

QuickGuide: Identifying the REB of Record

When a newly submitted Provincial Initial Application (PIA) has passed the CTO screening process, a CTO Qualified REB is assigned to conduct the review. This REB will serve as the “REB of Record” that provides ethical review and oversight for all sites that join the study through CTO Stream. This REB will review all ethics submissions for the study through CTO Stream. Additional information on how the REB of Record is selected can be found on the [Application Process](#) page of the [CTO Website](#).

Identifying/knowing who the REB of Record is for a given study is important for the following reasons:

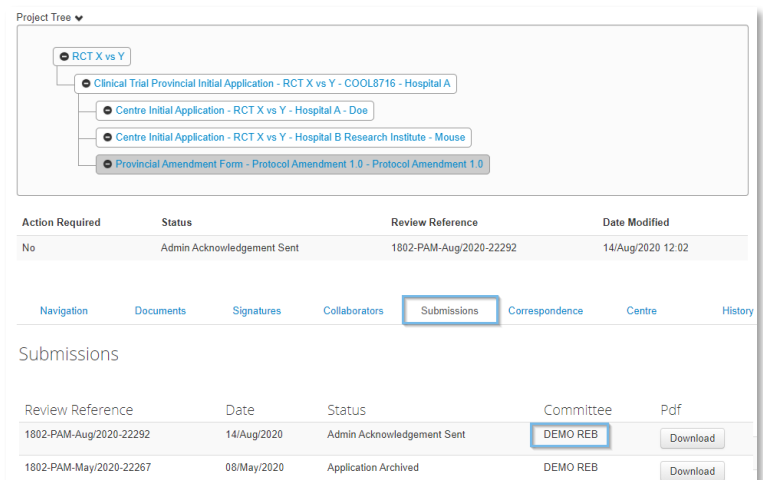
- Accessing the information below, available through the [REB’s own local website](#).
 - REB membership lists
 - SOPs and guidelines
 - Full-Board meeting dates and submission deadlines
- Applicants may need to consult with the REB of Record for ethics-related questions, or questions about an application 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.

To Identify the REB of Record Using the Submissions Tab:

1. Login to your CTO Stream account at apply.ctostream.ca.
2. Select your project from the Work Area.
3. Click on any submitted application¹ from within the Project Tree.
4. Click on the Submissions tab below the Project Tree (*Figure 1*).
5. The name of the REB of Record for the study will appear in the “Committee” column. (*Figure 1*).

¹The form status bar underneath the project tree will say *Not Submitted* if the form has never been submitted.



Action Required	Status	Review Reference	Date Modified
No	Admin Acknowledgement Sent	1802-PAM-Aug/2020-22292	14/Aug/2020 12:02

Review Reference	Date	Status	Committee	Pdf
1802-PAM-Aug/2020-22292	14/Aug/2020	Admin Acknowledgement Sent	DEMO REB	Download
1802-PAM-May/2020-22267	08/May/2020	Application Archived	DEMO REB	Download

Figure 1

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