

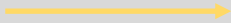
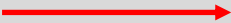
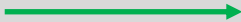
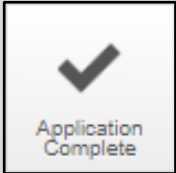


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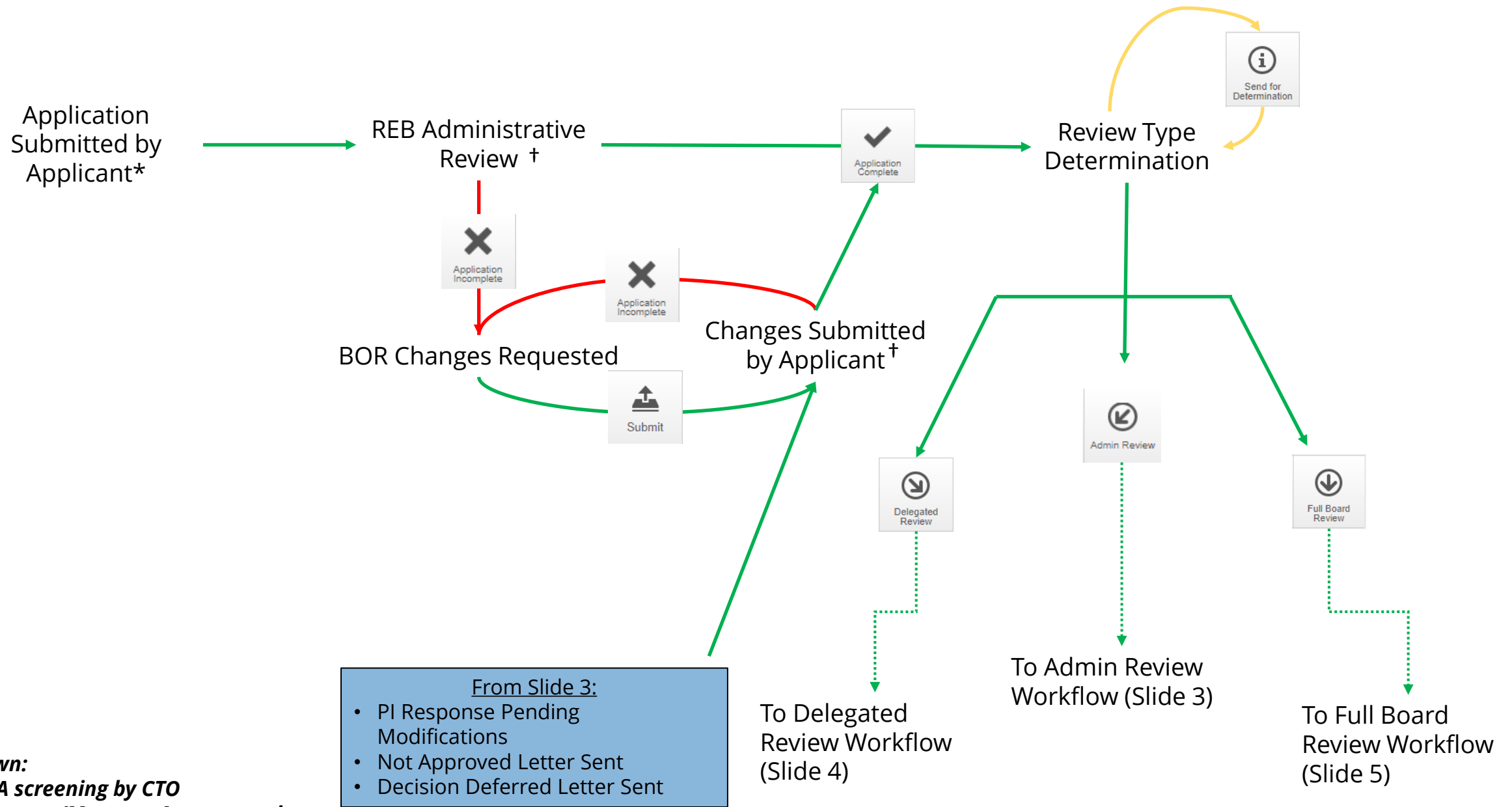
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**Legend**

- Some REB actions move applications from one status to another in the workflow (i.e., Application Complete) .....
- Many REB actions do not change the status of applications but have other important functions (i.e., Assign Staff) .....
- Application advances to next status .....
- Application sent back to study team for changes (form unlocked) .....
- Does not change the application status .....
- Application re-submitted to REB .....
- Able to assign reviewers at status .....



