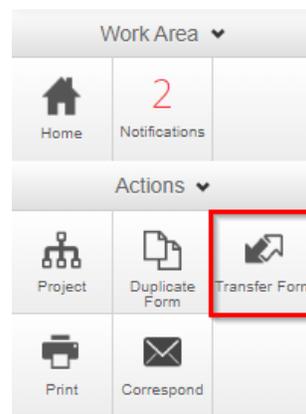


CTO Stream Update to ERM V2.1.2.0 - 2.1.5.0

CTO is pleased to announce the next CTO Stream update will be carried out next week between Wednesday August 14th and Thursday August 15th. The features included with this release are described below:

To: All Applicants Submitting Ethics Applications Through CTO Stream

1. Ability to Transfer Sub-forms



Users will have the ability to transfer sub-forms independently from a project. When performing this action the new form owner will inherit the permissions associated with this form and will be listed as the new form owner in the collaborators tab.

What is a form owner?

When a user creates a sub-form for a project they become the 'Form Owner' for that specific application form.

Who can transfer a form?

The Form Owner or the Project Owner

Which forms can be transferred?

Any form except the Provincial Initial Application can be transferred.

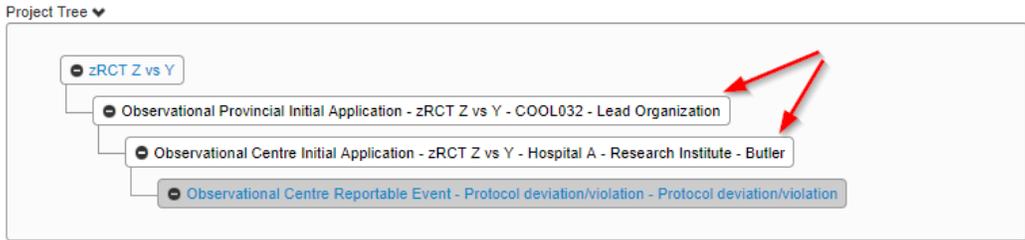
Why would I transfer a form?

If the original form owner was leaving the project and no longer wanted to receive email notifications regarding the study.

Important:
Do not transfer a form to a user who does not already have a role on the project. Otherwise the user receiving the transfer will only have access to the transferred form but no other forms in the project.

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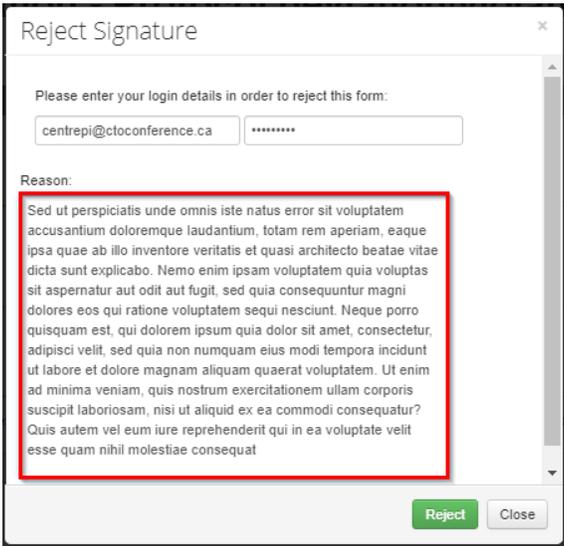
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2. Rejecting Signatures

When rejecting a signature request, the textbox to input the reason for rejecting the signature will now automatically resize whilst the user types their comments. Previously, when the rejection message became sufficiently large, it was not possible to view all of the text at once without scrolling.

Reminder: There is an 800 character limit (including spaces).



3. Ability to set a CTO Stream user account as 'unavailable'

The screenshot shows a web dialog box titled "Request a signature". At the top, a red banner displays the error message: "User applicant@ctoconference.ca is unavailable". Below the banner, the dialog has a close button (X) in the top right corner. The main content area includes the instruction "Enter the email address of the person you want to sign this form" followed by a text input field containing "applicant@ctoconference.ca". Below this is another input field with the placeholder text "Enter a message (Optional, max 800 characters)". A yellow warning box contains the text: "Warning! Once all the signatures are signed, the form will be automatically submitted." At the bottom right of the dialog are two buttons: "Request" (in blue) and "Close" (in grey).

Users now can set their own CTO Stream account to 'unavailable'. During the period in which a user is unavailable, they can no longer do the following:

- be the recipient of a project transfer
- be the recipient of a form transfer
- be the recipient of a signature request
- User cannot be given a role

For example, a Principal Investigator can set their account to 'unavailable' while on vacation. If a user requests a signature from this PI while their account is set to 'unavailable', a red message will appear on the screen, letting the person requesting the signature know that the Principal Investigator is unavailable and that they should request a signature from a delegate instead.

4. Allowing names with an apostrophe in email addresses

CTO Stream account emails/usernames can now accommodate apostrophes. . If your email address contains an apostrophe and you would like to have your CTO Stream email/username changed please contact streamline@ctontario.ca.

Learn More:

QuickGuides containing more detailed information about how to use these new features are available in the Webinars and Training section of the CTO website:

<https://www.ctontario.ca/cto-programs/streamlined-research-ethics-review/webinars-and-training/>