REB User Manual: Navigating Stream

Stream Helpdesk:

support.ctontario.ca

Contents

1. Finding an Application

When applications are submitted to a research ethics board in Stream, reviewers can access them from the Review Tiles (*Figure 1*) of their **Work Area**. These tiles are logically named based on the status and type of applications they contain. For example, the “REB Submissions” tile holds new submissions waiting to be processed and the **For My Review** tile contains submissions you have been assigned as a reviewer on.

The tiles visible in your Work Area depends on the type of role within the REB (i.e., REB Chair, REB Staff). Each tile displays a number indicating how many submissions it contains.

To view the applications contained within a specific review tile, click anywhere on that tile. A table will appear listing each submission as a row. Key information is displayed about each submission to help you identify it.

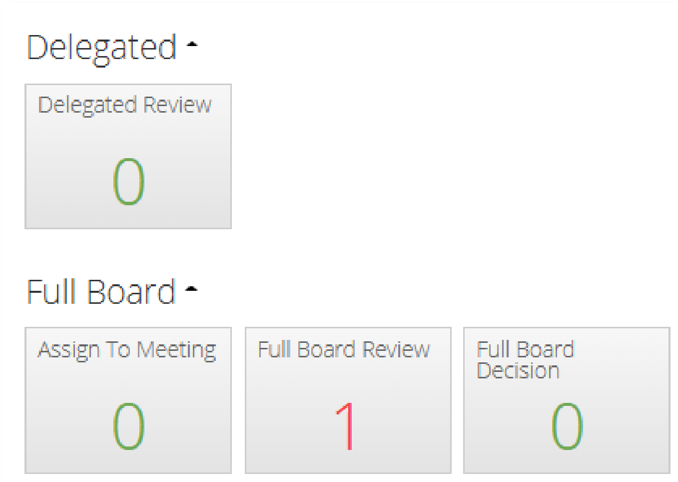
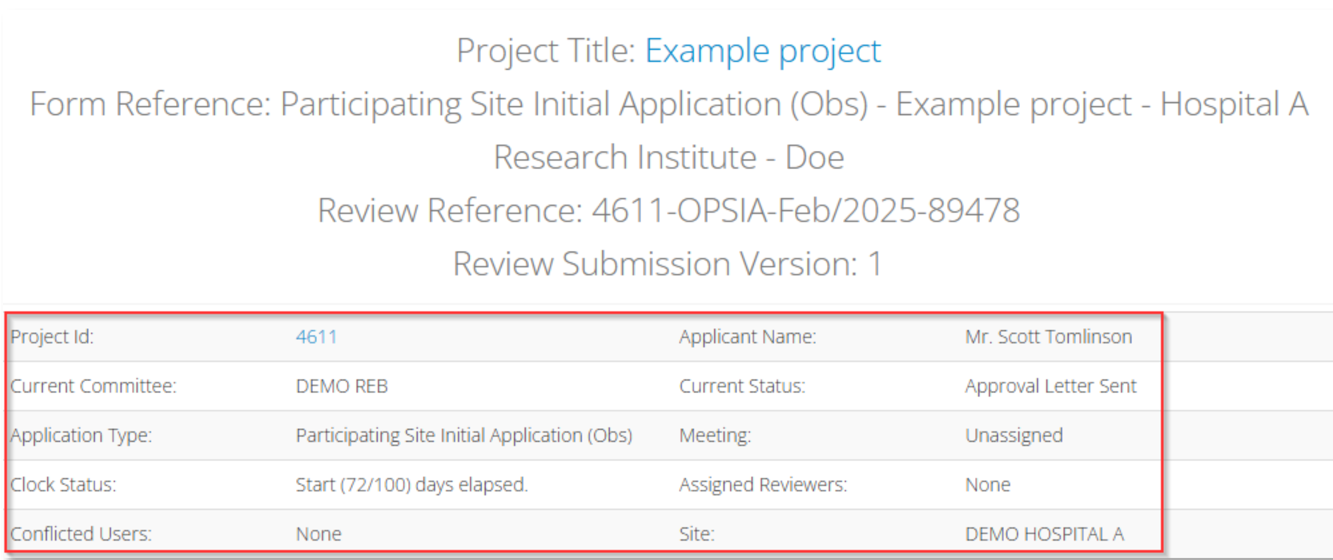


Figure 1

2. Viewing an Application (The Submission Timeline Page)

To open a submission from a review tile, click on any data field in the corresponding row of the table (e.g., Project ID, Review Reference). This action will take you to the **Submission Timeline** page of the submission (*Figure 2*). The Submission Timeline serves as a “cover page” for the submission and provides general information such as Project ID, Study Title, Application Type, etc. The information displayed for a submission is summarized below in **Table 1**.



Project Title: Example project

Form Reference: Participating Site Initial Application (Obs) - Example project - Hospital A Research Institute - Doe

Review Reference: 4611-OPSIA-Feb/2025-89478

Review Submission Version: 1

Project Id:	4611	Applicant Name:	Mr. Scott Tomlinson
Current Committee:	DEMO REB	Current Status:	Approval Letter Sent
Application Type:	Participating Site Initial Application (Obs)	Meeting:	Unassigned
Clock Status:	Start (72/100) days elapsed.	Assigned Reviewers:	None
Conflicted Users:	None	Site:	DEMO HOSPITAL A

Figure 2

TABLE 1 – SUBMISSION TIMELINE PAGE

	Description
Current Committee	The name of the REB of Record for the study
Application Type	The type of application under review (i.e., Participating Site Amendment, Study-Wide Amendment, etc.)
Clock Status	The elapsed time (in days) since the application was submitted
Conflicted Users	Names of the REB members/staff that have a conflict
Applicant Name	Name of current project owner (the user who created the study in Stream)
Current Status	Current status of the form in the REB review process
Meeting	The name of the full board meeting to which the application has been assigned (if applicable)
Assigned Reviewers	The names of the assigned reviewers or REB staff and their corresponding reviewer assignment

2.1 Timeline Tab

Scrolling down the Submission Timeline page you will see six tabs. Each tab provides access to specific information or functionality related to the submission. The tab on the far left, **Timeline** is displayed by default when you first open a submission. The remaining tabs, listed from left to right are:

1. **Project**
2. **Documents**
3. **Data**
4. **Contacts**
5. **Correspondence**
6. **Time KPIs**