# Application Pre-Screening Workflow



From Slide 3:

- PI Response Pending Modifications
- Not Approved Letter Sent
- Decision Deferred Letter Sent

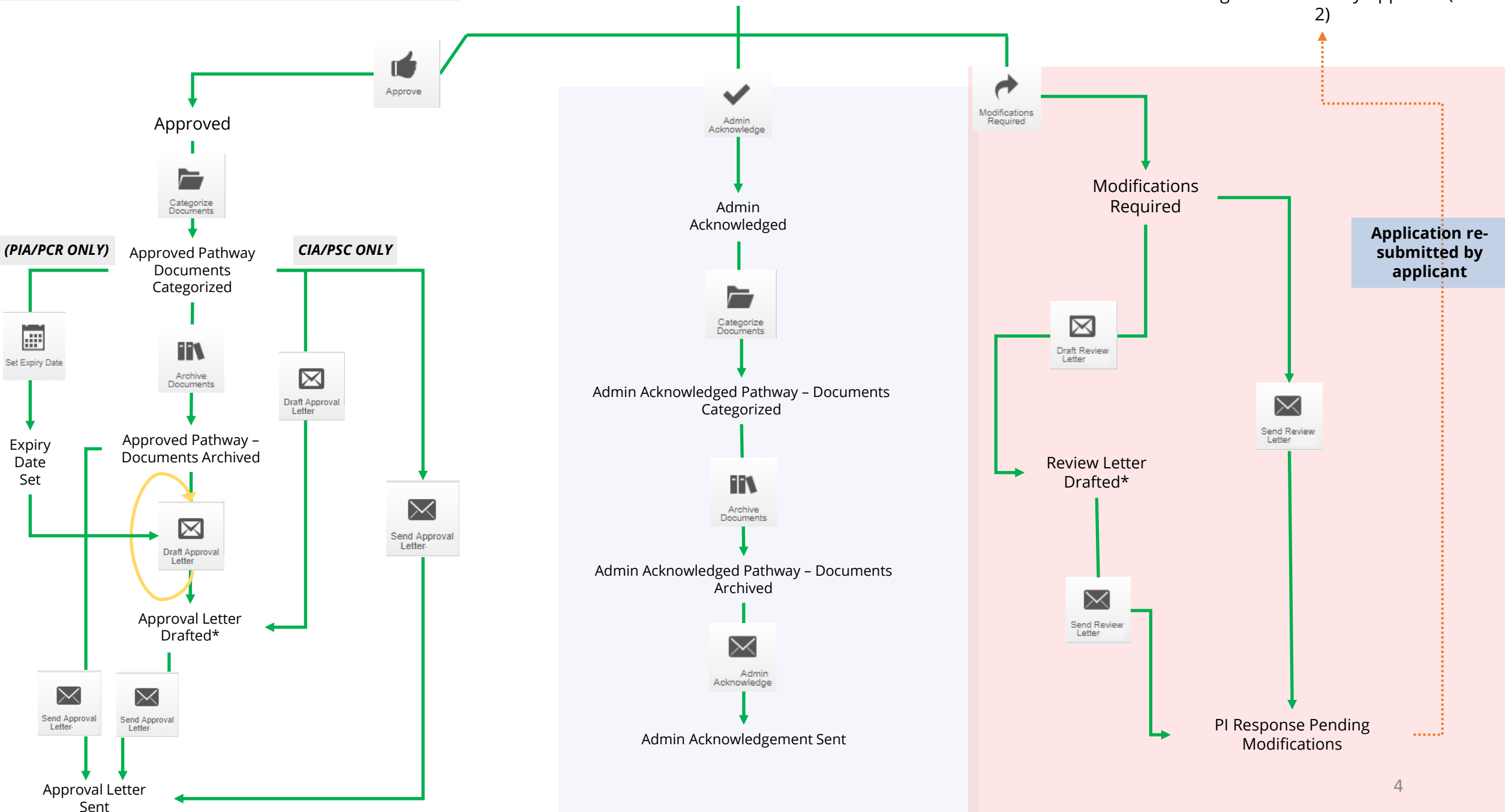
**\*Not Shown:**

1. **PIA/CIA screening by CTO**
2. **REB Director/Manager Accepts study on behalf of BOR (PIA only)**

