

## Tips for Continuing Review

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The Provincial Applicant and each participating site are required to submit a Provincial Continuing Review (PCR) form and/or Centre Continuing Review (CCR) form before the submission deadline for the full board meeting prior to the expiry of the current ethics approval, regardless of whether full board review is required.

### Key points:

1. The Provincial Continuing Review (PCR) form must be approved BEFORE the Centre Continuing Review forms receive approval.
2. The expiry date must be updated before the approval letter for the PCR is sent. To do this:
  - a. Access the project-level data (click on the blue project ID or blue project title in the timeline view)
  - b. Click on the 'data' tab
  - c. Update the information in the "Approval Expiry Date" field
3. Approval letters are sent for the PCR and for each CCR that is approved. Approval letters for the CCR must be sent after the letter for the PCR.
4. If the 'approve' button is not pressed before the expiry deadline, please be sure to identify the period of ethics approval lapse in the provincial and/or centre approval letters (this will be automated shortly, but is currently a manual process).

### Questions?

E: [Streamline@ctontario.ca](mailto:Streamline@ctontario.ca)

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