



CTO Checklist

Closing a Centre in CTO Stream

This checklist provides research teams with guidance on how to close out their site ethics file in CTO Stream

When all study activities have concluded at the research site and ethics approval is no longer needed, the research team can submit a Centre Study Closure (CSC) form in CTO Stream. Only one CSC form can be submitted for each site. Submitting the CSC form will notify the REB of Record that study activities have been completed at the site and allow the file to be closed in CTO Stream.

Each individual research site may submit their CSC form when they are ready to do so (i.e., all sites do not have to submit their closure forms at the same time).

Note: The Provincial Applicant (PA) team must wait until each site has submitted their CSC forms (including the PA’s own site) in CTO Stream before they can submit the Provincial Study Closure form to close out the study in CTO Stream.

In some instances, the PA may complete (or terminate) study activities at their site before the other sites participating in the study through CTO Stream. When this occurs, the PA can submit their CSC form, and later submit a Provincial Amendment form to transfer the PA role to the PI at one of the other sites which is still active. Once the Provincial Amendment is approved by the REB, the new PA will be responsible for Provincial submissions and maintaining the Provincial ethics approval for the remainder of the study.

Study team at the research site will complete the following:		
1.	Ensure all relevant, site-level documents/forms have been submitted to the REB as appropriate and that no submissions are still under review with the REB	<input type="checkbox"/>
2.	Complete and submit the Centre Study Closure form for the site <i>Refer to the Creating Sub-Forms Quick Guide for detailed instructions</i>	<input type="checkbox"/>
After the form has been approved/acknowledged by the REB of Record:		
3.	Change the Roles of each study team member at the site to Centre Study Staff (Read Only) - This will ensure they retain their access to the study in CTO Stream but they will no longer receive notification of provincial-level events <ul style="list-style-type: none"> a) Click on the Centre Initial Application and use the Roles button to remove all permissions (except your own) for staff at the site. This will remove their access to the study. b) Using the Roles button, reinstate their access to the study by assigning the Centre Study Staff (Read Only) Role to each of the staff members removed in step a) above. c) Contact the Project Owner or one of the other study staff requesting them to change your own Role as described above. <i>Refer to the Roles and Sharing User Manual for detailed instructions</i>	<input type="checkbox"/>

Records in CTO Stream are retained indefinitely. Research teams are responsible for ensuring they comply with their own institutional policies for study record retention.