

## QuickGuide: Updating a Project

Occasionally CTO makes updates to the content of application forms used in CTO Stream. After the updates have been made, a new form version is published and all active CTO Stream projects in the system must be updated. Updating the project ensures all newly created forms will contain the updated content. The **Project Owner\*** is the only user who has the necessary permissions to update a project. The **Project Owner** is the user who originally created the project in CTO Stream, or a user who has accepted a project transfer request from the project owner to become the new project owner.

Any forms created after a project has been updated will contain the new or revised form content. All existing forms for the project which have not yet been submitted will also be updated, even if the form is locked via signature requests.

**Note: the project invalidates any signatures or signature requests on unsubmitted forms. These signatures and signature requests would then need to be re-done after the project is updated.**

Forms that have been Approved, Acknowledged, or Withdrawn will not be affected by the project update. Forms currently under review with the REB are also not affected by the project update, unless they are sent back to the study team for revisions at which point they will become updated.

### To Update a Project:

1. Login to your CTO Stream account at [apply.ctostream.ca](http://apply.ctostream.ca).
2. Select your project you want to update from the list of projects in your Work Area.
3. Press the update button at the top of your screen. The update button is only visible to the project owner (Figure 1).

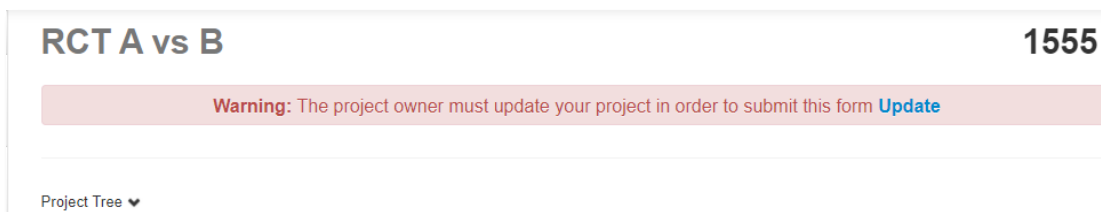


Figure 1

4. Press the blue Update button to confirm (Figure 2).

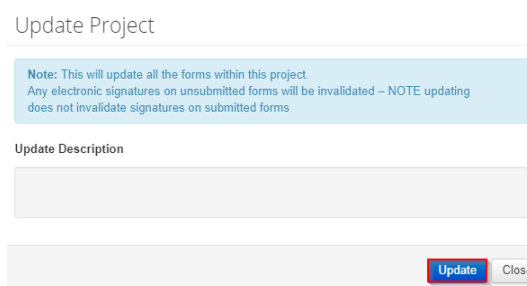


Figure 2

### Tips:

- The Project Owner is listed under the 'Collaborators' tab of any form for the project.
- When the project is updated, any signatures/signature requests for un-submitted forms will be invalidated. We recommend checking un-submitted forms for signatures/signature requests prior to upgrading.

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