

QuickGuide: Using & Viewing Form Comments

Form Comments are one type of comments reviewers can make on applications within CTO Stream. Below is a short description of how Form Comments differ from Panel Comments and how reviewers can create new Form Comments, or view Form Comments made by other reviewers.

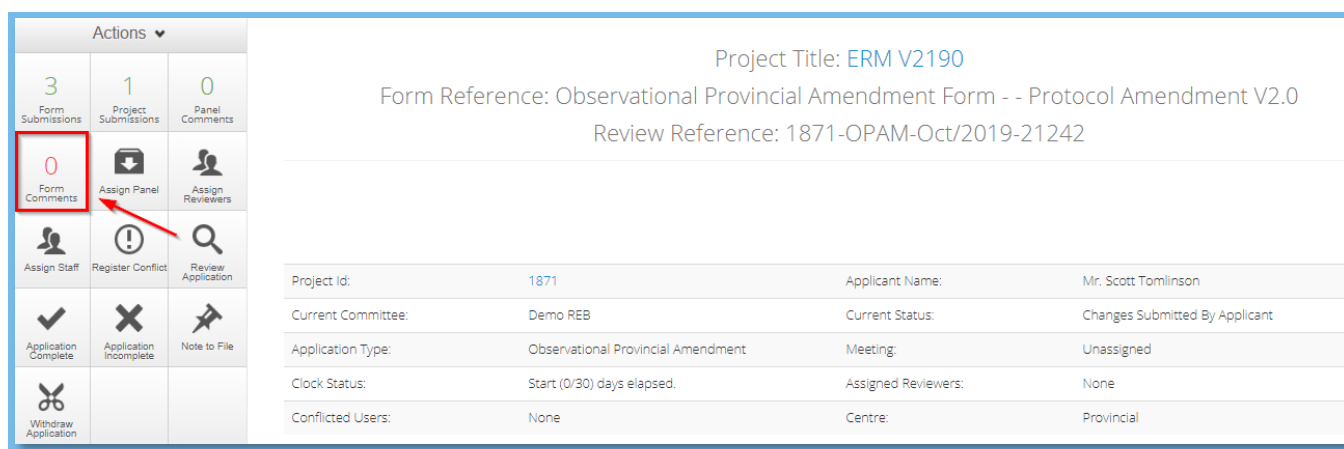
- **Panel Comments** – Typically these comments relate to a specific question or group of questions within the application form.
- **Form Comments** – Usually more general comments about the application ‘overall’ and not necessarily about any one question or group of questions.

Note: Both types of comments are visible to other members of the REB, but not the study team.

The Form Comments functionality was recently improved to allow reviewers to view comments made on any previous submissions of the application under review.

Making a new Form Comment:

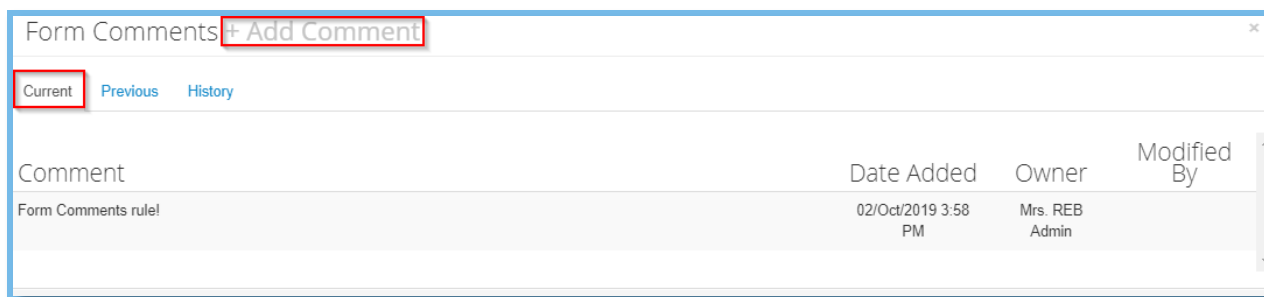
1. From the submission timeline, press ‘**Form Comments**’ from the Actions Menu.



The screenshot shows the 'Actions' menu for a submission. The 'Form Comments' option, which shows 0 comments, is highlighted with a red box. A red arrow points to it from the 'Assign Panel' option. The background shows project details for 'ERM V2190'.

Project Id:	1871	Applicant Name:	Mr. Scott Tomlinson
Current Committee:	Demo REB	Current Status:	Changes Submitted By Applicant
Application Type:	Observational Provincial Amendment	Meeting:	Unassigned
Clock Status:	Start (0/30) days elapsed.	Assigned Reviewers:	None
Conflicted Users:	None	Centre:	Provincial

2. A pop-up window appears to display all Form Comments previously made on the current submission, the date and time each comment was made and who made the comment (Owner). To add a new Form Comment to the submission, click ‘**Add Comment**’.