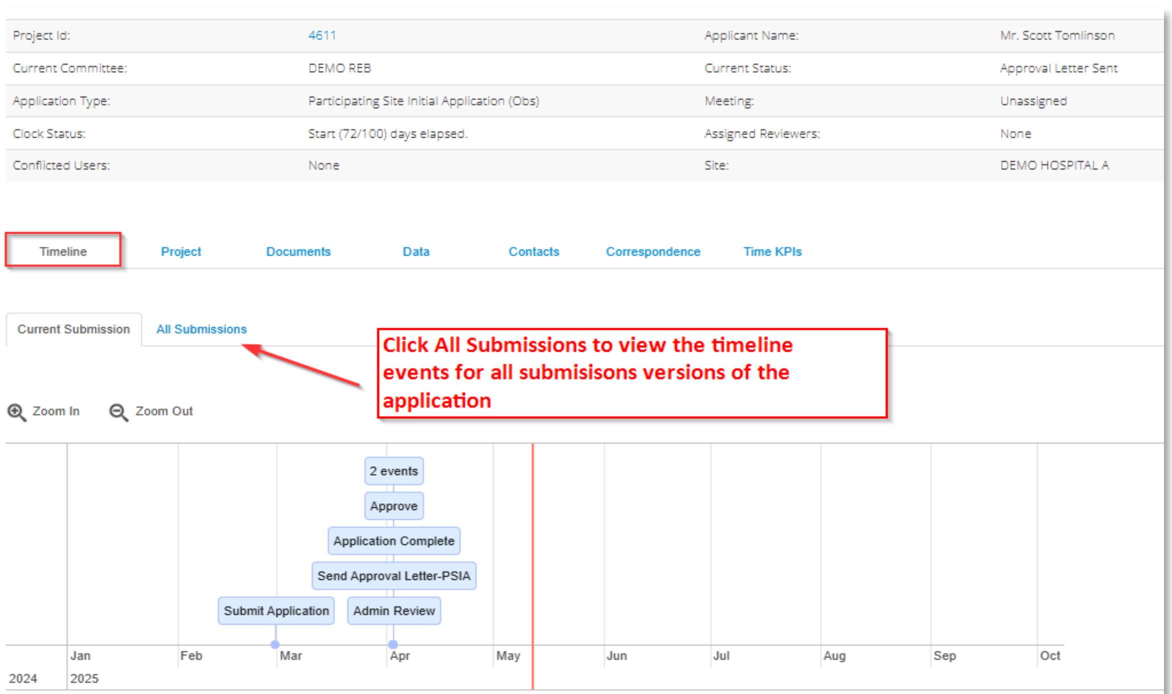


Figure 3

Tip: Zoom in or out using the buttons in the top left corner of the diagram in Figure 3, or by placing the mouse cursor over the diagram and using the scroll wheel.

The **Timeline tab** displays a chronological list of actions previously performed on the submission, up to the current point in time. It also includes a visual timeline that shows when each action occurred. In Figure 3, the blue boxes represent actions that have already been completed for the submission you are reviewing. If the application has been submitted multiple times, you can view a consolidated list of the actions across all submission versions by clicking the **All Submissions tab** (also shown in *Figure 3*).

If you scroll further down the Submission Timeline page (below the timeline diagram) you'll see a chronological list of the actions previously performed on the submission. Some actions may include associated email notifications and/or REB letters. For example, the **Send Approval Letter - PSIA** action includes an email notification to the study team and a PDF copy of the approval letter. To view the email or letter associated with an action, click on the **paperclip** or **email** icons in the row that action's row (see *Figure 4*).

Important: Applicants must login to the system to download any REB letters from the History tab of their application. REB letters are not attached to email notifications.

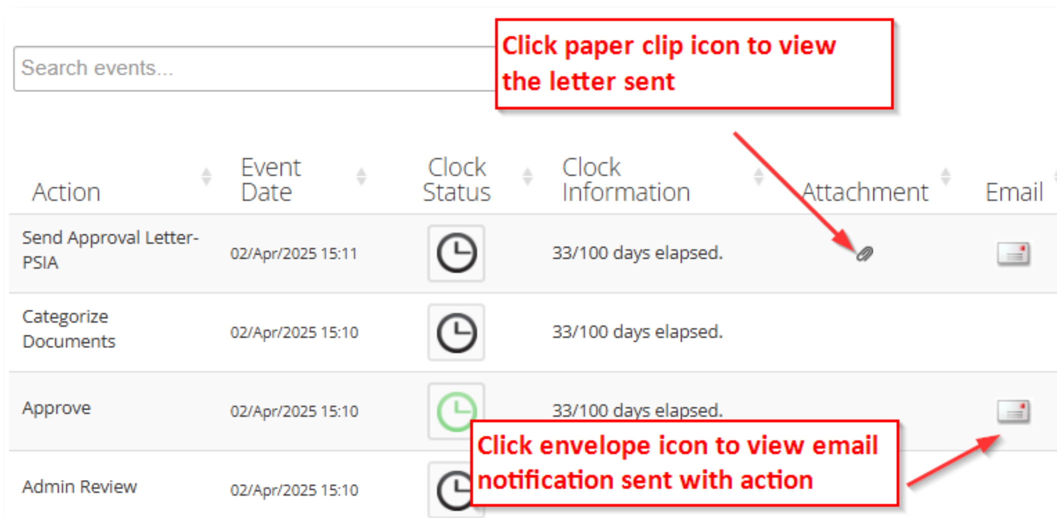


Figure 4

Click on any action in the list to view its **Event Information.** This displays details such as the name of the user who performed the action, the date the action was performed, and any **Timeline Notes** included (*Figure 5*). An asterisk (*) appears after the name of any action that includes a Timeline Note.

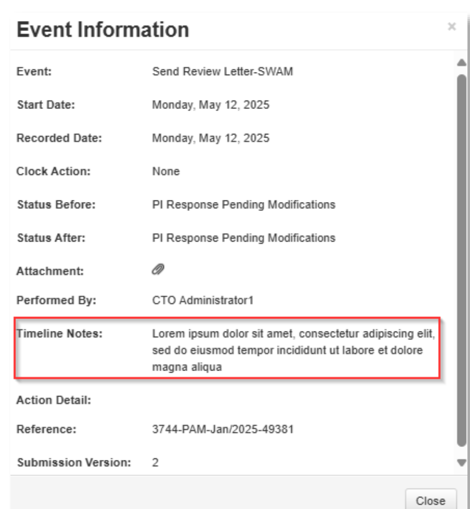


Figure 5

2.2 Project Tab

The Project tab displays all forms submitted for the project, organized into a **Project Tree**. Each submission appears as a “branch” of the tree, represented by a rectangular box with a label called the Form Reference (*Figure 6*).

At the top of the tree is the Study Title, which is not a form but provides a hyperlink to the Project Overview page. Directly beneath is the initial submission for the study – either the **Clinical Trial Initial Application (CTIA)** or **Observational Study Initial Application (OSIA)**. As additional forms are submitted, they are added to the tree in alphabetical order under their parent form. Clicking on a form in the tree opens the Submission Timeline page for the most recent version of that submission.

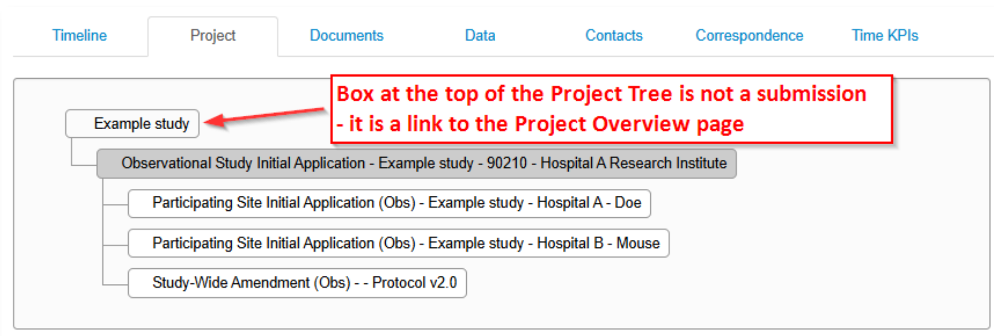


Figure 6

2.3 Documents tab

In the Documents tab there are two separate lists of documents. The documents at the top of the tab are **Form Documents** and the documents below are **Review Documents** (*Figure 7*).

