

## QuickGuide: Submitting a Study-Wide Continuing Review (SWCR)

The Lead Applicant study team is responsible for submitting the **Study-Wide Continuing Review (SWCR)** application prior to the submission deadline of the full board meeting that occurs 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.

Identify the submission deadline by checking the submission dates for the REB of Record. This can be found by visiting the webpage for the REB of Record.

### Steps to Follow:

1. Ensure the Clinical Trial Initial Application (CTIA) or Observational Study Initial Application (OSIA) is selected in the Project Tree (it will become highlighted in grey). Next press the **'Create Sub-form'** from the left-hand side of the page (Figure 1).



Figure 1

2. Select the **Study-Wide Continuing Review** application from the drop-down menu (Figure 2.0), then press green 'Create' button (Figure 2).

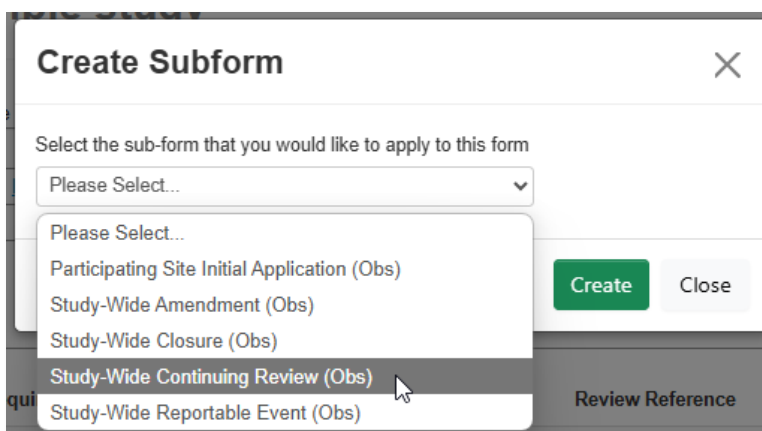


Figure 2

3. Complete the application form and then request the Lead Applicant's signature, or sign the form directly, if applicable.

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