

## CTO STREAM APPLICATION SIGNATURE REQUIREMENTS

### Appendix 2: Signature Requirements for the CTO Stream REB Submissions

**Exception:** The Board of Record reserves the right to request the Principal Investigator signature at any time (i.e., if the re-submission or subsequent correspondence involves significant revisions related to safety information).

**Note:** Delegated signatories must be listed on the study delegation log prior to assuming this responsibility. A copy of the delegation log could be requested at the discretion of the Board of Record.

Type of Application	Required Signatures
<b>Provincial Initial Application (PIA)</b>	
First time Provincial Initial Application is submitted	Provincial Applicant Co- Investigator (if included in the application)
Subsequent correspondence to Provincial Initial Application (i.e., in response to requests for modifications from the REB)	Provincial Applicant or Delegate
<b>Provincial Post Approval Application</b>	
First time provincial post approval form is submitted <u>For example:</u> <ul style="list-style-type: none"> <li>• Provincial Amendment (<b>PAM</b>)</li> <li>• Provincial Reportable Event (<b>PRE</b>)</li> <li>• Provincial Continuing Review (<b>PCR</b>)</li> <li>• Provincial Study Closure (<b>PSC</b>)</li> </ul>	Provincial Applicant
Provincial Amendment involving only a change to: <ul style="list-style-type: none"> <li>• Contact details for PA/Co-Applicant</li> <li>• Name/contact details of main contact</li> </ul>	Provincial Applicant or Delegate
Subsequent correspondence to any post approval form (i.e., in response to requests for modification from the REB)	Provincial Applicant or Delegate
<b>Centre Initial Application (CIA)</b>	
First time Centre Initial Application is submitted	Principal Investigator Co- Investigator (if included in the application)

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	<p><b>For TOH/OHRI studies:</b> Department Head / Department Approver</p> <ul style="list-style-type: none"> <li>• Exceptions: <ul style="list-style-type: none"> <li>○ Division Head for studies from Department of Medicine and Department of Surgery</li> <li>○ Dr. Bill Cameron if Department Head is in conflict with the application</li> <li>○ Department Approver for Clinical Epidemiology Program</li> </ul> </li> </ul> <p><b>For UOHI/OHIRC studies:</b> Division Head/Division Approver</p> <ul style="list-style-type: none"> <li>• Exceptions: <ul style="list-style-type: none"> <li>○ Dr. Peter Liu if Division Head is in conflict with the application</li> <li>○ Dr. Thierry Mesana if Dr. Liu is also in conflict with the application</li> </ul> </li> </ul> <p>Primary Representative</p>
Subsequent correspondence to Provincial Initial Application (i.e., in response to requests for modifications from the REB)	Principal Investigator or Delegate
<b>Centre Post Approval Application</b>	
<p>First time centre post approval form is submitted</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Centre Amendment (<b>CAM</b>)</li> <li>• Centre Reportable Event (<b>CRE</b>)</li> <li>• Centre Continuing Review (<b>CCR</b>)</li> <li>• Centre Study Closure (<b>CSC</b>)</li> </ul>	Principal Investigator
Centre Amendment to change Principal Investigator (PI): (e.g., the current PI is being replaced with a new PI)	<p>Principal Investigator (new)</p> <p><b>For TOH/OHRI studies:</b> Department Head / Department Approver</p> <ul style="list-style-type: none"> <li>• Exceptions: <ul style="list-style-type: none"> <li>○ Division Head for studies from Department of Medicine</li> <li>○ Dr. Bill Cameron if Department Head is in conflict with the application</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Department Approver for Clinical Epidemiology Program</li> </ul> <p><b>For UOHI/OHIRC studies:</b> Division Head/Division Approver</p> <ul style="list-style-type: none"> <li>● Exceptions:             <ul style="list-style-type: none"> <li>○ Dr. Peter Liu if Division Head is in conflict with the application</li> <li>○ Dr. Thierry Mesana if Dr. Liu is also in conflict with the application</li> </ul> </li> </ul> <p>Primary Representative</p>
Centre Amendment to change Co-Investigator (Co-I): (e.g., addition of a new Co-I or replacement of the current Co-I with a new Co-I)	Principal Investigator Co-Investigator (new)
Centre Amendment involving only a change to: <ul style="list-style-type: none"> <li>● Contact details for PA/Co-Applicant</li> <li>● Name/contact details of main contact</li> </ul>	Principal Investigator or Delegate
Subsequent correspondence to any post approval form (i.e., in response to requests for modification from the REB)	Principal Investigator or Delegate
<p><b><u>Exceptions to the signature process:</u></b></p> <p><b>The Board of Record reserves the right to request the Principal Investigator signature at any time.</b></p>	

Revision History		
Version Number	Effective Date	Summary of Changes
Version 3	September 27, 2022	Updated instruction for TOH/OHRI Department Head sign off for clarity; added instruction for UOHI/OHIRC Division Head sign off; added pagination
Version 2	January 12, 2022	Updated instruction for TOH/OHRI Department Head sign off (replaced “supervisor” with “Dr. Bill Cameron”); updated Amendment descriptions for clarity
Version 1	October 2, 2019	Initial Version
This N2-CAREB SOP Addendum has been reviewed and approved by the OHSN-REB Administrative Committee.		