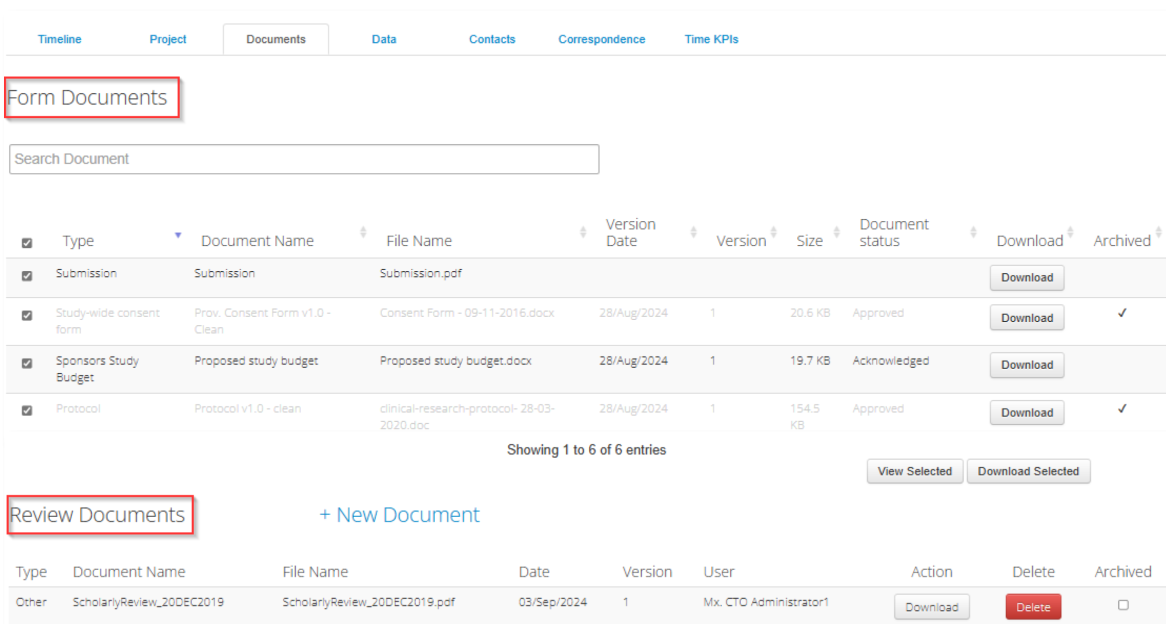


Figure 7

2.3.1 Form Documents

Form documents are any documents uploaded to the application by the study team. These documents are displayed in a table with nine columns, each providing details about the uploaded files. A description of each column is below in **Table 2**.

TABLE 2 – DOCUMENTS TAB INFORMATION (SUBMISSION TIMELINE)

	Description
Type	The type of document uploaded (determined by the form question the document was uploaded to)
Document Name	The name of the document inputted by the applicant at the time of uploading into the form
File Name	The name of the file on the applicant's computer selected when uploading a document into the application (cannot be edited by the REB, is not relevant to the actual ethics review)
Version Date	The version date of the document as specified by the research team (this is an optional field, and usually only completed if there is a version date on the associated document)
Version	The version number of the document as specified by the research team (optional field)
Size	The size of the file being uploaded (KB)
Document Status	Status of the document as shown in the approval/acknowledgement letter sent by the REB of Record
View	The download button allows you to download this document to your computer
Archived	Shows whether the document has been replaced by a more recent version via amendment

2.3.2 Review Documents

Each submission has a place located under the Documents tab for reviewers to upload **Review Documents**. These are optional documents REBs can upload to complete the REB file in Stream (i.e., correspondence or other documents relevant to the submission) or help facilitate the review (i.e., reviewer checklists). These documents are not visible to the study team.

2.3.3 Adding A Review Document

To upload a new review document, click the **+ New Document** button to open the Document Upload pop-up window. Click **Browse** (*Figure 8*), then select a file from your computer to upload into the application. Choose a Document Type from the drop-down menu and then enter a version date and version number (mandatory). Press the green **Upload** button when finished to upload the document. The document will now appear in the list of Review Documents.

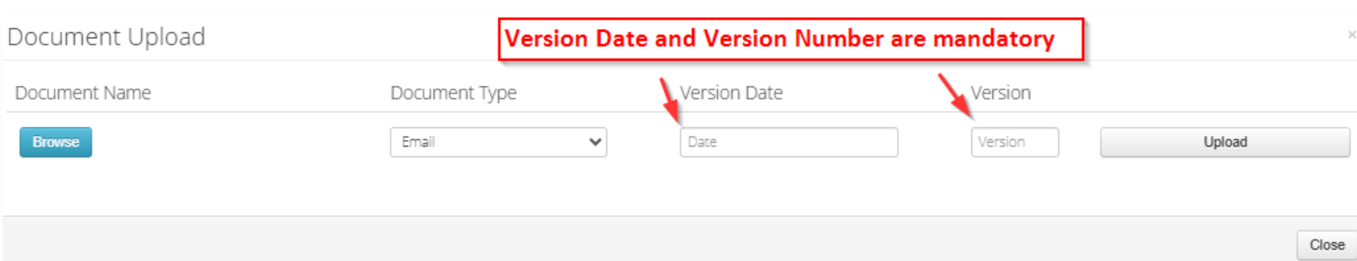


Figure 8

2.3.4 Removing a Review Document

To delete a review document from an application, click on the red **Delete** button in the row containing the document you wish to delete.

2.4 Contacts Tab

The **Contacts tab** lists all contacts that are associated with an application. There are two types of contacts: **Form Contacts** and **Review Contacts**. Review Contacts is a feature not for reviewers and therefore will not be covered in this guide.

2.4.1 Form Contacts

Form Contacts refer to the individuals listed in Section 1.0 of the Participating Site Initial Application or the study-wide initial application. The Form Contacts tab (*Figure 9*) will appear empty for Continuing Reviews, Reportable Events, and Study Closure submissions because these forms do not contain contact questions.

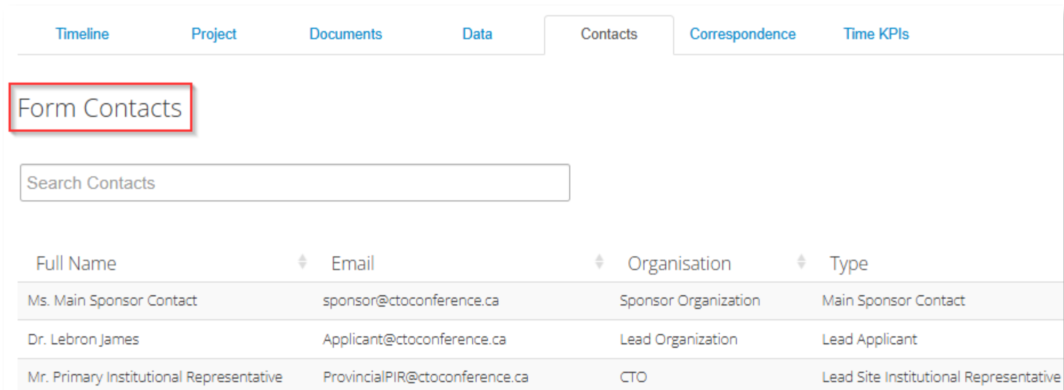


Figure 9

2.5 Correspondence Tab

The Correspondence tab contains a list of all correspondence messages exchanged between the study team and REB of Record. Each message appears as a row in the table, along with key details such as the sender and date sent. A description of the information shown for each message is provided in **Table 3**.

To open a correspondence message, click anywhere on the row containing the desired message. Clicking on the Review Reference number for a submission take you back to the Submission Timeline page for the application. The table can be sorted by any column by clicking the grey triangles to the right of the column header.

