

QuickGuide: Responding to a Request for Modifications from the REB

Following their review of an application, the REB of Record may request additional information, clarification, or changes. When this happens the Form Status will change to “BOR Changes Requested” or “PI Response Pending Modifications”. The REB letter which lists all required modifications can be downloaded from the History tab for the application.

To revise and re-submit the application to the REB of Record:

1. 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”.
 - a. A new section will appear in the form called, “**Re-submission Information**”.
 - b. The required signatures in last section of the form will update so that a delegate can sign the application on behalf of the Provincial Applicant or Principal Investigator. *Note: This delegation must be recorded in the study delegation log, outside of CTO Stream.*
2. Upload any revised documents (i.e., updated ICF) into the corresponding section of the application and **delete any previous versions** of the revised document(s).
3. If the REB has requested changes or clarifications to information you provided within an application form question, revise the response within the application as applicable.
4. In the “Re-submission Information” section, upload your REB response letter. You can also upload any other document requested by the REB which you have not already uploaded elsewhere in the application.
5. Once all the changes have been made, the application is ready for signature. The application will automatically submit once the signature is applied to the form.

Re-submission (DEMO)

Project Tree ▼

- Re-submission (DEMO)
 - Clinical Trial Provincial Initial Application - Re-submission (DEMO) -- Hospital A
 - Centre Initial Application - Re-submission (DEMO) --

Form Status	Review Reference	Date Modified
BoR Changes Requested	N/A	04/Mar/2019 13:55

Navigation
Documents
Signatures
Collaborators
Submissions
Correspondence
Centre
History

Questions?
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