Request to Act as the REB of Record

CTO Helpdesk:
support.ctontario.ca

Contents

1) Assignment of REB of Record for New Studies

The first submission for studies in CTO Stream is always the Provincial Initial Application (PIA). After the PIA is submitted, it is pre-screened by Clinical Trials Ontario to check for signatures, ensure the Provincial consent form has been created using the mandatory CTO consent form template* (unless a waiver of consent is being proposed for the study) and to identify a potential REB of Record in accordance with the [selection criteria](). Once the PIA has passed the initial pre-screen stage, a CTO qualified REB will be asked to act as the REB of Record for the study.

The ‘REB Director/Manager’ will receive an email and in-system notification to alert them that their REB has been assigned as the REB of Record for a study in the system. The Director/Manager can review the PIA (including all attached documents) before deciding to accept the study and act as the REB of Record. The REB is expected to accept or decline the study within 2 business days.

Once the REB agrees to act as the REB of Record, they become responsible for the initial ethics review and ongoing ethical oversight for all the Ontario centres participating in the study through CTO Stream. If the REB declines to act as the REB of Record, they will no longer be able to review or access the application within CTO Stream.

**Except oncology studies submitted for review by OCREB; these studies will use the OCREB consent template available on the OCREB website and are not screened by CTO.*

1.1 Pending REB Accept

Once CTO has requested for the REB to act as the REB of Record, the PIA submission will become accessible to the REB in CTO Stream in the ‘Pending REB Accept’ tile of the Work Area. This review tile is only visible to user(s) who have the “REB Director/Manager” system role for their REB in CTO Stream. More information about the tile system can be found in the Navigating CTO Stream user guide on the Webinars and Training page of the CTO Website.

Clicking the ‘Pending REB Accept’ tile will display the list of PIAs from studies the REB has been asked to act as the REB of Record for, but for which a decision has not yet been made. Several different fields of information about each PIA are displayed in the tile and are described in Table 1 on the next page.

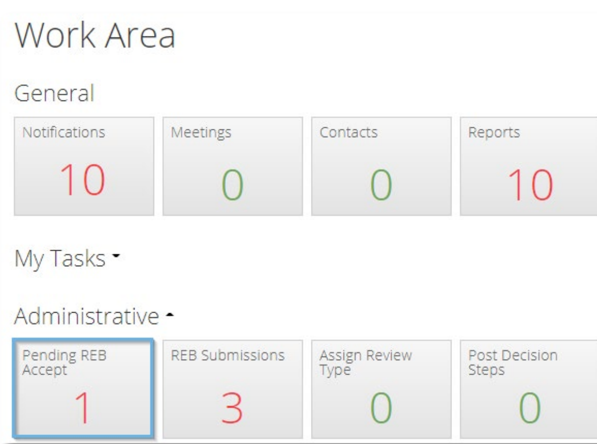

Figure 1 – Pending REB Accept tile in the Work Area

The REB Manager can open a PIA from within the Pending REB Accept tile by clicking anywhere in the row containing the Project ID of the desired PIA (*Figure 2*). They will then be directed to the Submission Timeline view for the application. More information about the Submission Timeline Page can be found in Section 2 of the [Navigating CTO Stream]() user guide.