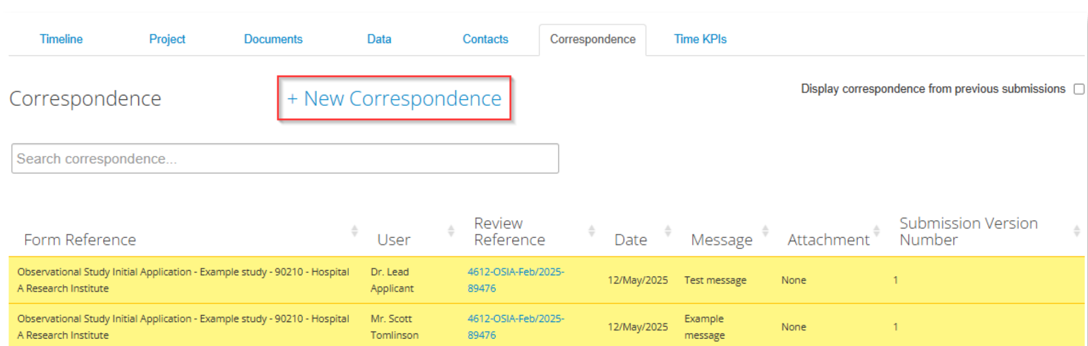


Figure 10

TABLE 3 – CORRESPONDENCE TAB (SUBMISSION TIMELINE)

	Description
Form Reference	The name of the application form (as displayed in the Project Tree) that the correspondence message was created on
User	Name of the user who created and sent the correspondence message
Review Reference	Unique identifier of the specific submission where the correspondence message was created
Date	The date the message was sent
Message	Displays the first 40 characters of the correspondence message. Click the message to open the complete message in a pop-up window.
Attachment	A paper clip icon will appear if a document is attached to the correspondence. The word “none” will appear if no document is attached. Click the paper clip icon to open the attachment.

2.6 Time KPIs

The **Time KPIs** feature is designed to calculate metrics related to how long (in days) an application spends with the study team versus the REB. This feature is currently not used in Stream. Instead, metrics are extracted from the system using an external program. These calculated timelines are then compiled and shared with REBs on a quarterly basis.

3. Project Overview Page

The **Project Overview** page consolidates information from all submissions into a single, centralized view. From this page reviewers can access a list of all submissions for the study, view documents attached to submissions, and more. To access the Project Overview page, click on the study title displayed in blue text at the top of the Submission Timeline page (*Figure 11*) of any submission. Reviewers can also access the Project Overview page by clicking the **Project ID** (see blue box in *Figure 11* below).

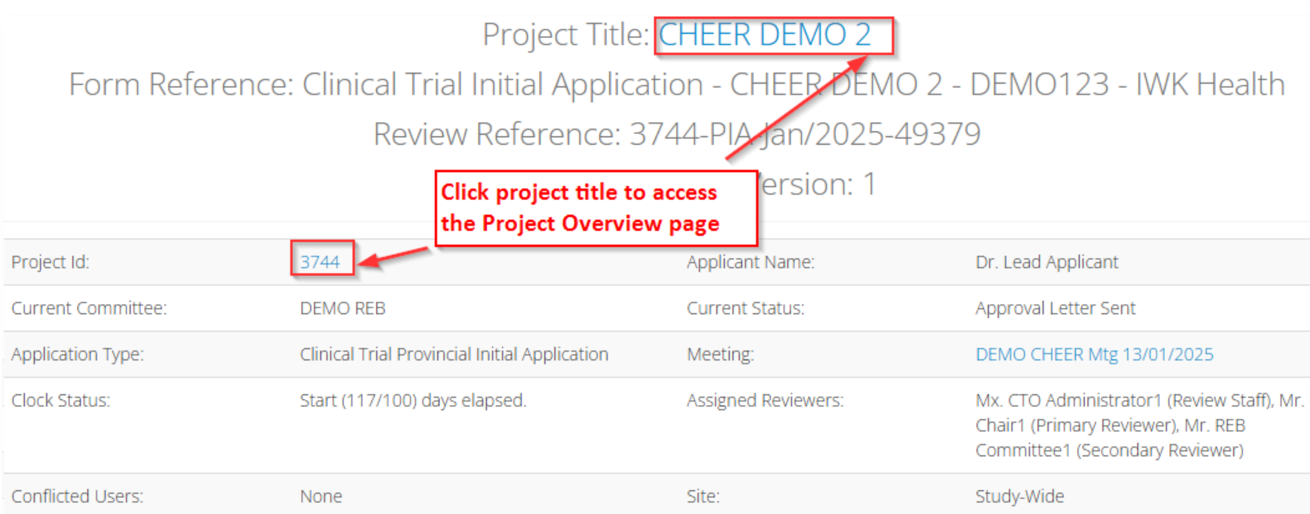


Figure 11

The Project Overview page contains 7 tabs (*Figure 12*) that are like those on the Submission Timeline however, the tabs on the Project Overview contain information and documents from all submissions over the entire duration of the study (i.e., they are not submission-specific).

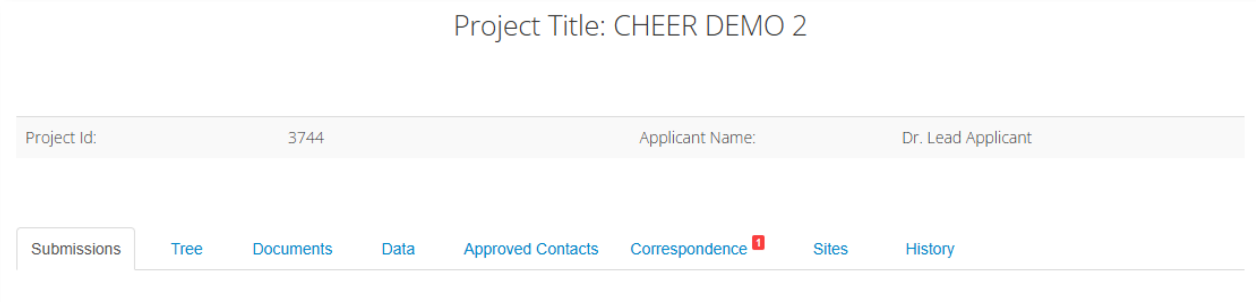


Figure 12

3.1 Submissions Tab

The Submissions tab lists all submissions made to the REB for the project and includes information about each submission (see **Table 4** below). Like most tabs in Stream, the list is searchable and can be sorted by clicking the triangles to the right of each column header.

Tip: Use the search bar to filter out applications by status. For example, to view a list of only approved REB applications, type the word "approved" in the search bar.

