre** – Users with a centre-level collaborator role will automatically have access to application forms from that specific centre only. Users can be given centre roles for more than one centre (e.g., if a research coordinator is working on the application forms for more than one participating site, they would have a centre role for each of those sites). These roles must be [given](#) on the Centre Initial Application (CIA);
- **Single Form** – Through the [sharing](#) functionality, a user can be granted access to a single specific form.

Permission

Permission refers to what a user can do. In addition to form access, collaboration features also include different permissions:

- **Read** – Users can view the form/forms for which they have access;
- **Write** – Users can make changes to the form/forms for which they have access, including uploading documents;
- **Submit** – Users can press the “Submit” button on the form/forms for which they have access. This button only appears if the ‘Automatic Submission’ feature has been disabled for the application (automatic submission is enabled by default so that all forms automatically submit once the final required signature is applied to the form);
- **Share** – Users can [share](#) the form/forms for which they have access to other users;
- **Create all sub-forms** – Users can create sub-forms corresponding to the level of access. For example, a user with centre access can create any centre sub-forms (like a centre amendment, centre continuing review, etc.);
- **Receive notifications** – Users will receive notifications through the Notifications tile in their Work Area.

It is important to note that access and permissions are granted through collaborator roles only. Identifying a person in a form (e.g., inserting the Provincial Applicant details into the PIA) **does NOT grant access; the user must also be given a corresponding role.**

Roles

The “Roles” functionality is the most commonly used collaboration feature because it gives the user access and permissions for the entire study period. This means that, as new application forms are created, users with the appropriate role will automatically be given corresponding access and permissions to the newly created forms. Similarly, if a user is given a role later in the life of the study they will have access and permissions to currently existing forms and all previous forms based on their role.

Users can usually only give the same or less access or permission as they hold on a study. For example, a user with “Centre Study Staff” role can’t give someone else a “Provincial Study Staff” role. Similarly, a user who has been given access through the “Share” feature cannot give another user a role. The exceptions to this are the “read only” study staff roles – an individual with “provincial study staff (read only)” role can give another user the “Provincial study staff” role – and the Institution Representative role, who can provide “Centre Study Staff” roles to other users at their site. [Appendix 1](#) provides additional details on this.

Roles refer only to the level of access and permission needed within CTO Stream. This is not a delegation of duties log, and the titles of the roles in CTO Stream may not correspond to those used for a given study. Each research team needs to ensure that they are documenting any assigned duties via an appropriate mechanism.

Roles can be updated in real time and should be maintained throughout the course of the study. When a member of the research team leaves the project, their collaborator role **MUST** be removed.

Giving a User a Role

To set-up provincial roles select the PIA form from the project tree (*Figure 1.0*). To set-up centre roles select the appropriate CIA form from the project tree.

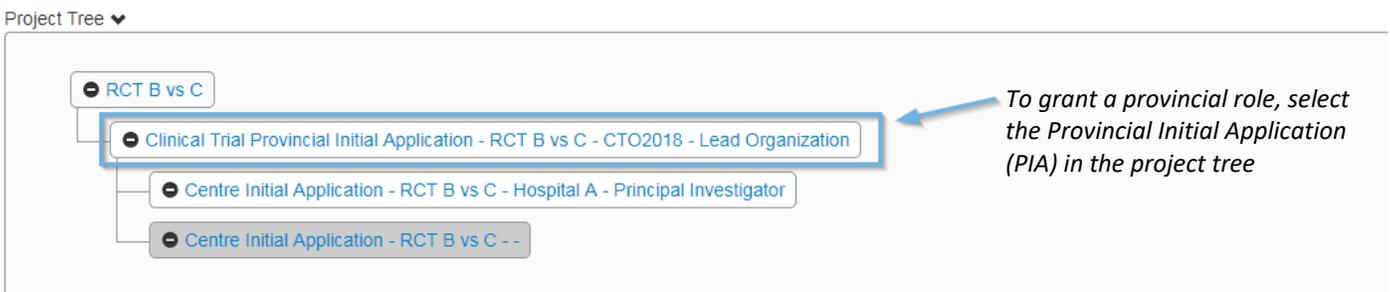


Figure 1.0

Once in the correct application (e.g., PIA for Provincial roles, or the corresponding CIA for Centre roles), click 'Roles' in the Actions Menu.