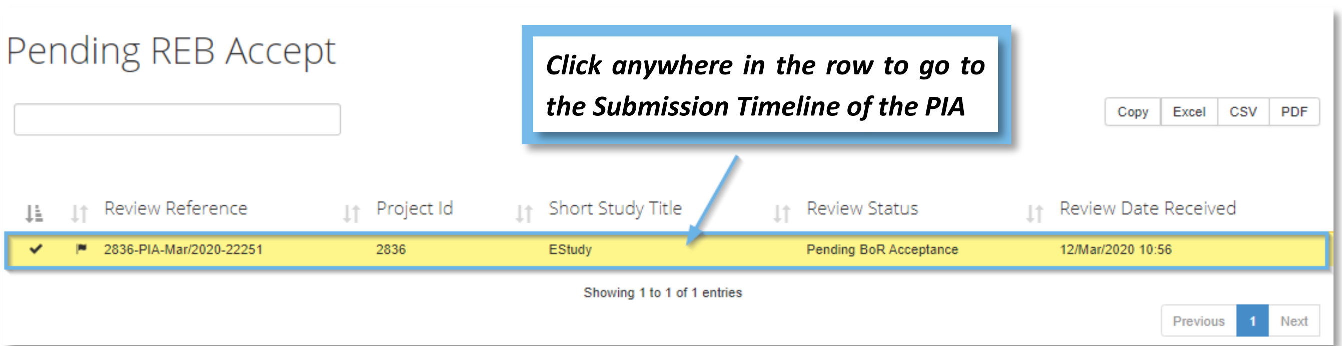

Figure 2 – PIA submission in the Pending REB Accept tile

Table 1 - Pending REB Accept Tile Fields

Field	Description
Review Reference	The unique identification code assigned by the system once that application is submitted to the REB
Project ID	The study identification number assigned by the system when a study is created
Short Study Title	The short title or study nickname of the project provided by the research team (not the full study title)
Review Status	The current status of the application within the REB review workflow
Review Date Received	The date the application was submitted by the applicant

1.2 Acting as the REB of Record

To review the application in detail, click on the study. This will take you to the timeline view for the application. More information about the tile system can be found in the Navigating CTO Stream user guide on the Webinars and Training page of the CTO Website.

If the REB Director/Manager wants to accept the study, they must click on the 'BoR Accept Study' button from the Actions toolbar (*Figure 3*). A pop-up window will appear showing a green 'BoR Accept Study' button and a Timeline Notes section which allows the REB user to record any notes with the action. These notes can be viewed later by clicking on the action under the Timeline tab of the Submission Timeline page.

Once the green button has been pressed, a confirmation message, "Are you sure you wish to perform this action?" will appear with a Yes/No option below*. The user must press 'Yes' to continue and accept the study on behalf of the REB. Once the action has been confirmed, the REB has officially agreed to act as the REB for the study. An email notification is automatically sent from CTO Stream to alert CTO and the research team that the study has been accepted by the REB.

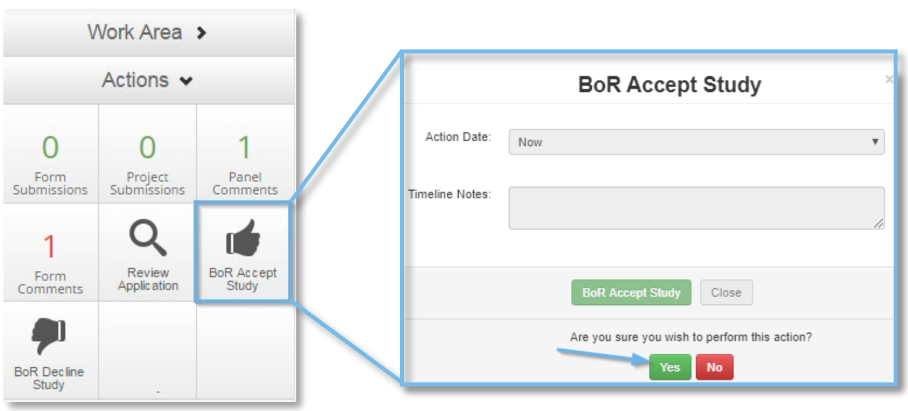

Figure 3 – BOR Accept Study Action

**Every action performed in CTO Stream by REB users will ask for a final confirmation before the action is completed.*

1.3 Declining to act as REB of Record

To decline acting as the REB of Record for the study, click the 'BoR Decline Study' button in the Actions toolbar. A pop-up window will appear and the REB user must click the green 'BoR Decline Study' button to continue the process. To complete this action click the green 'Yes' button.

The REB will have officially declined the role as the REB of Record. An email is automatically sent through CTO Stream to alert CTO that a new REB of Record must be selected.

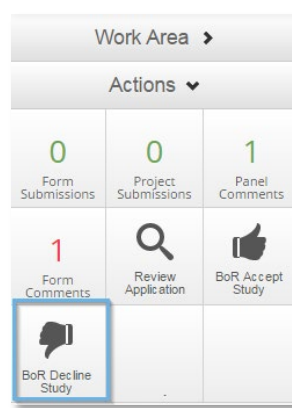

Figure 4 – BOR Decline Study Action