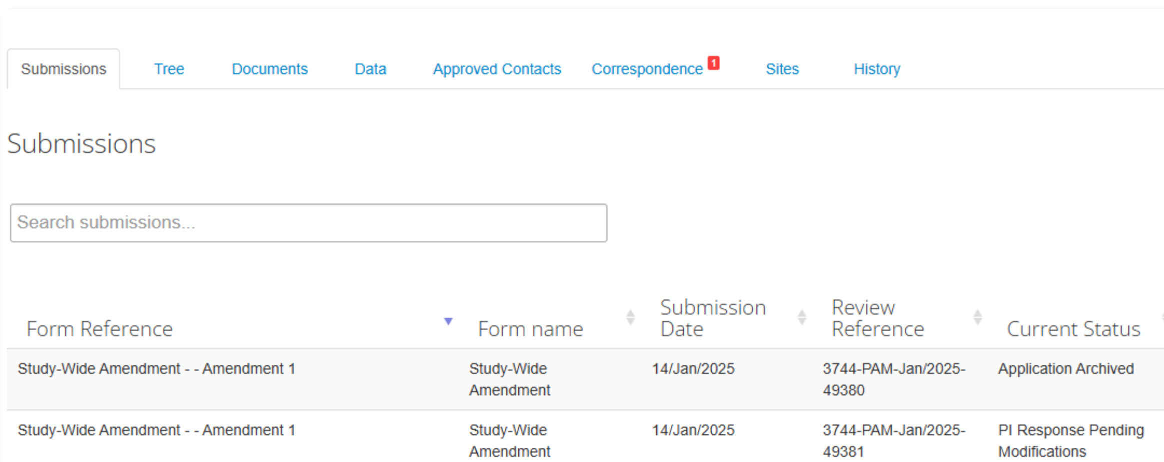


Figure 13

TABLE 4 – SUBMISSIONS TAB

	Description
Form Reference	The name of the application form as displayed in the Project Tree
Form Name	The name for the type of application submitted
Submission Date	The date the application was submitted
Review Reference	Unique system-generated identifier for a specific submission version of an application

Current Status	Current status of the form in the REB review process (REB workflow)

3.2 Project Tree Tab

The **Tree tab** functions similarly to the Project tab on the Submission Timeline Page. It provides a visual representation of the Project Tree, displaying all submissions for the study. Each form is represented by a branch of the tree. Clicking on a branch takes you to the Timeline Tab of the most recent submission for that form (if it has been submitted more than once).

The forms are visually represented in the tree by rectangular boxes (*Figure 14*). Each box includes the application type and, depending on the form, additional details. For example, for a Participating Site Initial Application (PSIA), the Principal Investigator's surname and organization are also displayed.

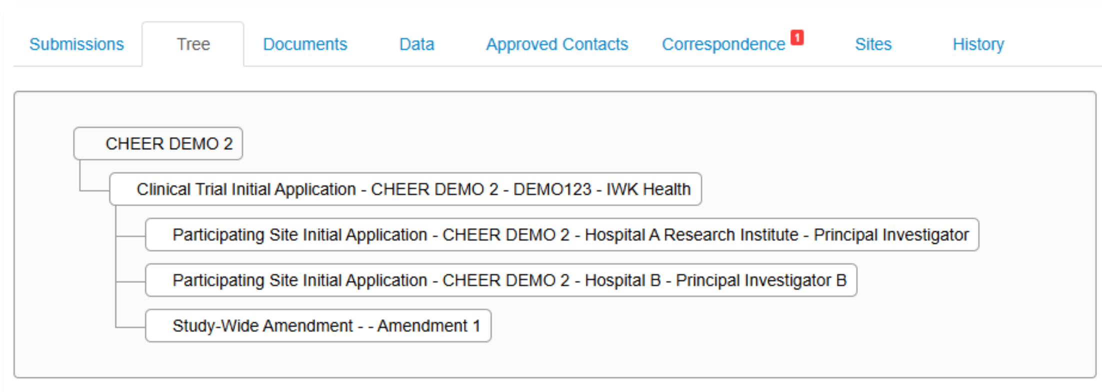


Figure 14

3.3 Documents tab

The **Documents tab** list all the documents attached to the REB submissions for the study. Reviewers can download any document by clicking the 'Download' button in the row containing the desired document. The "Archived" column (far-right column in *Figure 15*) allows reviewers to see whether the document has been archived (replaced by more recent versions submitted as an amendment). If the **Archived** checkbox is ticked off, it means the document has been archived.

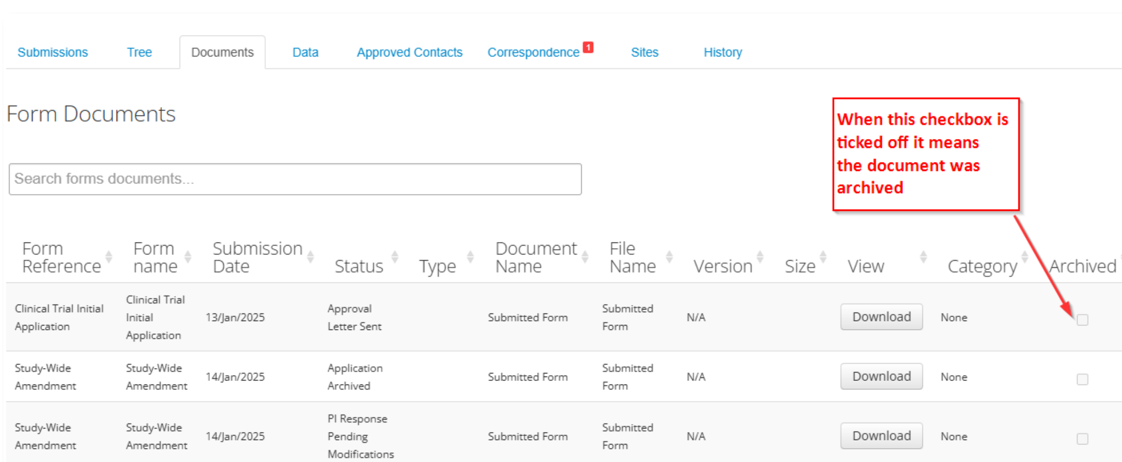


Figure 15

3.4 Data Tab

The **Data tab** (*Figure 16*) contains administrative information entered by system administrators. This includes key data points such as the final approval date of the initial study-wide application for the project. It also contains other administrative data used for reporting purposes. **REBs should not modify any fields in the data tab under any circumstances.**

