



## QuickGuide: Identifying the REB of Record

Once a newly submitted Clinical Trial Initial Application (CTIA) or Observational Study Initial Application (OSIA) has passed the CTO screening process, a CTO Qualified REB is assigned to conduct the review. This REB serves as the “REB of Record” and provides ethical review and oversight for all sites that join the study through CTO Stream. The REB of Record is responsible for reviewing all ethics submissions for the study. Additional information on how the REB of Record is selected can be found on the [Application Process](#) page of the [CTO Website](#).

It is important that study teams know who the REB of Record is for their study so they can:

- Access REB-specific information from the REB’s website such as:
  - REB membership lists
  - SOPs and guidelines
  - Full-Board meeting dates and submission deadlines
- Consult with the REB of Record for ethics-related questions or inquire about an application under review. Applicants can contact the REB using the Correspondence feature in CTO Stream, or via phone/email using contact information posted on the REB’s own local website.

The REB of Record can be identified in the REB letters issued by CTO Stream, or it can be viewed under the Submissions tab, after the REB of Record for the study has been determined. Follow the steps below to learn how to identify the REB of Record for your study.

### Identifying the REB of Record:

1. Login to your CTO Stream account at [apply.ctostream.ca](http://apply.ctostream.ca).
2. Select your project from the Work Area.
3. Click on any submitted application\* from the Project Tree and go to the Submissions tab located below the Project Tree.
4. The name of the REB of Record for the study will appear in the “Committee” column.

**\*The form status bar underneath the project tree will say Not Submitted if the form has never been submitted.**

The screenshot shows the CTO Stream interface. At the top, there is a 'Project Tree' with a tree view containing 'Example study', 'Observational Study Initial Application - Example study - 90210 - Hospital A Research Institute', and 'Participating Site Initial Application (Obs) - Example study - Hospital A - Doe'. Below the tree is a table with columns: Action Required on Form, Status, Review Reference, and Date Modified. The first row shows 'No', 'Approval Letter Sent', '4612-OSIA-Feb/2025-89476', and '25/Feb/2025 17:39'. Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Site, and History. The 'Submissions' tab is selected. Below the navigation bar is a 'Submissions' table with columns: Review Reference, Date, Status, Committee, and Pdf. The first row shows '4612-OSIA-Feb/2025-89476', '25/Feb/2025', 'Approval Letter Sent', 'DEMO REB', and 'View as PDF'. A red box highlights the 'DEMO REB' in the Committee column. A red arrow points from a red box labeled 'Click on the Submissions tab' to the 'Submissions' tab in the navigation bar.

Questions? Submit a support ticket at [support.ctontario.ca](http://support.ctontario.ca)