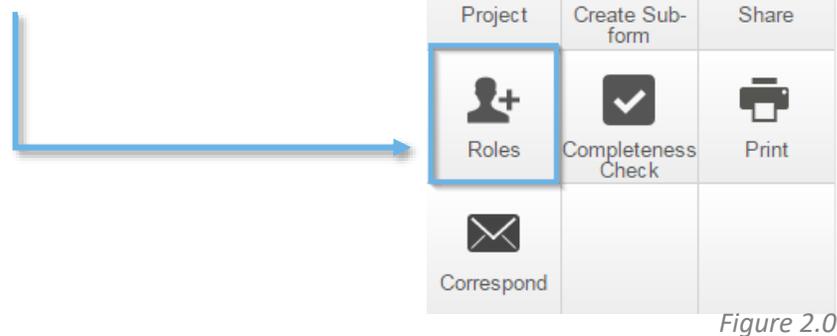


Figure 2.0

From here, you will be presented with a dialog box where you can enter the individual's email address and select a role from the drop-down list (Figure 3.0). The available roles will correspond to the form you currently have selected in the project tree. If the email entered does not match a user in the system, you will receive an error message. You can then invite this individual to register for an account, or you can also separately (outside of CTO Stream) request that this individual to contact CTO to get an account.

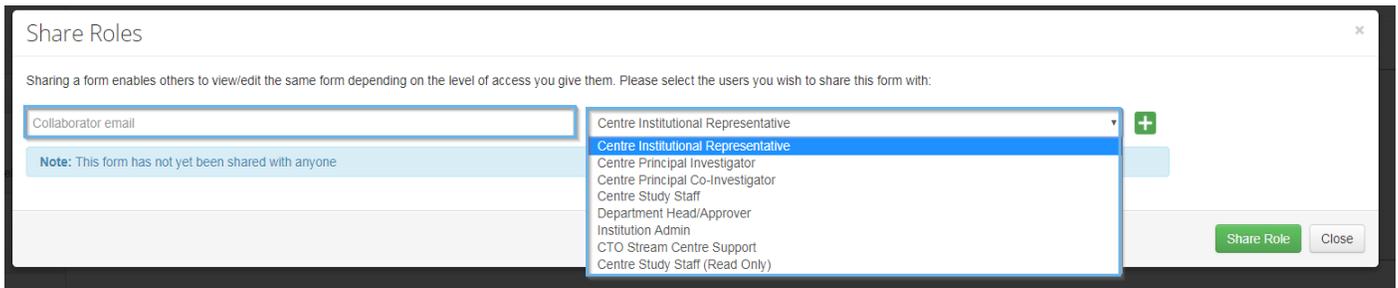


Figure 3.0

The user being given a role **must** have a CTO Stream account, otherwise a message in red will appear, "User does not exist on the system". Pressing the green "Invite" button (Figure 4.0) on this page will send this user an email from donotreply@infonetica.net with a link to register for a CTO Stream account.

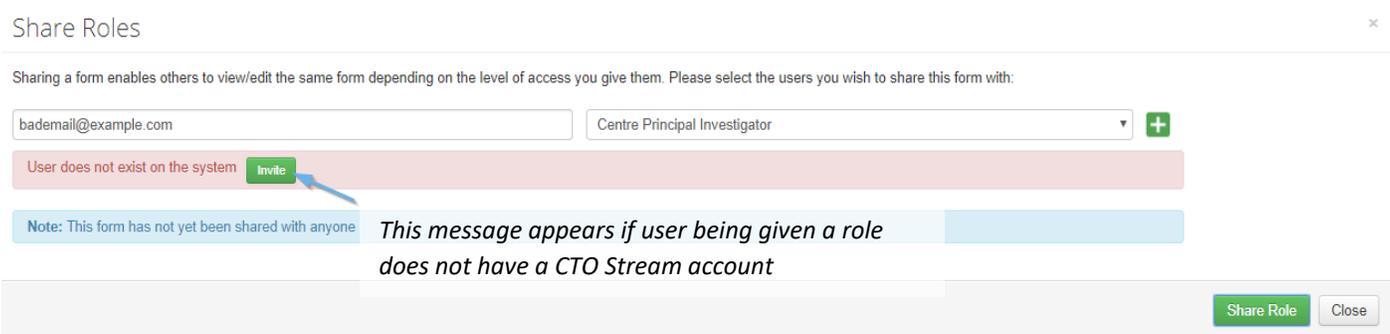


Figure 4.0

[Appendix 1](#) provides a list of roles currently available in CTO Stream.

