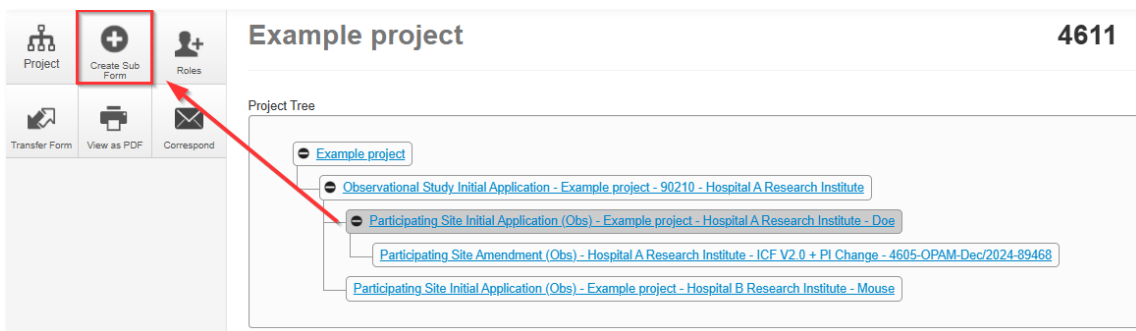


## QuickGuide: Submitting a Participating Site Continuing Review (PSCR)

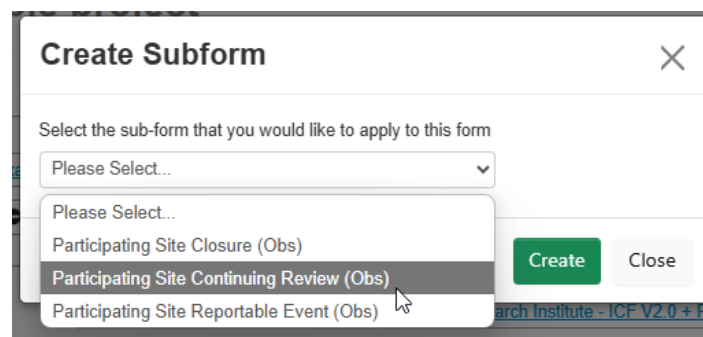
All participating sites are required to submit a Participating Site Continuing Review (PSCR) application in CTO Stream **prior to the submission deadline of the full board meeting occurring prior to the study expiry date**. For example, if the ethics expiry date is July 15<sup>th</sup>, and the upcoming full board meetings for the REB of Record are scheduled for July 1<sup>st</sup> or July 16<sup>th</sup>, the renewal must be submitted prior to the submission deadline for the July 1<sup>st</sup> meeting.

### Steps to follow:

1. Identify the submission deadline for upcoming full board meeting for the REB of Record (this can be found on the REB's website).
2. Login to your CTO Stream account and open the project that you need to submit the continuing review applications for.
3. In the Project Tree click on the Participating Site Initial Application (PSIA) for the site you want to create a continuing review application for (the form will become highlighted in gray). Next, click the **Create sub-form** button in the top left-hand corner of the page. **If you are unable to see the Create sub-form button it means you do not have the correct role that includes permissions to create sub-forms for the site.**



4. Select **Participating Site Continuing Review** from the drop-down menu.



5. Complete the application form and then request the Principal Investigator's signature, or sign the form directly, if applicable.

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