

## Important Notice – Use of CTO Informed Consent Form Template for Studies Submitted Through CTO Stream<sup>1</sup>

### To: All Applicants Submitting Ethics Applications Through CTO Stream

The CTO Informed Consent Form (ICF) templates were developed to support harmonization and the efficient review of studies submitted through CTO Stream. The templates have been accepted by all CTO Qualified REBs who review studies through CTO Stream.

**As of May 1<sup>st</sup>, studies submitted through CTO Stream must use the applicable CTO ICF template when creating a Provincial ICF template for the study.**

### \*NEW SCREENING PROCESS FOR INFORMED CONSENT FORMS EFFECTIVE MAY 1<sup>ST</sup>\*

When a new provincial application is submitted, CTO will review the main study ICF to ensure it follows the structure and format of the CTO ICF template. If the ICF does not match the CTO template, the application will be screened as incomplete by CTO and returned to the applicant.

As always, the full, ethical review of the ICF and application will be conducted by the REB of Record after the application is successfully screened.

### What should I do if my application is returned?

Applicants will receive an email notification whenever revisions are required. The screening letter (located in the History tab of the application) will outline the reasons the application did not pass screening and any revisions required. **Feedback provided by CTO on the ICF template is not the result of a REB review.**

**The application and/or main study ICF will need to be revised accordingly and the application resubmitted before it can be re-screened and assigned to a CTO Qualified REB.**

### Sponsors

CTO is ready to assist sponsors who may need global head office approval to use the CTO ICF template. Please contact CTO if you have any questions.

### Resources

- CTO Informed Consent Form Templates – Available on the [CTO Website](#)
- Quick Guide / Request for Changes from CTO - Available on the CTO website (Under [Webinars and Training](#)) and in the CTO Stream Help Menu when you log in at [apply.ctostream.ca](http://apply.ctostream.ca)

Please share this message with team members and sponsors as required and feel free to contact us with any questions or feedback.

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<sup>1</sup> This notice is not applicable to studies submitted to and reviewed by the Ontario Cancer Research Ethics Board (OCREB). Studies reviewed by OCREB must continue to use the OCREB ICF template available through the OCREB website.

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