

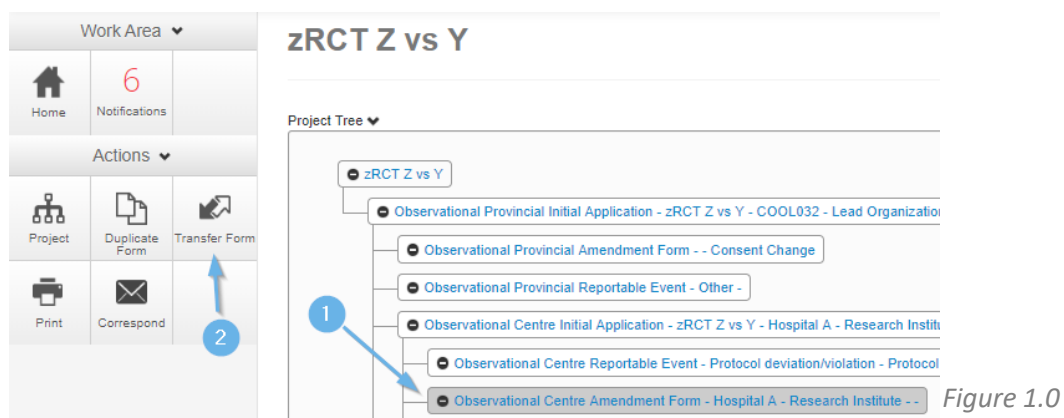
## QuickGuide: Transferring Sub-forms

When a new form is created for an existing project in CTO Stream, this is called a “Sub-form”. The user who created the sub-form is called the “Form Owner (FO)”. *Note: all forms except the Provincial Initial Application are considered “sub-forms.”*

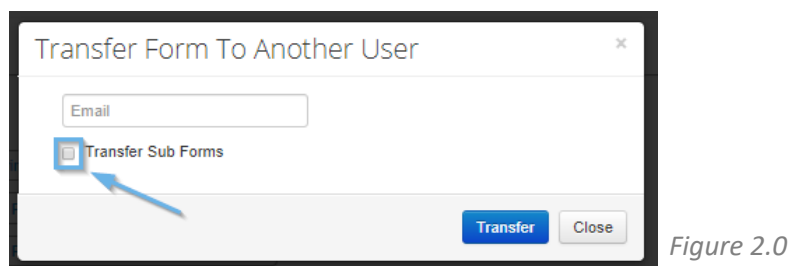
A Form Owner has the ability to transfer ownership of any sub-forms they have created to another CTO Stream user at any point in time (approved or not yet submitted). This is useful in the case that the original form owner is leaving the project and no longer wants to receive email notifications for the study.

To transfer ownership of a sub-form:

1. Login to CTO Stream [here](#).
2. Click on the Project in your Work Area that contains the sub-form you wish to transfer.
3. From the project tree, select the specific sub-form that you want to transfer (it will become highlighted in gray). **(Figure 1.0 - #1).**
4. With the form selected, press the ‘Transfer Form’ button found in the Actions Menu. **(Figure 1.0 - #2).**



5. Enter the email address for user you want to transfer the sub-form to (they must have a CTO Stream account) and press the blue ‘Transfer’ button.



If you are transferring a Centre Initial Application with sub-forms, you will be asked if you want to also transfer ownership of all centre sub-forms **(Figure 2.0).**

Questions?  
[streamline@ctontario.ca](mailto:streamline@ctontario.ca)