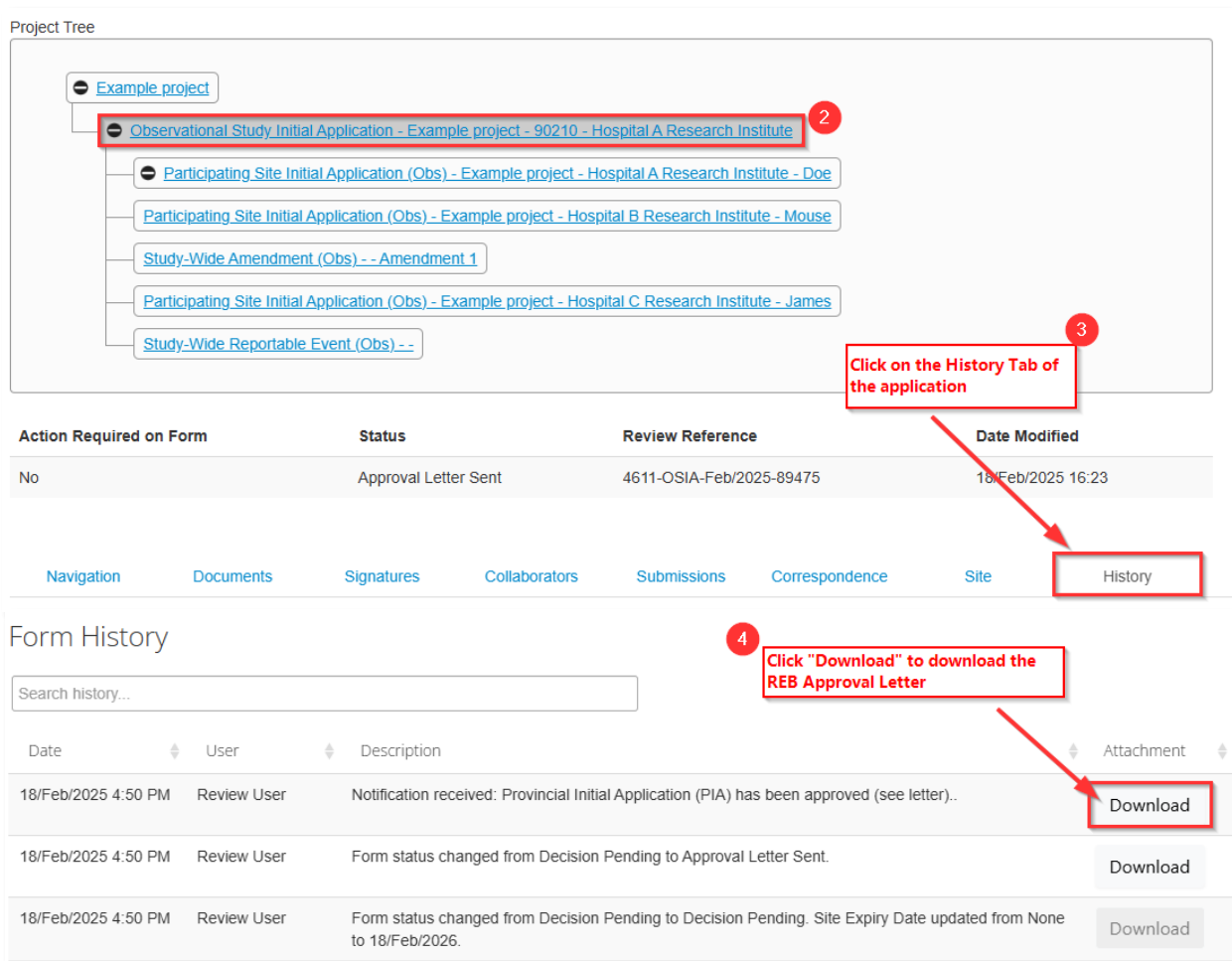


## QuickGuide: How to Find an Approval Letter

To find an approval letter (this process is the same any type of REB letters):

1. [Login](#) to your CTO Stream account select the project containing the application form you want to download the approval letter for from your Work Area.
2. Click on the application you want to view the REB letter for in the project tree (the form will become highlighted in grey).
3. Click on the History tab for the form.
4. Find the approval notification in the form history and click 'Download' to download the letter in PDF format.

**Tip: Search for “Approved” in the search bar to narrow down your search results.**



**Project Tree**

- Example project
  - Observational Study Initial Application - Example project - 90210 - Hospital A Research Institute
  - Participating Site Initial Application (Obs) - Example project - Hospital A Research Institute - Doe
  - Participating Site Initial Application (Obs) - Example project - Hospital B Research Institute - Mouse
  - Study-Wide Amendment (Obs) -- Amendment 1
  - Participating Site Initial Application (Obs) - Example project - Hospital C Research Institute - James
  - Study-Wide Reportable Event (Obs) --

| Action Required on Form | Status               | Review Reference         | Date Modified     |
|-------------------------|----------------------|--------------------------|-------------------|
| No                      | Approval Letter Sent | 4611-OSIA-Feb/2025-89475 | 18/Feb/2025 16:23 |

Navigation: Documents Signatures Collaborators Submissions Correspondence Site **History**

**Form History**

Search history...

| Date                | User        | Description   | Attachment      |
|---------------------|-------------|---|-----------------|
| 18/Feb/2025 4:50 PM | Review User | Notification received: Provincial Initial Application (PIA) has been approved (see letter)..                      | <b>Download</b> |
| 18/Feb/2025 4:50 PM | Review User | Form status changed from Decision Pending to Approval Letter Sent.  | Download        |
| 18/Feb/2025 4:50 PM | Review User | Form status changed from Decision Pending to Decision Pending. Site Expiry Date updated from None to 18/Feb/2026. | Download        |

**Note:** If you are using Google Chrome, the letter will open directly in your browser via the built-in PDF viewer. For other browsers, the PDF will download to your Downloads folder (or wherever your browser is configured to save downloads).

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