# Admin Review Workflow

## Admin Review

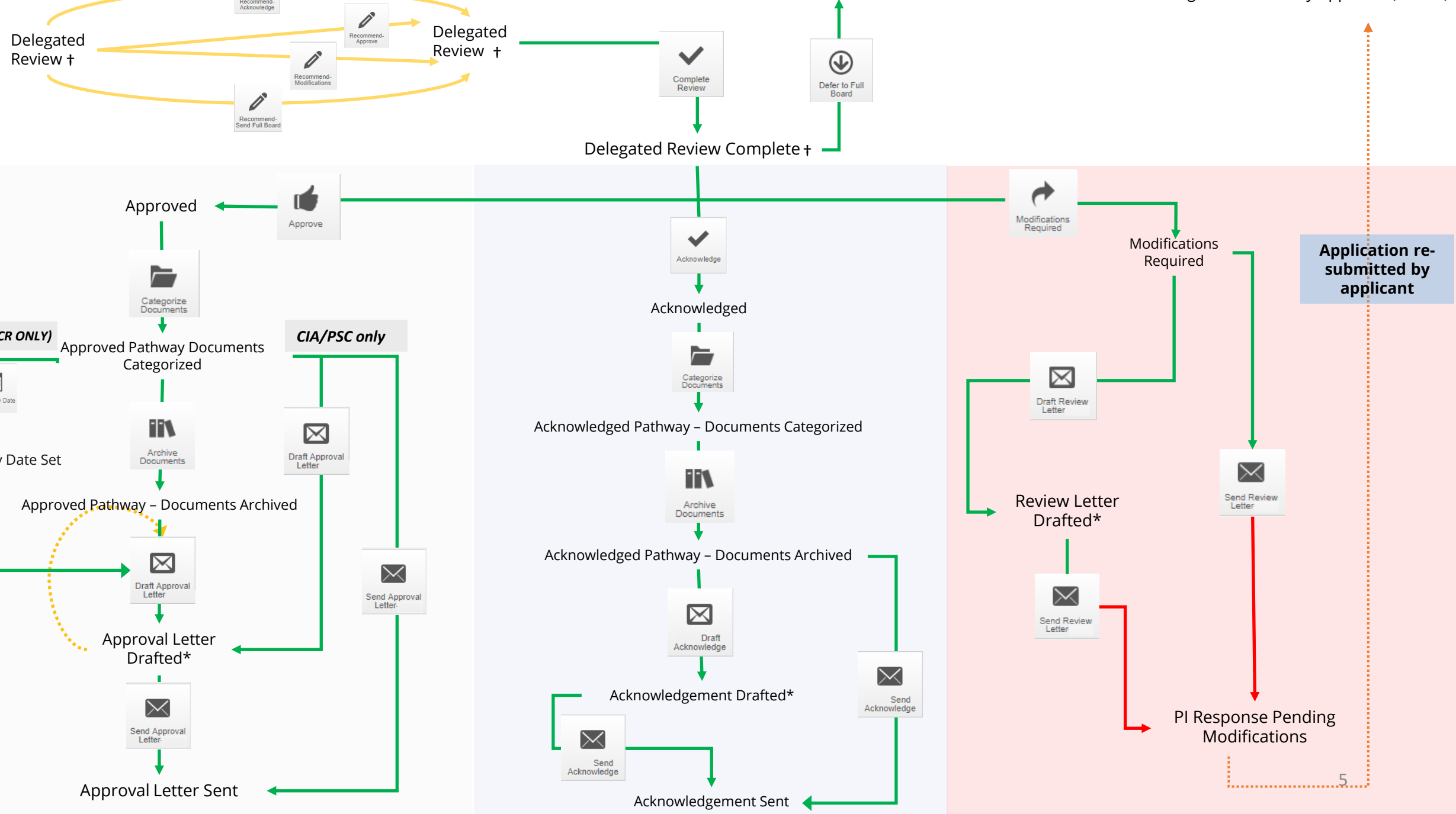
To Changes Submitted by Applicant (Slide 2)



