

QuickGuide: Participating Sites – Getting Started (Applicant)

Joining a study through CTO Stream? Here's how to get started!

New User: Contact CTO (streamlined@ctontario.ca) to get a Stream account.

Participating sites need access to the study; the study won't appear in a user's Work Area until the user is added as a collaborator. Details can be found in the Accessing Centre Applications QuickGuide.

To begin working on your Centre Initial Application:

1. Log in to CTO Stream (apply.ctostream.ca)
2. Click on the study from your list of studies in the Work Area (if the study doesn't appear in the list you don't have access yet)
3. Click on your Centre Initial Application from the project tree – the table of contents for the application form will appear at the bottom of your screen
4. You can begin answering questions and uploading documents.
5. Once the form is complete, the Principal Investigator (and Co-Investigator, if applicable), Department Head and Institutional Representative needs to [sign](#). The application will automatically submit once the last signature is applied (unless you've disabled this feature). Email confirmation is automatically sent to the Principal Investigator (and Co-Investigator, if applicable), Main Centre Study Contact and other collaborators.

Tips:

1. Make sure you use the REB approved consent form template when drafting your centre consent form for the study. This can be found in the 'documents' tab of the Provincial Initial Application.
For most sites, the only changes to the template will be to 'fill-in-the-blanks' (e.g., site-specific contact information) and add site letterhead. Sites with Documented Institutional Ethics Requirements may need to include additional institutional wording. We encourage you to not make additional changes – if you do, you'll need to provide the rationale for the changes in question 4.6.
2. Don't forget to add your collaborators! Information on roles and sharing can be found in the Collaborators manual. If you want to add collaborators that don't yet have a Stream account, just contact us (Streamline@ctontario.ca) and we'll help you out.
3. Check the SRERS Administration form for your site for details on who to enter as the Institutional Representative in 1.13/1.14 and others who may need access to the application. If there are Documented Institutional Ethics Requirements, make sure these are addressed within the consent form/application. Don't have these on file? Contact CTO (Streamline@ctontario.ca) and we'll send them along.
4. User Manuals for CTO Stream can be found [online](#) and within CTO Stream (Click "Help" in the black navigation bar at the top of the screen).
5. We're here to help, so don't be shy if you have a question. Phone and email numbers are below.

Questions?

T: 1 (877) 715-2700

E: Streamline@ctontario.ca

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