

## Notification of Update to CTO Stream – Re-submittable Reportable Events

CTO is pleased to announce a new feature which allows an existing Provincial or Centre Reportable Event form to be updated with new information and re-submitted to the REB.

Currently, applicants must create and submit a new reportable event form any time they wish to revise/update a previously submitted reportable event. With this new feature applicants will be able to unlock and edit the original reportable event form which has previously been approved/acknowledged by the REB. Sign-off from the appropriate signatory will be required before the revised form can be re-submitted to the REB for review.

### **What does this mean for REBs?**

When REBs receive an updated Reportable Event form it will look like a resubmission of the form. As such, updates to the form will be tracked and visible to REB staff reviewing the form through the 'Changes' button as per usual. REBs will receive updated information pertaining to a specific reportable event on a single form and REB staff will be able to review and issue a new review letter any time a form is re-submitted.

REB staff will be able to issue a new acknowledgement/approval letter for the updated reportable event submission. At the 'Categorize Documents' step, any document previously attached to the application will be visible in the list of documents. Any document the REB staff does not want to appear in the "new" letter, can be simply marked as 'Received (pending)' and archived in the subsequent 'Archive Documents' step.

## Notification of Update to CTO Stream – Review Tiles

This update also includes changes to the application-specific information contained within some Review tiles in the system. The addition of 'application type' to the review tiles will allow users to sort/filter the applications within these tiles by application type.

1) Application type will be added to the following Review Tiles:

- ✓ For my Review
- ✓ My Studies
- ✓ Select Review Type
- ✓ Closed Studies
- ✓ REB Submissions
- ✓ Assign Review Type
- ✓ Post Decision Steps
- ✓ Drafted Letters
- ✓ Changes Submitted
- ✓ Assign to Meeting
- ✓ Full Board Review
- ✓ Full Board Decision
- ✓ Changes Requested

- ✓ Delegated Review
- ✓ All Applications

2) Provincial Applicant First Name, Last Name will be removed from the 'All Projects' Review Tile.

3) Principal Investigator First Name, Last Name will be removed from the 'All CIAs' Review Tile.

**This new feature will be live in CTO Stream on December 13, 2018.**

The Quick Guide for Applicants will be posted on the CTO website and in the CTO Stream Help Menu on the Apply side.

Please share this message with your REB staff/members as required and feel free to contact us with any questions or feedback.



Clinical Trials Ontario  
Helpdesk | [streamline@ctontario.ca](mailto:streamline@ctontario.ca) | 1-877-715-2700