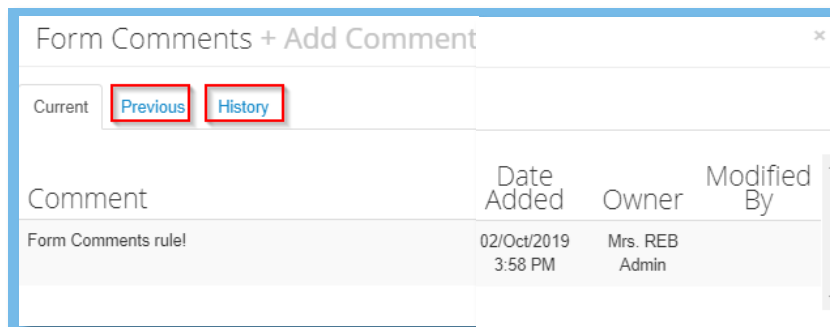


The screenshot shows a 'Form Comments' pop-up window. The '+ Add Comment' button is highlighted with a red box. The window displays a table of comments with columns for Comment, Date Added, Owner, and Modified By.

Comment	Date Added	Owner	Modified By
Form Comments rule!	02/Oct/2019 3:58 PM	Mrs. REB Admin	

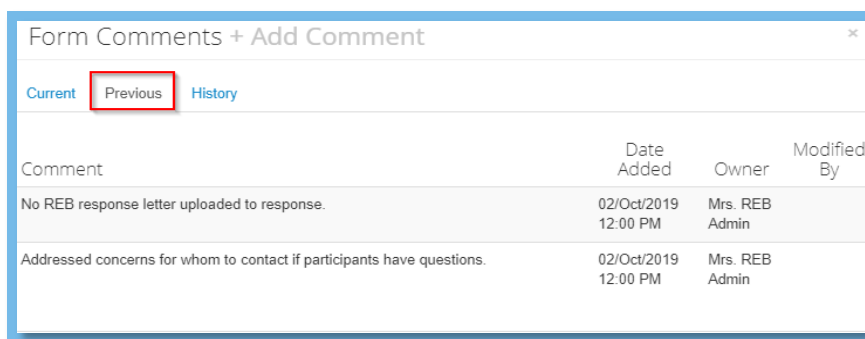
Viewing Form Comments made on previous submissions of the form

1. In addition to viewing comments on the current submission, reviewers can also view Form Comments made on the prior submission and beyond.



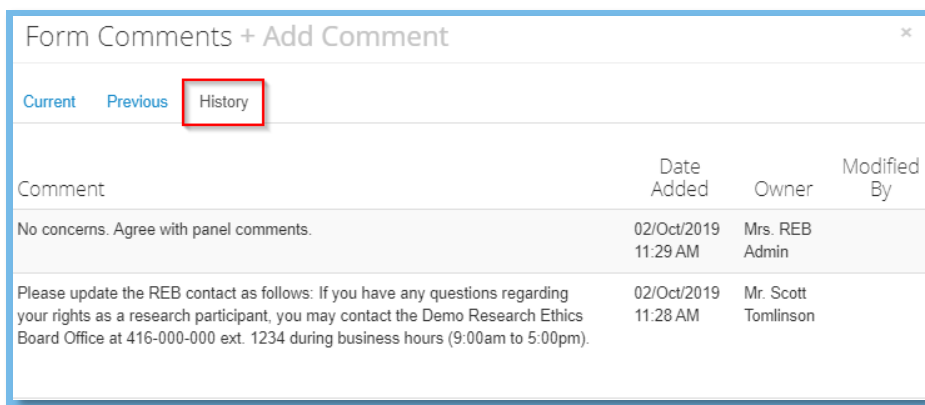
Form Comments + Add Comment			
Current	Previous	History	
Comment	Date Added	Owner	Modified By
Form Comments rule!	02/Oct/2019 3:58 PM	Mrs. REB Admin	

2. Press **'Previous'** to view any Form Comments made on the previous submission of the form.



Form Comments + Add Comment			
Current	Previous	History	
Comment	Date Added	Owner	Modified By
No REB response letter uploaded to response.	02/Oct/2019 12:00 PM	Mrs. REB Admin	
Addressed concerns for whom to contact if participants have questions.	02/Oct/2019 12:00 PM	Mrs. REB Admin	

3. Press **'History'** to display a list of Form Comments made **prior** to the previous submission. *Note: The History tab is not cumulative, so any comments made on the Current and Previous submissions do not appear in History.*



Form Comments + Add Comment			
Current	Previous	History	
Comment	Date Added	Owner	Modified By
No concerns. Agree with panel comments.	02/Oct/2019 11:29 AM	Mrs. REB Admin	
Please update the REB contact as follows: If you have any questions regarding your rights as a research participant, you may contact the Demo Research Ethics Board Office at 416-000-000 ext. 1234 during business hours (9:00am to 5:00pm).	02/Oct/2019 11:28 AM	Mr. Scott Tomlinson	

Questions?
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