QuickGuide: Submitting a new study in CTO Stream

A member of the Provincial team (may include the sponsor/CRO) will create the Provincial Initial Application (PIA); this individual automatically becomes the "Project Owner". Once the PIA is created, only the Project Owner will have access to the new study in CTO Stream. Other members of the provincial research team must be given a **Role** on the study (entering a person's name/information on the form does not grant them access). Don't forget to assign Roles to the Provincial Applicant, Provincial Co-Applicant (if applicable), and any other study staff who need access to your study at the Provincial level.

1. Log in to CTO Stream (apply.ctostream.ca)
2. Click the 'Create Project' button in the Actions Menu on the left-hand side of the page
3. Enter the study short title or nickname (this will be used throughout the system)
4. Select the type of application forms you wish to use (Clinical Trial or Observational) from the Form* drop-down menu.
5. Once the study has been created, you will be taken directly to the Provincial Initial Application (PIA) where you can start responding to the form questions and uploading study documents.
6. Once the form is complete, the Provincial Applicant (and Co-Applicant, if applicable) needs to sign. The application will automatically submit once the last signature is applied. Email confirmation is sent to the Provincial Applicant, Provincial Co-Applicant (if applicable), Main Study Contact and other collaborators.

Tips:

1. View the list of CTO Participating Sites on the CTO website to ensure there are at least two or more sites that will be participating on your study. If you don't see a site on the list contact CTO by submitting a support ticket at support.ctontario.ca and we can give you an update.

2. Make sure to use the mandatory CTO Informed Consent Form template when drafting the study-wide consent form template (for oncology studies, please use the OCREB consent templates). This template has been accepted by the CTO Qualified REBs and contains language and elements required by CTO participating institutions. You can find the consent form template on the Tools and Resources page of the CTO website.

3. Share access to the new project with the other collaborators at your site by using the 'Roles' button. Instructions on how to give roles can be found in the 'Adding new study team members using Roles' Quick Guide. Note: Users must have a CTO Stream account to be given a role.

4. Download the SRERS Administration form for your site from the Participating Sites page. The Streamlined Research Ethics Review System (SRERS) Administration Form contains details about a site's research administration processes, identifies the contact details of the institution representative(s) which you will need when completing the PIA and Centre Initial Application (CIA) forms.

5. The CIAs for each participating site can be created at any point after the new study has been created, you do not need to wait until the PIA has been approved. More information on how to create a CIA can be found in the 'Creating Centre Initial Applications' Quick Guide.