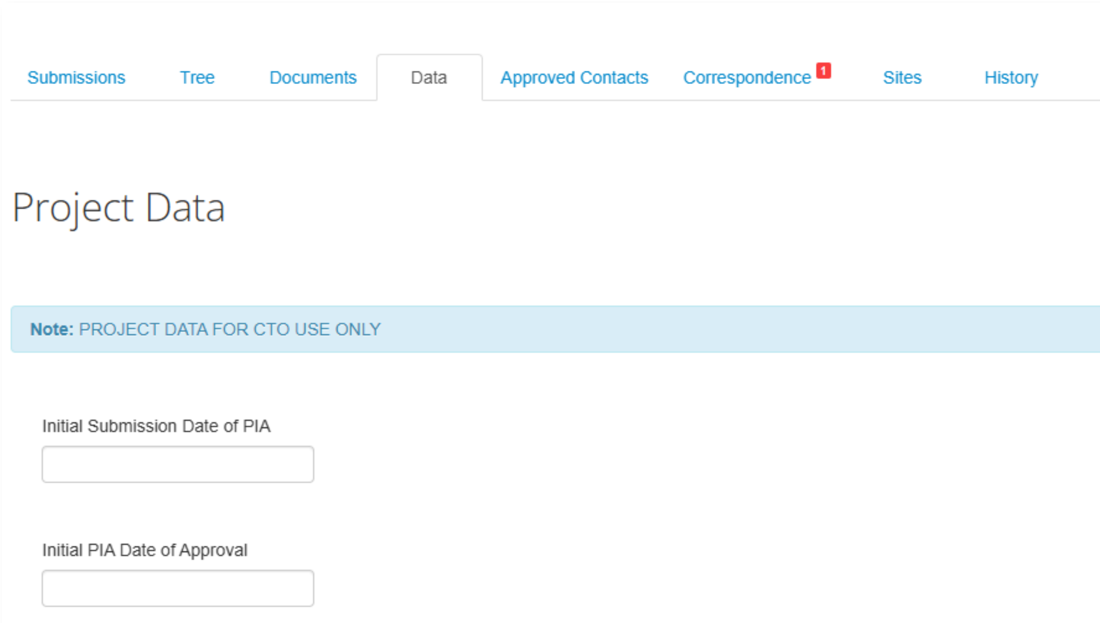


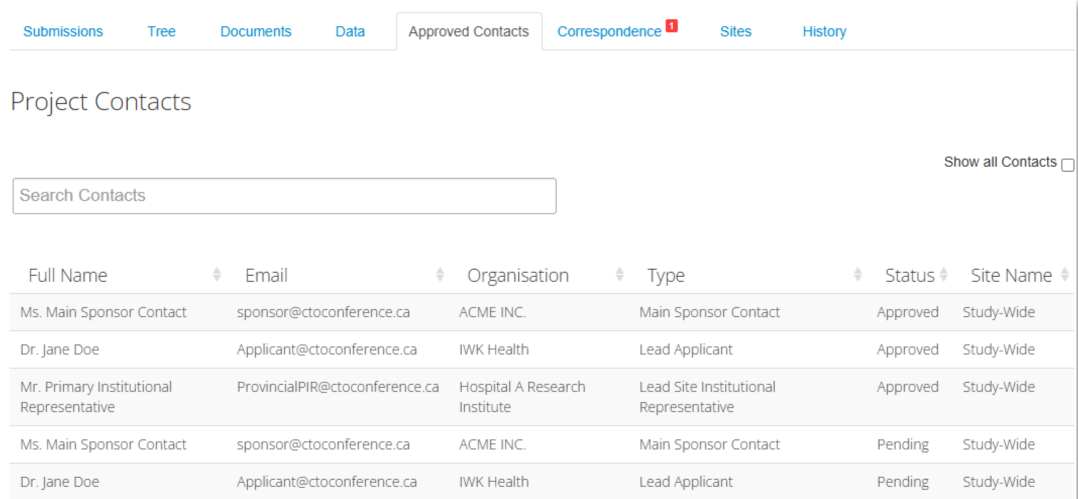
Figure 16

3.5 Approved Contacts Tab

The **Approved Contacts tab** serves as a directory of study personnel for the lead study team and participating site study teams. The primary purpose of the Approved Contacts tab is to ensure that the correct Centre Principal Investigator or Lead Applicant appears in REB letters. These contacts are drawn from Section 1.0 – *General Information* of the Clinical Trial Initial Application (CTIA), Observational Study Initial Application (OSIA), and/or Participating Site Initial Application (PSIA) submissions. Contacts listed in the Study-Wide or Participating Site Amendments also appear here if any changes to personnel were made.

Each contact is listed in a table that includes a Status column, indicated whether the form in which the contact appears has been approved, or acknowledged by the REB. The most recent contacts approved by the REB will show a status of **Approved**. When an amendment that includes personnel changes is approved or acknowledged, the tab is automatically updated to reflect the new contact. The status of the previous contact is updated to **Superseded**.

Typically, only changes to the Lead Applicant, Co-Lead Applicant, or Principal Investigator require REB approval, but REB approval or acknowledgement of the application form in the system is also required for changes to the other study personnel listed in the form. Only the “approved” and “pending” contacts appear in the list by default. Use the “Show all contacts” checkbox (*Figure 17*) to show all the “declined” and “superseded” study personnel.

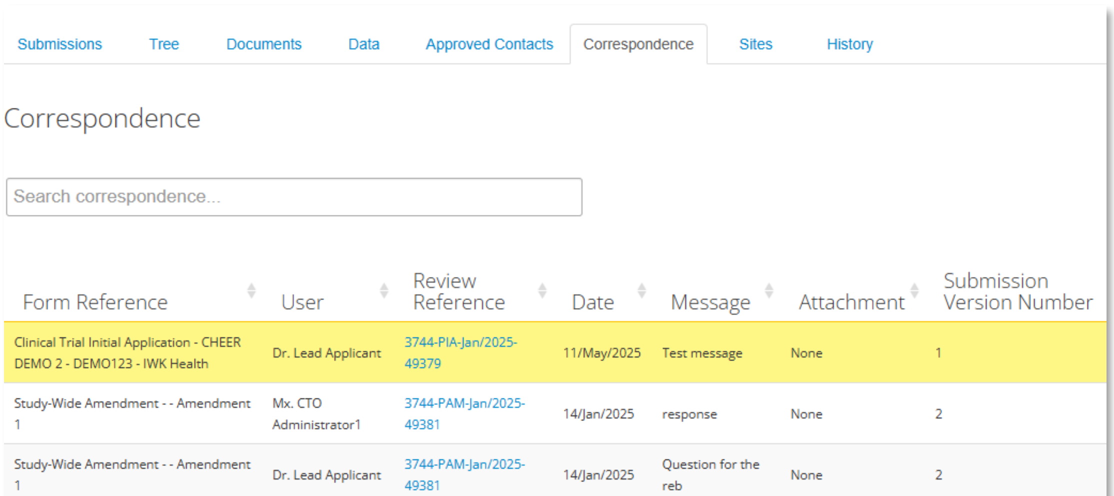


Full Name	Email	Organisation	Type	Status	Site Name
Ms. Main Sponsor Contact	sponsor@ctoconference.ca	ACME INC.	Main Sponsor Contact	Approved	Study-Wide
Dr. Jane Doe	Applicant@ctoconference.ca	IWK Health	Lead Applicant	Approved	Study-Wide
Mr. Primary Institutional Representative	ProvincialPIR@ctoconference.ca	Hospital A Research Institute	Lead Site Institutional Representative	Approved	Study-Wide
Ms. Main Sponsor Contact	sponsor@ctoconference.ca	ACME INC.	Main Sponsor Contact	Pending	Study-Wide
Dr. Jane Doe	Applicant@ctoconference.ca	IWK Health	Lead Applicant	Pending	Study-Wide

Figure 17

3.6 Correspondence Tab

All correspondence messages sent between the REB and study team across all applications for the entire study can be viewed from the Correspondence tab of the Project Overview. The "Review Reference" column of the table (*Figure 18*) displays an identifier for specific submission a message was sent on. It can be used as a hyperlink to go directly to the Submission Timeline of the submission where the message was created.



Form Reference	User	Review Reference	Date	Message	Attachment	Submission Version Number
Clinical Trial Initial Application - CHEER DEMO 2 - DEMO123 - IWK Health	Dr. Lead Applicant	3744-PIA-Jan/2025-49379	11/May/2025	Test message	None	1
Study-Wide Amendment - - Amendment 1	Mx. CTO Administrator1	3744-PAM-Jan/2025-49381	14/Jan/2025	response	None	2
Study-Wide Amendment - - Amendment 1	Dr. Lead Applicant	3744-PAM-Jan/2025-49381	14/Jan/2025	Question for the reb	None	2

Figure 18

3.7 Sites Tab

The Sites tab shows the expiry date and status of ethics approval for the overall project and each site participating in the study (*Figure 19*) in Stream. If required, REB users can edit the Status or Expiry Date for a site by clicking on the **Site Name** of that site in the table. For example, if the REB selected the wrong expiry date for a study when approving a CTIA/OSIA, they should correct the date here and re-issue the approval letter. It is important to remember that all studies in Stream have a single expiry date that that is shared by all participating sites.

