

## QuickGuide: How to Respond to a Request for Modifications from CTO

CTO screens Provincial Initial Applications (PIA) and Centre Initial Applications (CIA) prior to sending to the REB of Record. If changes are requested, the form status will become “CTO Revisions Required” (PIA) or “CTO Revisions Requested” (CIA). The list of requested modifications can be found in the screening letter under the History tab for the application.

### To re-submit your application to CTO:

- Change the answer to question 1.0 (“\*Is this a resubmission in response to a request from CTO or the Research Ethics Board to make changes to your application?\*) from “No” to “Yes”, unless the CTO screening letter instructs you otherwise.
  - A new “Re-submission Information” section will appear in your application form. Leave this section blank as no response letter is needed for changes requested by CTO).
  - Changing the response in question 1.0 modifies the signature requirements so that only the Provincial Applicant/Principal Investigator (or delegate, for post approval re-submissions) is required to sign on the resubmission.
- Upload any new/revised documents (such as an updated consent form) into the relevant section of the application. Delete the previous versions of documents which are being replaced by the updated documents which are no longer relevant.
- If CTO has requested changes or clarifications to information in a specific question on the application, please revise the response within the application as applicable.
- Once all the changes have been made, the application is ready for signature. The application will automatically re-submit once signed.

Project Tree ▼

- RCT A vs B
  - Clinical Trial Provincial Initial Application - RCT A vs B -- Lead Organization
  - Centre Initial Application - RCT A vs B --

Form Status	Review Reference	Date Modified
CTO Revisions Required	N/A	17/Mar/2019 18:55

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

Form History

Search history...

Date	User	Description	Attachment
6:58 PM	Review user	Form status changed from CTO Mandate Met to CTO Revisions Required	Download
6:58 PM	Review user	Notification received: ACTION REQUIRED: CTO has requested revisions to the Provincial Initial Application (see letter).	Download
6:58 PM	Review user	Notification received: The Application has been received by CTO.	Download
6:58 PM	Review user	Form status changed from Submitted by Applicant to CTO Mandate Met	Download

Questions?  
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