Delegated Review Workflow

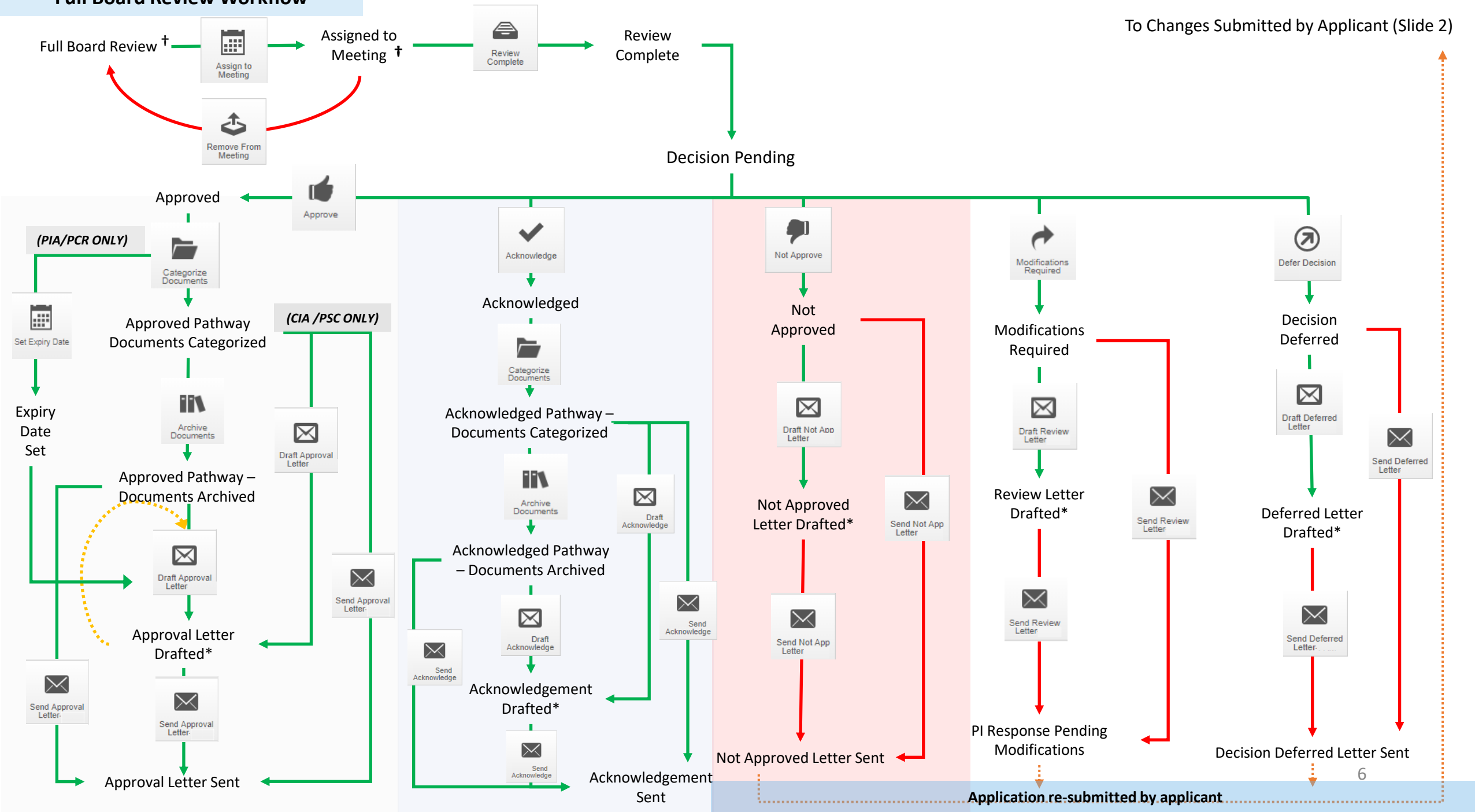
To Full Board Review Workflow (slide 5)