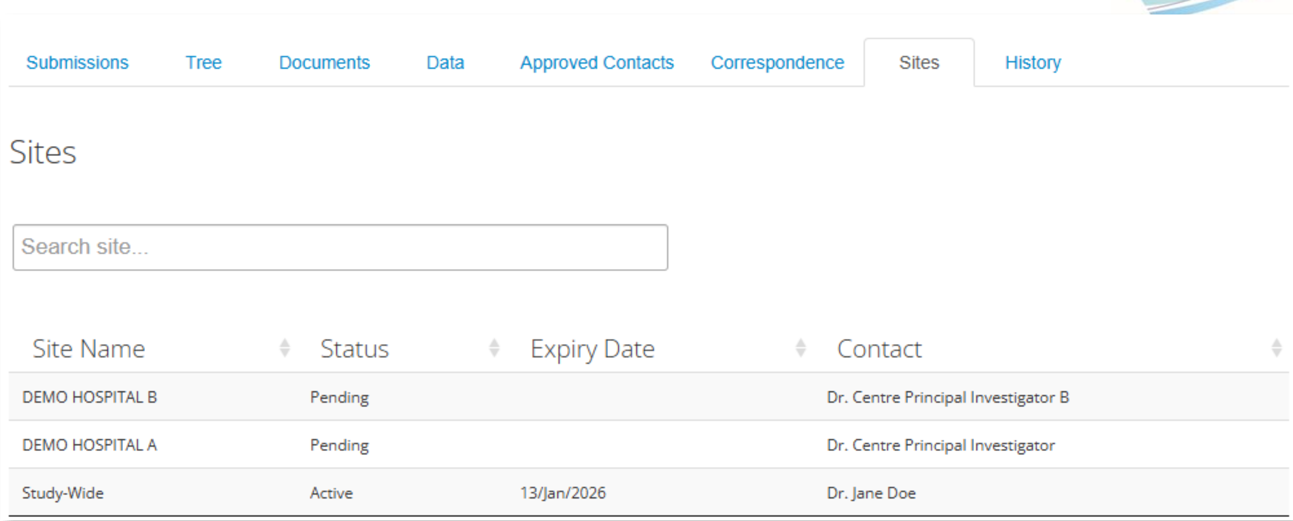


Figure 19

3.8 History Tab

The History tab of the project overview (*Figure 20*) contains the complete REB history for the study overall. This includes an audit log of all actions conducted on the review side of the system for the project, including the date, and form on which they were conducted. Like other tabs in the project view, the table is searchable and sortable by clicking the arrows to the right of each column name.

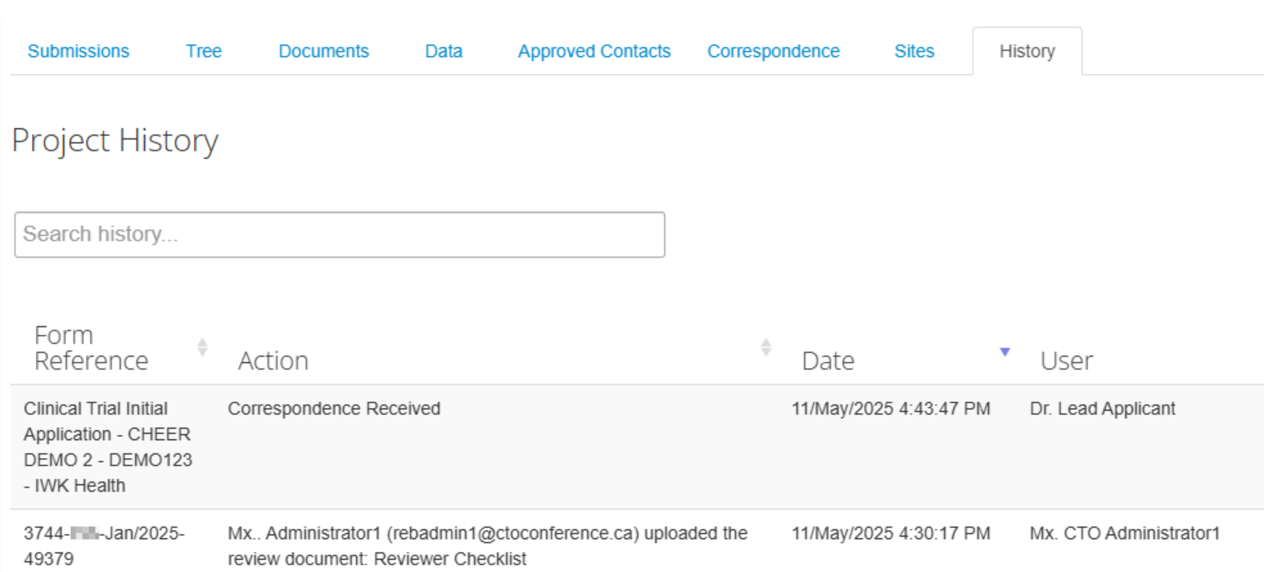


Figure 20

4. Actions Menu

The **Actions Menu** is located on the left-hand side of the screen and contains various actions that can be performed on the application at any given time. The buttons are dynamic, meaning they will change depending on the status of the submission and the role of the reviewer.

Figure 21 shows the actions available when a user with the REB Staff role opens a newly submitted application. Some of the actions are administrative in nature for administrative tasks such as, making a comment or creating a note to file, and some actions will progress the submission to the next step of the workflow, such as 'Send Review Letter'.

The Workflow Actions and Administrative Actions are described in The Review Process user manual on the Manuals & Guides page), however there are two key navigational buttons available to REB users through the Action toolbar:

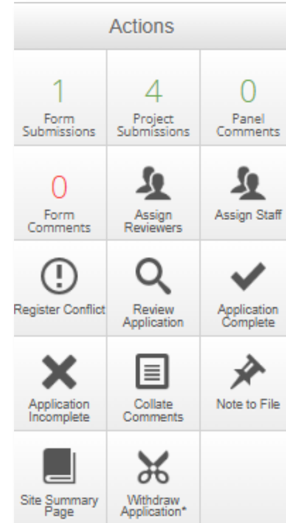


Figure 21

- **Form Submissions** – Lists all submission versions of the application and allows for easy navigation between them.
- **Project Submissions** – Direct you to the Submissions tab of the Project Overview page.

4.1 Form Submissions

Each time the study team resubmits an application in response to comments/feedback from the REB, it is considered a 'new version' of the application. The **Form Submissions** button (*Figure 22*) indicates the total number of times the application has been submitted.

Click on the **Form Submissions** button to access to any previously submitted version of the application you are reviewing.

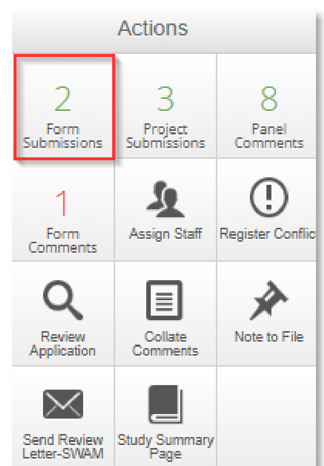


Figure 22

4.2 Project Submissions

The **Project Submissions** button indicates how many application forms have been submitted for the current project. Clicking the button will take the user to the Submissions tab of the Project Overview.

5. The Application Form

While reviewing a submission, you can view any comments made by other reviewers, make new comments of your own, and convert the application form to PDF format (where it can be printed). This section outlines how to review the application form, view study documents and complete other tasks outlined above.