Removing a User's Role

Access to a study or form can be removed at any time by a user with a role on that study/form. This is done from the Actions Menu. To find any collaborator on a project, select the PIA in the project tree.

Click 'Roles' in the Actions Menu (screenshot below).

The screenshot shows the CTO Stream interface. On the left is a navigation sidebar with a 'Work Area' dropdown and buttons for Home, Notifications, Project, Create Form, Create Sub-form, Share, Roles (highlighted with a blue box and an arrow), and Correspond. The main area is titled 'A vs B' and contains a 'Project Tree' dropdown. The tree shows a hierarchy starting with 'A vs B', followed by 'Provincial Initial Application - A vs B - CTO010101 - PA Organization', which is highlighted in grey. Below this are several 'Centre Initial Application' items. At the bottom, there is a table with two columns: 'Form Status' and 'Review Reference'.

Form Status	Review Reference
Approval Letter Sent	0892-PIA-1

Click 'Roles' with the PIA highlighted in the project tree

Figure 5.0

This will bring up a list of all collaborators on the form and show the roles they currently have. From here, there are two options (users may see only one option, depending on their access level):

- **Remove** – If a user has more than one role on a study (for example, if a user was accidentally given two different roles), the 'Remove' button is used to remove one role;
- **Remove all permissions** – this will remove all roles on the study, effectively eliminating the user's access to the entire study (if a form has been [shared](#) with the user they will still have access through the share permission). This is the best option for individuals who are no longer part of the study team.

You can see who has access to a form/study at any time by [viewing the collaborators](#).

Removing user access to multiple studies/removing access to CTO Stream

In some cases, there may be a need to remove an individual's access to multiple studies/entirely remove their access to CTO Stream. While access to individual studies can be managed via the process above, we encourage institutions to contact CTO; we can help identify studies that an individual has access to and ensure access to all studies is removed if needed.

Who Gets What Role?

[Appendix 1](#) outlines the specific roles that are available, but CTO has some tips that might be helpful.

A) Sponsors and CROs:

If members of the Sponsor or CRO team will be entering data or making changes to the forms, requesting signatures from investigators, or want to receive notifications and emails they should be given the “Sponsor/CRO Full Access” role.

If the Sponsor or CRO will only be viewing the applications (e.g., for remote monitoring), they can be given the “Sponsor/CRO Read Only” role. These users will not receive notifications or emails and will not be able to make any

Note: These individuals will not receive any notifications or emails unless they are given the “Sponsor/CRO Full Access” role, even if their email is included in the REB application form as Main CRO Contact or Main Sponsor Contact.

changes to the applications.

B) Provincial Applicant and Provincial Co-Applicant

Although the Provincial Applicant will be able to view the PIA when they are asked to electronically sign the form (prior to submission), they need to be given the role of “Provincial Applicant” to ensure ongoing access and emails. They will not be able to see the study until this happens, even if they have been identified within the form as the Provincial Applicant.

Provincial Co-Applicants can also be given a role on the study. This is optional but can be useful if the Co-Applicant(s) want to view application forms, make changes, and receive emails and notifications.

Although the application forms within CTO Stream only allow for a single individual to be identified as the Provincial Applicant or Provincial Co-Applicant, there is no limit on how many users can be given these roles as collaborators.

C) Provincial Study Team:

In general, each Provincial research team will have at least one main user who completes the forms, answers questions from the REB, and wants to receive emails and notifications when the REB sends letters through the system. This person is typically given the “Provincial Study Staff” role. CTO strongly recommends that another individual also have this role for back-up purposes. There are no limits on how many times this role can be given, and users do not have to be formally affiliated with the Provincial Applicant centre in order to be given this role.

Other members of the provincial team may need to access to view approved documents, but do not want to receive notifications and emails or make changes to applications. These individuals can be given the “Provincial Study Staff (Read only)” role.

D) Centre Principal Investigator and Centre Co-Investigators

Although the Centre Principal Investigator will be able to view the CIA when asked to electronically sign the form (prior to submission), they need to be given the role of “Centre Principal Investigator” to ensure ongoing access. They will not be able to see the study until this happens, even if they have been identified within the form.