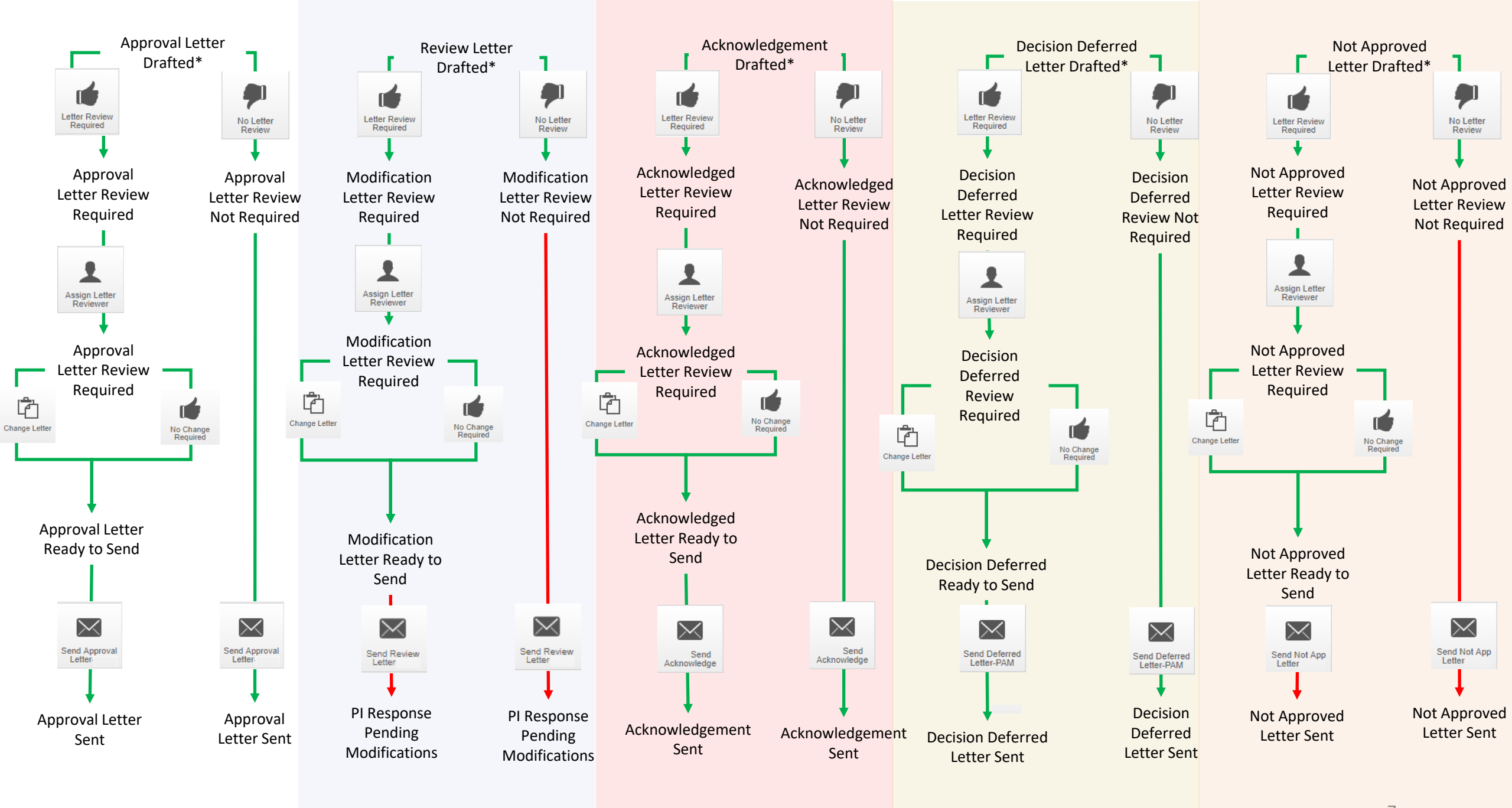
To Changes Submitted by Applicant (Slide 2)



# Full Board Review Workflow

To Changes Submitted by Applicant (Slide 2)



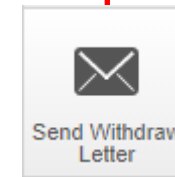
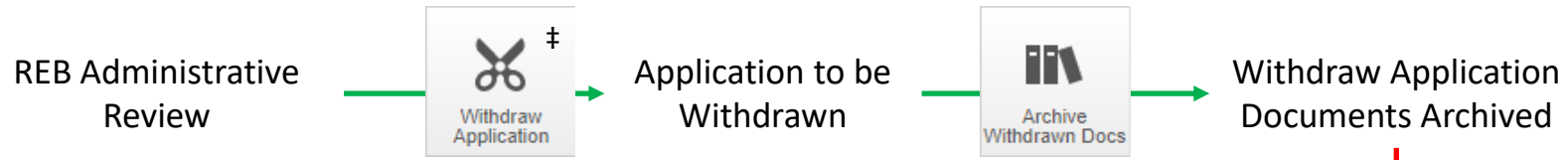


