

## QuickGuide: Creating Sub-forms

### What is a Sub-form?

The Provincial Initial Application (PIA) is the Main form for any project in CTO Stream. Every other type of application form is a **Sub-form** of this PIA, which is visually represented in the Project tree by branches that show the “Parent-Child” relationship. The Centre Initial Application (CIA) is an example of a sub-form of the PIA and is the only type of sub-form which has sub-forms of its own.

### Sub-forms of the PIA

Below is a list of application types that are sub-forms of the PIA.

Centre Initial Application (CIA)	CIAs can be created before the PIA is approved but can only be submitted <b>after</b> the PIA is <u>approved</u> .
Provincial Continuing Review (PCR)	PCR can only be created and submitted <b>after</b> the PIA has been <u>approved</u> .
Provincial Amendment (PAM)	PAMs can only be created and submitted <b>after</b> the PIA has been <u>approved</u> . Note: Any previously created PAM must be approved/acknowledged or withdrawn before another PAM can be created.
Provincial Reportable Event (PRE)	PREs can only be created and submitted <b>after</b> PIA has been <u>approved</u> . Note: The PRE is a “re-submittable” form. Follow-up or new information regarding an existing PRE can be submitted to the REB by unlocking, updating and resubmitting the original PRE form.
Provincial Study Closure (PSC)	PSC can only be created and submitted <b>after</b> PIA has been <u>approved</u> .

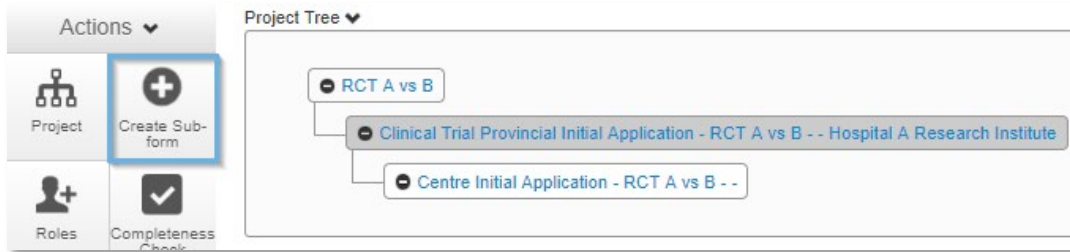
### Sub-forms of the CIA

Below is a list of application types that are sub-forms of the CIA.

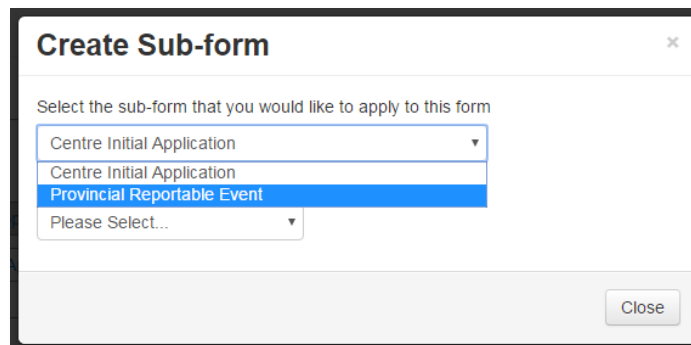
Centre Reportable Event (CRE)	CREs can only be created and submitted <b>after</b> CIA has been <u>approved</u> .
Centre Amendment (CAM)	CAMs can only be created and submitted <b>after</b> the CIA has been <u>approved</u> . Note: Any previously created CAM must be approved/acknowledged or withdrawn before another CAM can be created.
Centre Continuing Review (CCR)	CCR can only be created and submitted <b>after</b> CIA has been <u>approved</u> .
Centre Study Closure (CSC)	CSC can only be created and submitted <b>after</b> CIA has been <u>approved</u> .

## How to create a Sub-form

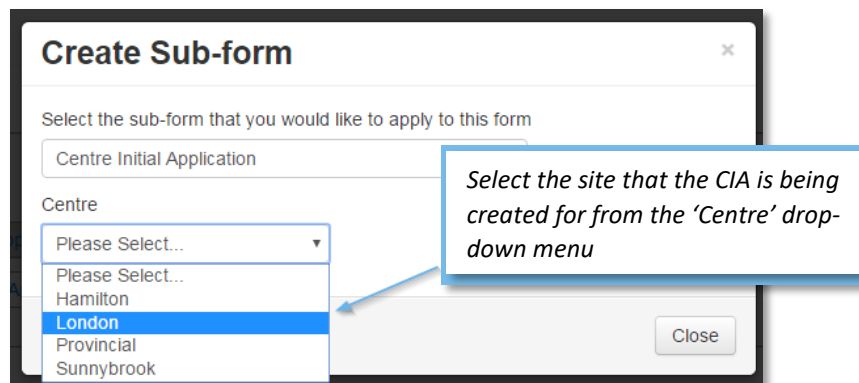
1. To create a sub-form, press the 'Create sub-form' button with either the PIA or CIA (refer to tables above) selected in the project tree (highlighted in grey).



2. In the pop-up window that appears, select the type of form you want to create from the drop-down menu.



Note: When creating a CIA, you must specify the site the application is being created for in the 'Centre' drop-down menu.



3. Click the green 'Create' button in the bottom right hand-hand corner to finish creating the sub-form. The newly created form will appear below its parent form in the Project Tree



**Note: When creating a Centre Initial Application, don't forget to add collaborators using the Roles button! Additional information on adding collaborators can be found in the "[Roles and Sharing](#)" user manual.**

Questions? submit a support ticket at [support.ctontario.ca](https://support.ctontario.ca)