Access and permissions can also be granted to Co-Investigators by giving them the “Centre Co-Investigator” role. Individuals with this role can view, make changes, and receive emails and notifications for example. This is optional and can be used based on each individual Co-Investigator(s) preference. Although only a single Principal Investigator

and Centre Co-Investigator can be identified within each CIA form, multiple individuals can be granted this role for the purposes of collaboration.

E) Site Study Teams

As with provincial research teams, site teams will have at least one main user who completes centre forms, answers questions from the REB, and receives notifications and emails from CTO Stream. This person is usually given the “Centre Study Staff” role. We strongly recommend that at least one other individual have the same role for back-up purposes. There are no limits on how many times the role can be given, and users do not have to be formally affiliated with the site in order to be given this role.

Other members of the study team that only need access to view approved documents but do not want to receive emails and notifications or make changes to applications can be given “Centre Study Staff (Read Only)” role.

F) Institutional Representatives and Institutional Admin

Each participating site has an administrative document called the SRERS Administration Form. This form outlines other users at each participating site that need access to each study for research administration purposes. These users are often given the “Provincial Institutional Representative”, “Centre Institutional Representative” or “Institutional Admin” collaborator roles.

Some sites require collaboration with other members of the research administration team. These will be identified on the SRERS Administration form, which also indicates the role that should be given; these roles are automatically given when the CIA for that site is created.

Sharing

Sharing is another collaboration feature and is best when another user only needs access to a specific application form. For example, if you want the study statistician to review the PIA before it is submitted, you could share this form with them.

Note: The “Share” feature gives access only to the one specific application form application in the project.

The screenshot shows the CTO Stream interface. On the left is a sidebar with a 'Work Area' dropdown, a 'Home' button with a notification count of 20, and an 'Actions' menu containing 'Project', 'Create Sub-form', 'Share' (highlighted with a blue box and an arrow), 'Roles', and 'Print'. Below the sidebar is a 'Correspond' button. The main content area is titled 'RCT X vs Y' and contains a 'Project Tree' dropdown showing a hierarchical list of forms: 'RCT X vs Y', 'Clinical Trial Provincial Initial Application - RCT X vs Y - COOL8716 - Hospital A', 'Centre Initial Application - RCT X vs Y - Hospital A - Doe', 'Centre Initial Application - RCT X vs Y - Hospital B Research Institute - Mouse', and 'Provincial Amendment Form - Protocol Amendment 1.0 - Protocol Amendment 1.0'. Below the project tree is a table with columns for 'Form Status', 'Review Reference', and 'Date Modified'.

Form Status	Review Reference	Date Modified
Approval Letter Sent	1802-PIA-Apr2019-21188	25/Apr/2019 15:03

The ‘Share’ button should only be used in special circumstances

Figure 6.0

Type in the email address of the person you want to share the form with and identify what type of [permissions](#) the recipient should have by clicking the appropriate checkboxes (*Figure 7.0*). You can share with multiple users at once by clicking the green '+' button. Once finished click the green 'Share' button to complete the action.

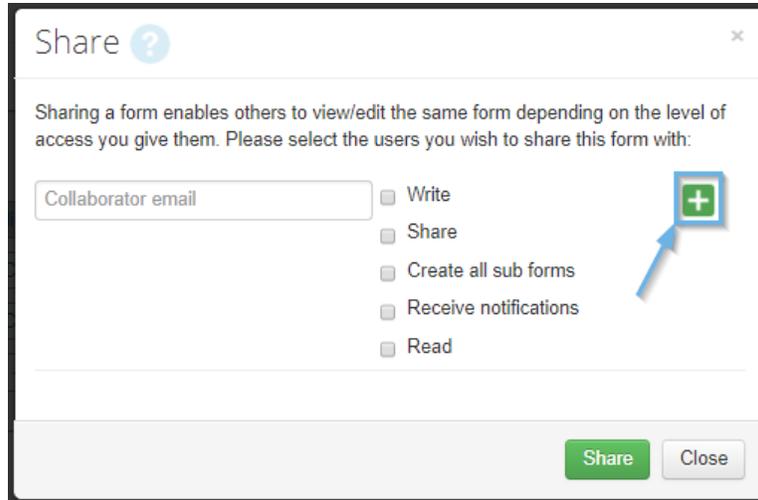


Figure 7.0

Viewing Collaborators

CTO Stream keeps an up-to-date list of all collaborators for every form that exists in each project. This list can be accessed by pressing the 'Collaborators' button (*Figure 7.0*) while inside a section of the application, or via the Collaborators tab with the form highlighted in the project tree. The collaborators list is the only place that displays the Project Owner and Form Owner for a specific application.

