

## QuickGuide: How to Find an Approval Letter

To find an approval letter (this process is the same any type of REB letters):

1. **Log in to CTO Stream** and select a project from the Projects list in your Work Area.
2. **Select the application in the project tree** that you want to view the REB letter for. The form will become highlighted in grey (**Figure 1.0 - #1**).
3. **Click on the History tab** (**Figure 1.0 - #2**)
4. Find the approval notification in the form history and click 'Download' to download the letter in .pdf format. (*Tip: Search for "Approved" in the search bar to narrow down your search results*)
5. If you are using Google Chrome, the letter will open directly in your webpage in the built-in .pdf browser. If you are using a different browser, the downloaded letter will be in your Downloads folder (or the folder you have your browser configured to save downloads). You will then need to locate the downloaded pdf in your downloads folder and open with your computer's .pdf viewer (i.e., Adobe Reader).

**RCT X vs Y** 1802

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-Apr/2019-21188	25/Apr/2019 15:03

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

Form History

4 Search history...

Date	User	Description	Attachment
06/Apr/2019 1:58 PM	Review user	Form status changed from Decision Pending to Approval Letter Sent	Download
06/Apr/2019 1:58 PM	Review user	Notification received: Provincial Initial Application (PIA) has been approved (see letter).	Download
06/Apr/2019 1:58 PM	Review user	Form status changed from Decision Pending to Decision Pending	Download
06/Apr/2019 1:57 PM	Review user	Form status changed from Decision Pending to Decision Pending	Download

Figure 1.0

This same process can be used to find any type of REB letter for any type of application form.

Questions?  
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