



CTO Checklist

Closing a Study in CTO Stream

This checklist provides guidance on how to close out the ethics file for a study/project in CTO Stream

When research activities have concluded and Provincial ethics approval is no longer needed for the study, the Provincial Applicant (PA) team is responsible for submitting the Provincial Study Closure (PSC) form in CTO Stream. Submitting the PSC form will notify the REB of Record that study activities are complete for the sites which joined through CTO Stream and allows the REB file to be closed. Only one PSC form can be submitted for the study.

Note: The PA team must wait until each site has submitted their Centre Study Closure (CSC) form in CTO Stream. This includes the PA’s own site, which must submit a CSC form if they obtained Centre ethics approval to join the study through 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.

The Provincial Study team will complete the following:		
1.	Ensure all relevant, provincial-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.	Check that each site has submitted their CSC form in CTO Stream (including the PA’s own site if they obtained their Centre ethics approval through CTO Stream)	<input type="checkbox"/>
3.	Complete and submit the Provincial 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:		

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