QuickGuide: Correspondence (For Research Teams)

The correspondence feature facilitates communication between the research team and the REB of Record. This is especially helpful when applicants are submitting to an REB from a different institution for which they may not be familiar with. **Please note: the Correspondence feature does not support communication between members of the research team.**

To send a correspondence message to the REB of Record:

1. Login to CTO Stream at apply.ctostream.ca.

2. Select the desired Project from the list of Projects list in your Work Area.

3. In the Project Tree, select the application you want to send a correspondence message for.
4. If your message is not application-specific and:

   a) you are part of the lead study team; you can send the correspondence message on the Clinical Trial Initial Application or Observational Study Initial Application.

   b) you are a member of the study team at a participating site; you can send the message on the Participating Site Initial Application for your site.

5. With the desired application selected in the project tree, press the ‘Correspond’ button from the list of actions on the left-hand side of the page, by pressing ‘New Correspondence’ under the Correspondence tab.

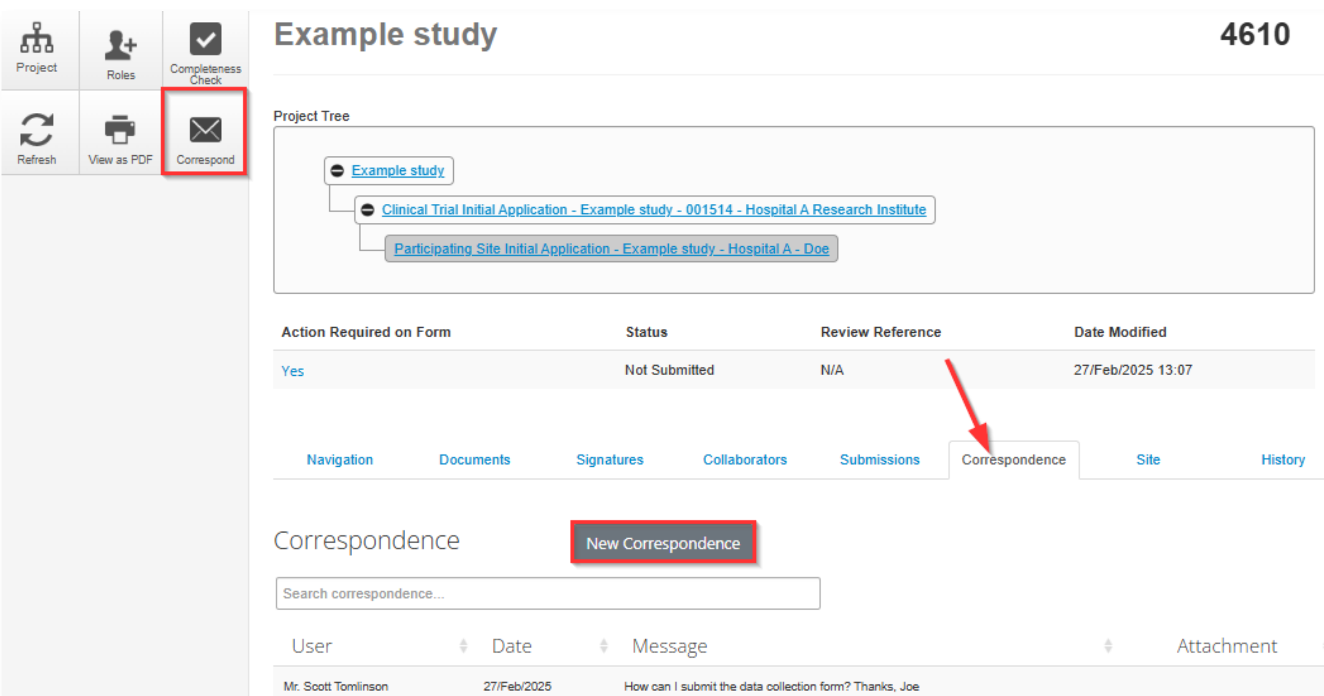

Figure 1

6. Enter your message into the pop-up window (Figure 2) and upload any documents, if applicable. Press the green 'Send' button at the bottom of the window to when you are ready to send the correspondence message.

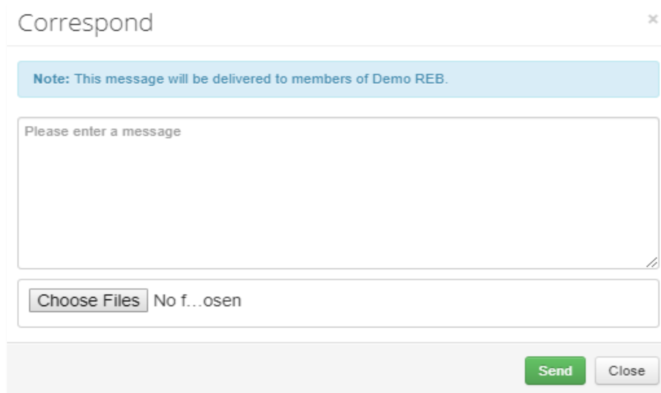

Figure 2

7. A green banner will appear at the top of the page which says, "Correspondence Sent" to verify your Correspondence message was successfully sent (Figure 3).

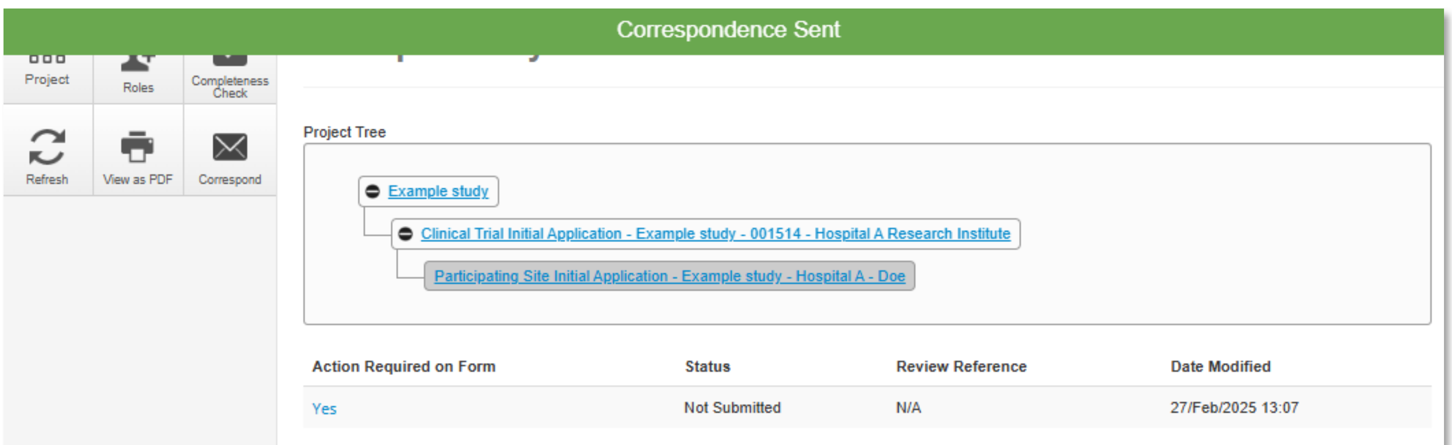

Figure 3

Questions? Submit a support ticket at support.ctontario.ca