

## QuickGuide: Sending Correspondence (Research Teams)

The correspondence feature facilitates communication between the research team and the REB of Record. For communication between members of the research team, please use the comments features.

To send a correspondence message to the REB of Record:

1. Login to CTO Stream [here](#).
2. Select a Project from the list of Projects list in your Work Area.
3. Once in the project, select the specific application that you want to send a correspondence message regarding from the project tree (**Figure 1.0 - #1**).
4. There are two ways to generate a new correspondence message. Either click the 'Correspond' button in the Actions Menu on the left-hand side of the page (**Figure 1.0 - #2**), or press '+ New Correspondence' under the Correspondence tab (**Figure 1.0 - #3**).

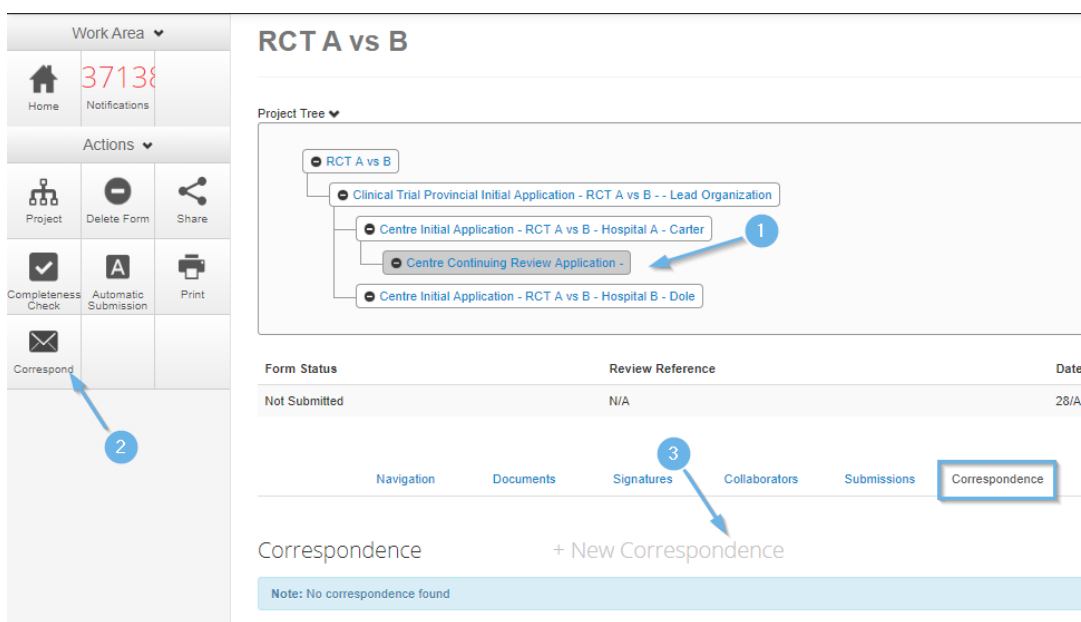


Figure 1.0

**If your message is not application-specific, you can select the Provincial Initial Application (study-wide correspondence) or the applicable Centre Initial Application (centre-specific correspondence) to send your message.**

5. Enter your message into the pop-up window and upload any documents, if applicable (**Figure 2.0 - #1**). When done press 'Send' (**Figure 2.0 - #2**).



Figure 2.0

6. A green bar at the top of the screen with a message to verify that your Correspondence message was successful.

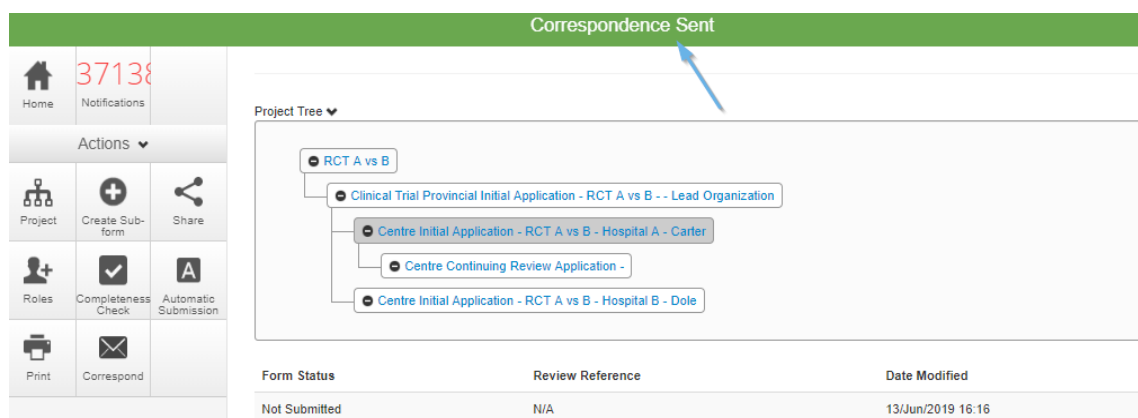


Figure 3.0

Questions?  
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