Option 1: Collaborators Action button

Users can easily view collaborators while working on a form by selecting the "Collaborators" button on the Actions menu.

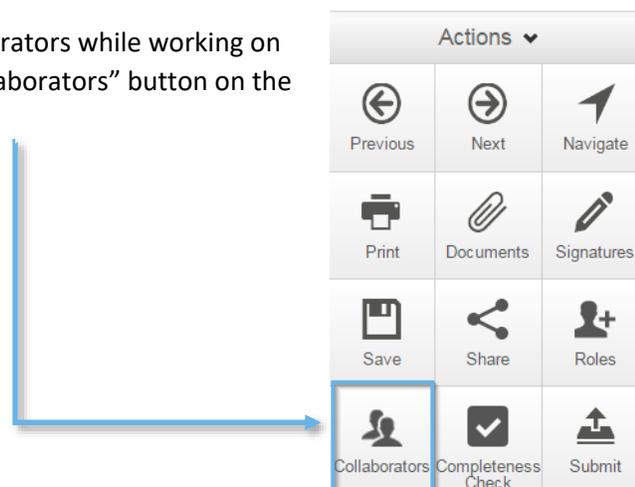


Figure 7.0

Option 2: Collaborators tab

Alternately, users can view collaborators from the main project screen by clicking on the collaborators tab (Figure 7.0).

RCT X vs Y

Project Tree ▼

- RCT X vs Y
 - Clinical Trial Provincial Initial Application - RCT X vs Y - COOL8716 - Hospital A
 - Centre Initial Application - RCT X vs Y - Hospital A - Doe
 - Centre Initial Application - RCT X vs Y - Hospital B Research Institute - Mouse
 - Provincial Amendment Form - Protocol Amendment 1.0 - Protocol Amendment 1.0

Form Status	Review Reference	Date Modified
Approval Letter Sent	1802-PIA-April2019-21188	25/Apr/2019 15:03

Navigation Documents Signatures **Collaborators** Submissions Correspondence Centre History

Collaborators

Name	Access	Edit Permissions
Mr. Scott Tomlinson	Project Owner and Form Owner	Edit Permissions
Mr. Craig Proulx	Read, Write, Share, Create all sub forms, Receive notifications	Edit Permissions
Ms. Ranuka Srinivasan	Read, Write, Share, Create all sub forms, Receive notifications	Edit Permissions
Ms. Lynn Nowoselski	Read, Write, Share, Create all sub forms, Receive notifications	Edit Permissions
Dr. Provincial Applicant	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions

Figure 8.0

Remember: If a user is not listed in the collaborators list, they do not have access to the form.

Identifying a person (e.g., Provincial Applicant, Centre Principal Investigator) within the application form DOES NOT automatically give them a role on the study.

Appendix 1 – Collaborator Roles in CTO Stream

Role	Provincial or Centre Role?	Permissions on Provincial Applications	Permissions on Centre Applications	Can grant the following roles:
Provincial Applicant	Provincial	<ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	All Centres: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	<ul style="list-style-type: none"> • Provincial Applicant • Provincial Co-Applicant • Provincial Study Staff • Provincial Study Staff (read only) • Centre Institutional Representative • Provincial Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver • Sponsor/CRO Full Access • Sponsor/CRO Read Access
Provincial Co-Applicant	Provincial	<ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	All Centres: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	<ul style="list-style-type: none"> • Provincial Applicant • Provincial Co-Applicant • Provincial Study Staff • Provincial Study Staff (read only) • Centre Institutional Representative • Provincial Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver • Sponsor/CRO Full Access • Sponsor/CRO Read Access

