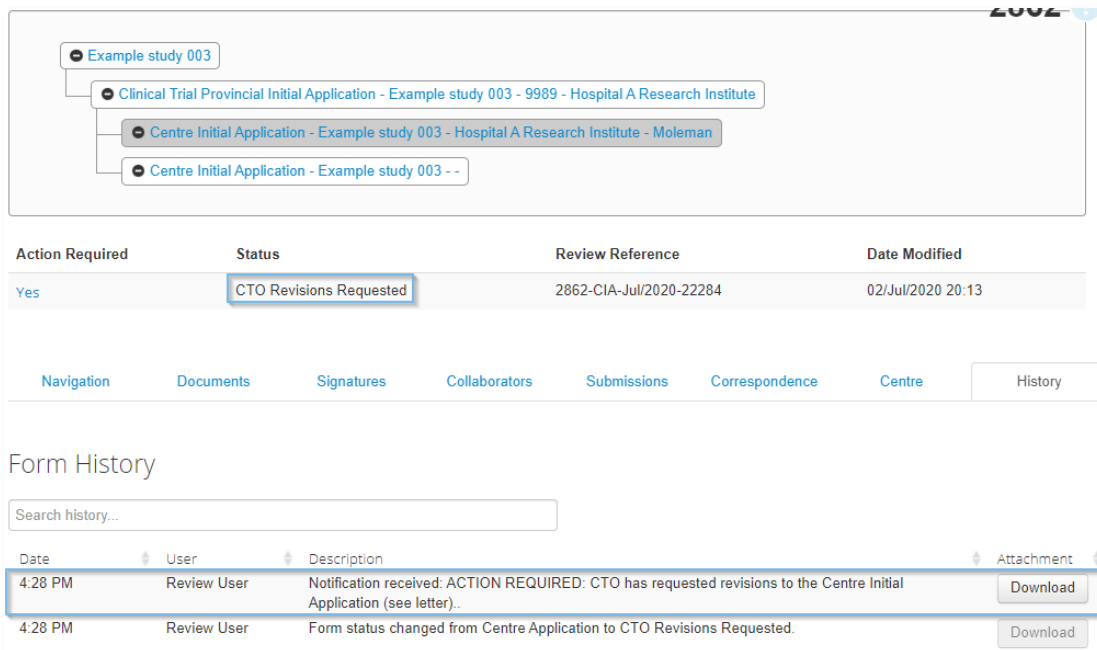


QuickGuide: How to Respond to a Request for Modifications from CTO

CTO screens Provincial Initial Applications (PIA) and Centre Initial Applications (CIA) prior to sending to the REB of Record. If changes are requested, the form status will become “CTO Revisions Required” (PIA) or “CTO Revisions Requested” (CIA). The list of requested modifications can be found in the screening letter under the History tab for the application.

To re-submit your application to CTO:

- 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”, unless the CTO screening letter instructs you otherwise.
 - A new “Re-submission Information” section will appear in your application form. Leave this section blank as no response letter is needed for changes requested by CTO).
 - Changing the response in question 1.0 modifies the signature requirements so that only the Provincial Applicant/Principal Investigator (or delegate, for post approval re-submissions) is required to sign on the resubmission.
- Upload any new/revised documents (such as an updated consent form) into the relevant section of the application. Delete the previous versions of documents which are being replaced by the updated documents which are no longer relevant.
- If CTO has requested changes or clarifications to information in a specific question on the application, please revise the response within the application as applicable.
- Once all the changes have been made, the application is ready for signature. The application will automatically re-submit once signed.



The screenshot displays the CTO application management interface. At the top, a tree view shows the application hierarchy for 'Example study 003', including 'Clinical Trial Provincial Initial Application' and 'Centre Initial Application'. Below this is a table with columns for 'Action Required', 'Status', 'Review Reference', and 'Date Modified'. The 'Status' column shows 'CTO Revisions Requested'. A navigation bar includes tabs for 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Correspondence', 'Centre', and 'History'. The 'History' tab is active, showing a 'Form History' section with a search bar and a table of events. The table has columns for 'Date', 'User', 'Description', and 'Attachment'. Two entries are visible, both dated 4:28 PM, with descriptions related to CTO revision requests and status changes.

Action Required	Status	Review Reference	Date Modified
Yes	CTO Revisions Requested	2862-CIA-Jul2020-22284	02/Jul/2020 20:13

Date	User	Description	Attachment
4:28 PM	Review User	Notification received: ACTION REQUIRED: CTO has requested revisions to the Centre Initial Application (see letter)..	Download
4:28 PM	Review User	Form status changed from Centre Application to CTO Revisions Requested.	Download

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