**Letter Review Workflow (letter drafted)**

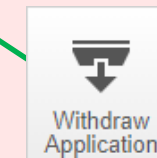
## Withdrawal Workflow

### Note:

- The white section in the top half of the page represents the **Review Side** of CTO Stream
- The lower half in red represents the **Apply side** of CTO Stream



Pending PA/PI Withdrawal  
(Application is back with applicant)



Application Withdrawn (must be completed by applicant)

‡ Action also available at Changes Submitted by Applicant, Delegated Review Full Board Review and Admin Review statuses



Work Area >		
Actions ▾		
1 2 Form Submissions	2 2 Project Submissions	3 0 Panel Comments
4 0 Form Comments	Assign Reviewers	5 Assign Staff
6 Register Conflict	7 Review Application	Application Complete
Application Incomplete*	Centre Summary Page	8 Note to File
Withdraw Application		

1. **Form Submissions** – number of submission versions of a single application
2. **Project Submissions** – number of applications submitted for the entire project
3. **Panel Comments** – number of panel comments on current submission
4. **Form Comments** – number of form comments made on current submissions
5. **Assign Staff** – Assign REB operations personnel to a submission or project
6. **Register Conflict** - allows the REB to restrict access to an application/study to anyone with a conflict of interest.
7. **Review Application** - will take user directly to the application form
8. **Note to File** – Allows REB users to create a submission-specific note to file for an application

Work Area >		
Actions ▾		
1 Form Submissions	5 Project Submissions	0 Panel Comments
0 Form Comments	Assign Staff	Register Conflict
Review Application	Send Approval Letter-PIA	Note to File
1 Provincial Summary Page	2 Provincial Suspend	3 Reinstate Prov. Approval
4 Terminate Provincial		

- 1. Provincial Summary Page** - can be used on any provincial submission to display project-level summary information such as: list of study contacts, current approved documents, full board meeting date of PIA, etc.)
- 2. Provincial Suspend** - the REB can suspend ethics approval for the entire study within CTO Stream; doing so will automatically update all centre statuses to “suspended” as well
- 3. Reinstate Prov. Approval** - once the matter that lead to a suspension has been resolved, ethics approval can be reinstated using this action (includes letter). Once letter is sent status for study will automatically return to “active”
- 4. Terminate Provincial** - study-wide ethics approval can be terminated by the REB of Record in CTO Stream; doing so will automatically update all centre statuses to “terminated” as well

**Note: Actions 2-4 can only be used on the Provincial Initial Application (PIA) and only appears once the PIA has been approved**

Work Area ▶		
Actions ▼		
2 Form Submissions	3 Project Submissions	0 Panel Comments
0 Form Comments	Assign Staff	Register Conflict
Review Application	Send Approval Letter-CIA	1 Centre Summary Page
2 Centre Suspend	Note to File	3 Reinstate Centre Approval
4 Terminate Centre	5 Mark as Abandoned	

- Centre Summary Page** – used on any centre submission to view information for that site (i.e., centre study contacts, current approved centre documents, etc.)
- Centre Suspend** – used to suspend ethics approval for specific site(s) via the Centre Initial Application (CIA). Once the letter is sent, the centre status will automatically update to “suspended”.
- Reinstate Centre Approval** – Used to reinstate ethics approval for a site. Once the letter is sent, the centre status will automatically update to “active”.
- Terminate Centre** – used to terminate centre ethics approval for a site. The research team is notified via email along with their institution representative.
- Mark as Abandoned** – Used to mark a submission as abandoned if study team has not submitted a response  $\geq$  180 days after receiving a request for changes from the REB

**Note:** Actions 2-4 can only be used on CIAs and only appears once the CIA has been approved

## Appendix A – Additional Notes

### ➤ General:

- i. Drafting REB letters is non-mandatory. REBs can elect to send letter directly without creating a draft
- ii. Once drafted, REB letters can go to letter review workflow on slide 6, (if applicable)
- iii. Yellow dotted arrow represents re-drafting the Approval Letter

### ➤ Letter Review workflow:

- i. Only the “assigned letter reviewer” can see the actions “Change Letter” or “No Change Required”

### ➤ Application Withdrawal workflow

- i. The white section in the top half of the page represents the Review Side of CTO Stream
- ii. The lower half in red represents the Apply side of CTO Stream