

QuickGuide: Submitting a Provincial Continuing Review Application

The Provincial Applicant is required to submit a Provincial Continuing Review (PCR) form before the submission deadline for the full board meeting prior to the expiry of the current ethics approval. For example, if the ethics expiry date for your study is July 15 and the next full board meeting is July 1st or July 16th, then you must submit prior to the submission deadline for the July 1st meeting.

Identify the submission deadline by checking the submission dates for the REB of Record. This can be found by visiting the webpage for the REB of Record.

Steps to Follow:

1. Ensure the **Provincial Initial Application (PIA)** is selected in the **Project Tree** (it should be highlighted in grey and press the **'Create Sub-form'** from the Actions Menu on the left-hand side of the page (*Figure 1*).

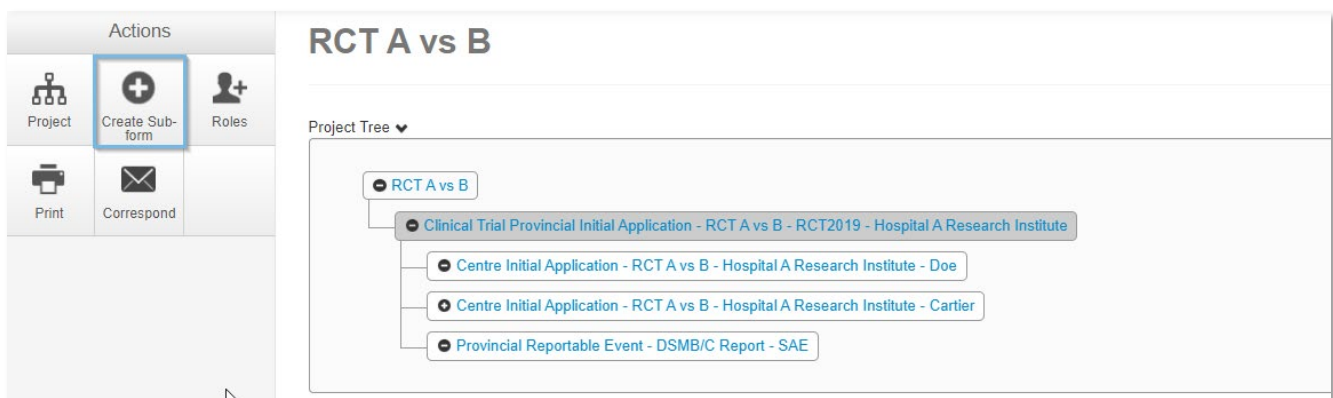


Figure 1

2. **Select the Provincial Continuing Review** application from the drop-down menu (*Figure 2.0*), then press green 'Create' button (*Figure 2*).

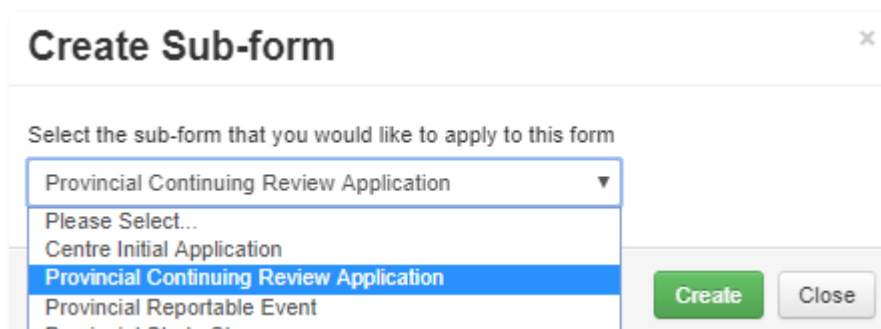


Figure 2

3. **Once all mandatory questions have been completed, the PCR is ready for signature.** The form will submit automatically once the signature is applied.

Questions? Submit a support ticket at support.ctontario.ca