

QuickGuide: Continuing Review: Reminders & Process

When a study's expiry date is approaching, the Provincial Study Team must submit a **Provincial Continuing Review (PCR)** and each participating site must submit a **Centre Continuing Review (CCR)** form. Each site can submit their own CCR form, even if the PCR has not yet been submitted.

The PCR and the CCR must be submitted by the submission deadline for the applicable full board meeting date. This is to ensure that the REB of Record has access to all necessary centre information, when reviewing the study-wide information. Please submit by the full board submission deadline even if you think that the application(s) will undergo delegated review.

Reminders

The Provincial Applicant (PA) and anyone with a Provincial role¹ on the Provincial Initial Application (PIA), are sent reminders **45, 30** and **15** days prior to the **Provincial expiry date**. Similarly, the Principal Investigator (PI) and anyone with a role on the Centre Initial Application (CIA), are sent a reminder **45, 30** and **15** days prior to the **centre expiry date**. These are courtesy reminders only, and the PA/PI are expected to submit the application on time regardless of whether they receive the reminders.

Lapse/Expiration

A lapse in ethics approval occurs if the continuing ethics approval letter (provincial or centre, as applicable) has not been sent prior to the ethics approval expiry date.

Note: If provincial ethics approval expires, ethics approval for all research sites is automatically considered to have expired as well.

Users with a role on a PIA¹ or CIA² are automatically notified of a lapse in ethics approval. The Department Head and Institutional Representative are also automatically notified (among other recipients) if a lapse in ethics approval for a research site should occur. If ethics approval does lapse, The PA/PI are instructed to cease all research-related activities, including the enrollment of new participants. If there is a need to continue the research intervention to ensure the rights, safety or well-being of participants enrolled prior to the lapse in approval. They are also instructed to notify the REB of Record via the correspondence feature in CTO Stream. If a lapse should occur, the study and/or centre status will automatically be updated to "Expired".

Reinstating Ethics Approval

To resolve a lapse in ethics approval, the PA/PI must submit a PCR/CCR form and the form must receive approval from the REB of Record.

¹Does not include the Provincial Study Staff or Sponsor/CRO (read-only) role.

²Does not include the Centre Study Staff (Read-only) role.

Creating a Continuing Review application (PCR or CCR)

The PCR and CCR are sub-forms of the PIA and CIA, respectively. For instructions on how to create sub-forms, please view the "Creating a Sub-form" QuickGuide on the CTO website [here](#).

Questions?

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