Role	Provincial or Centre Role?	Permissions on Provincial Applications	Permissions on Centre Applications	Can grant the following roles:
Provincial Study Staff	Provincial	<ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	All Centres: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive notifications • Receive emails* 	<ul style="list-style-type: none"> • Provincial Applicant • Provincial Co-Applicant • Provincial Study Staff • Provincial Study Staff (read only) • Centre Institutional Representative • Provincial Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver • Sponsor/CRO Full Access • Sponsor/CRO Read Access
Provincial Study Staff (read only)	Provincial	<ul style="list-style-type: none"> • Read • Share 	All Centres: <ul style="list-style-type: none"> • Read 	<ul style="list-style-type: none"> • Provincial Study Staff (read-only)
Centre Institutional Representative	Centre	<ul style="list-style-type: none"> • Read • Receive Notifications 	Centre-specific: <ul style="list-style-type: none"> • Read • Write • Share • Receive Notifications • Receive emails* 	<ul style="list-style-type: none"> • Centre Institutional Representatives • Institutional Admin • Centre Study Staff • Centre Study Staff (read only)
Provincial Institutional Representative	Provincial	<ul style="list-style-type: none"> • Read • Receive Notifications 	None	<ul style="list-style-type: none"> • Provincial Institutional Representative
Centre Principal Investigator	Centre	<ul style="list-style-type: none"> • Read • Receive Notifications • Receive emails † 	Centre-specific: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive Notifications • Receive emails* 	<ul style="list-style-type: none"> • Centre Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver

Role	Provincial or Centre Role?	Permissions on Provincial Applications	Permissions on Centre Applications	Can grant the following roles:
Centre Principal Co-Investigator	Centre	<ul style="list-style-type: none"> • Read • Receive Notifications • Receive emails[†] 	Centre-specific: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive Notifications • Receive emails* 	<ul style="list-style-type: none"> • Centre Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver
Centre Study Staff	Centre	<ul style="list-style-type: none"> • Read • Receive Notifications • Receive emails[†] 	Centre-specific: <ul style="list-style-type: none"> • Read • Write • Submit • Share • Create all sub-forms • Receive Notifications • Receive emails* 	<ul style="list-style-type: none"> • Centre Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver
Centre Study Staff (read only)	Centre	<ul style="list-style-type: none"> • Read 	Centre Specific: <ul style="list-style-type: none"> • Read 	<ul style="list-style-type: none"> • Centre Study Staff (read-only)
Department Head/Approver	Centre	<ul style="list-style-type: none"> • Read 	Centre Specific: <ul style="list-style-type: none"> • Read • Receive Notifications 	<ul style="list-style-type: none"> • Department Head/Approver
Institutional Admin	Centre	<ul style="list-style-type: none"> • Read • Receive Notifications 	Centre Specific: <ul style="list-style-type: none"> • Read • Share • Receive Notifications 	<ul style="list-style-type: none"> • Institutional Admin

Role	Provincial or Centre Role?	Permissions on Provincial Applications	Permissions on Centre Applications	Can grant the following roles:
Sponsor/CRO Full Access	Provincial	<ul style="list-style-type: none"> • Read • Write • Share • Create all sub-forms • Receive notifications • Receive emails* 	All Centres: <ul style="list-style-type: none"> • Read • Write • Share • Create all sub-forms • Receive notifications • Receive emails* 	<ul style="list-style-type: none"> • Provincial Applicant • Provincial Co-Applicant • Provincial Study Staff • Provincial Study Staff (read only) • Centre Institutional Representative • Provincial Institutional Representative • Centre Principal Investigator • Centre Co-Investigator • Centre Study Staff • Centre Study Staff (read only) • Department Head/Approver • Sponsor/CRO Full Access • Sponsor/CRO Read Access
Sponsor/CRO Read Access	Provincial	<ul style="list-style-type: none"> • Read • Share 	All Centres: <ul style="list-style-type: none"> • Read 	<ul style="list-style-type: none"> • Sponsor/CRO Read Access

* Provincial collaborators receive email notifications for all provincial submissions. They also receive an email whenever the continuing ethics review submission for a site is approved. Or when a participating site is sent continuing ethics review reminders, expiry notices or ethics approval suspension/termination notices.

† Centre collaborators receive email notifications for any application submitted from their site. They also receive notifications via email whenever a Provincial Amendment (PAM), Provincial Continuing Review (PSC) or Provincial Reportable Event (PRE) is submitted or whenever an REB letter is sent regarding a Provincial Application for the project.