5.1 Viewing an Application

Clicking the **Review Application** button (*Figure 23*) takes you to the Table of Contents for the application, showing all applicable sections. Due to the use of dependencies between questions in the application forms, some sections and questions numbers may appear to be missing because they are not applicable to the research.

Tip: Review Application button is always available in the Actions Menu, even if the application has been sent back to the research team for changes.

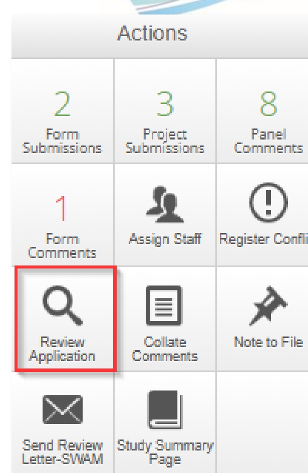


Figure 23

The screenshot below (*Figure 24*) shows what Actions are available while viewing the Table of Contents. Each button is described below in **Table 5**.

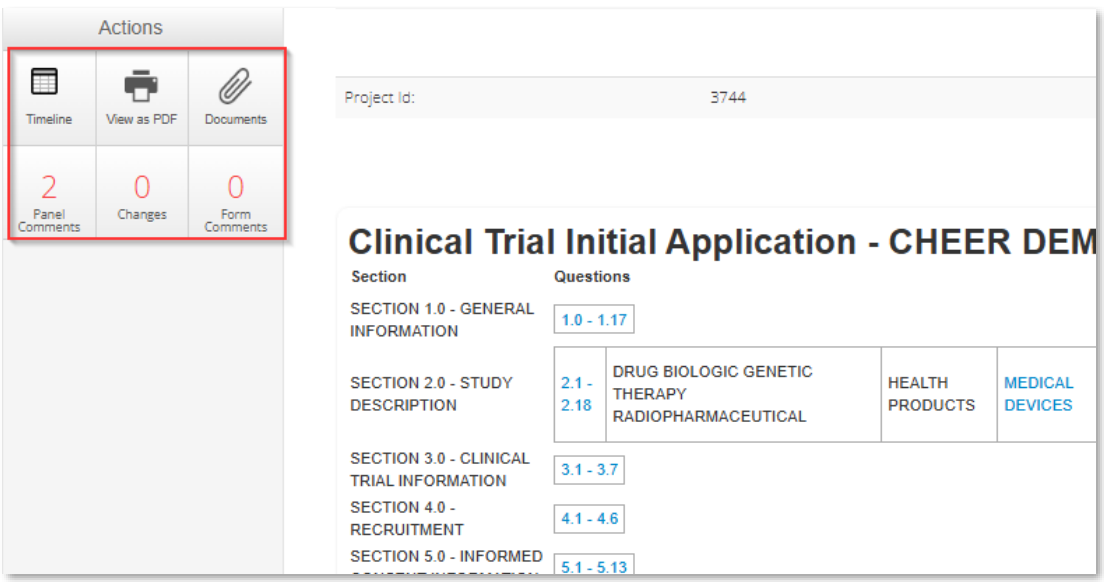


Figure 24

TABLE 5 – ACTION MENU (TABLE OF CONTENTS PAGE)

	Description
Timeline	Directs user back to the Submission Timeline
View as PDF	This will open a PDF file of the entire application (excluding the attached documents) which can then be saved and/or printed
Documents	This will bring up a full list of documents that have been attached to the application.
Panel Comments	This will bring up the list of panel comments added to the application by any REB user.
Changes	The number displayed represents the total number of changes made to the application since the previous submission of the form

Form Comments	This will bring up a list of form comments added to the application by any REB user.

To open a section of the form, click on the question numbers for that section. The Action buttons that appear will change again once you have opened a section of the form. Several of these actions help you navigate the form and are described below in **Table 6**.

TABLE 6 – ACTION MENU (INSIDE APPLICATION)

	Description
Previous	Will take the user back to the preceding section of the form (like flipping back one page in a book)
Next	Brings the reviewer to the next section of the form.
Navigate	Takes users back to the Table of Contents page for the application

5.2 Accessing Documents from Within an Application Form

Documents (e.g., the protocol, Informed Consent Form, etc.) can be accessed from within any section of the submission using the **Documents** button on the left-side of the page. This will bring up a list of documents that have been uploaded to the application by the research team (*Figure 25*).

You can download any form document by using the checkboxes in the far-left column to select the desired documents and then clicking **Download Selected** button at the bottom of the pop-up window. You can also view the documents in PDF format, instead of downloading them by clicking ‘View Selected’. This opens the selected documents in PDF format within a new browser tab.

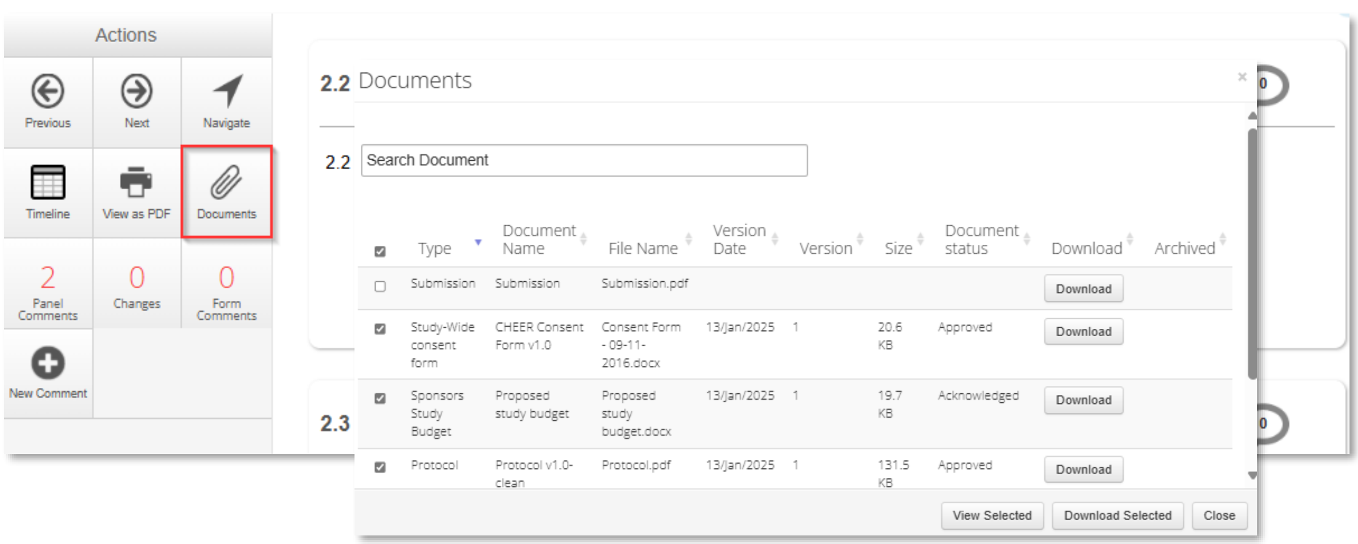


Figure 25

Tip: Some documents are not able to convert to pdf format (i.e., Microsoft Excel or Word tracked changes) and need to be downloaded individually using the **Download** button in the row. Any documents that could not be converted will be listed at the end of the pdf document.

5.3 Viewing Changes on Re-submission

When an application is re-submitted by the study team after the REB has requested changes, the number of changes made to the form (number of questions changed) is displayed as a red number on the **Changes** button. This opens a pop-up window which lists the question number and title of each question the study team changed since the previous submission (*Figure 26*).

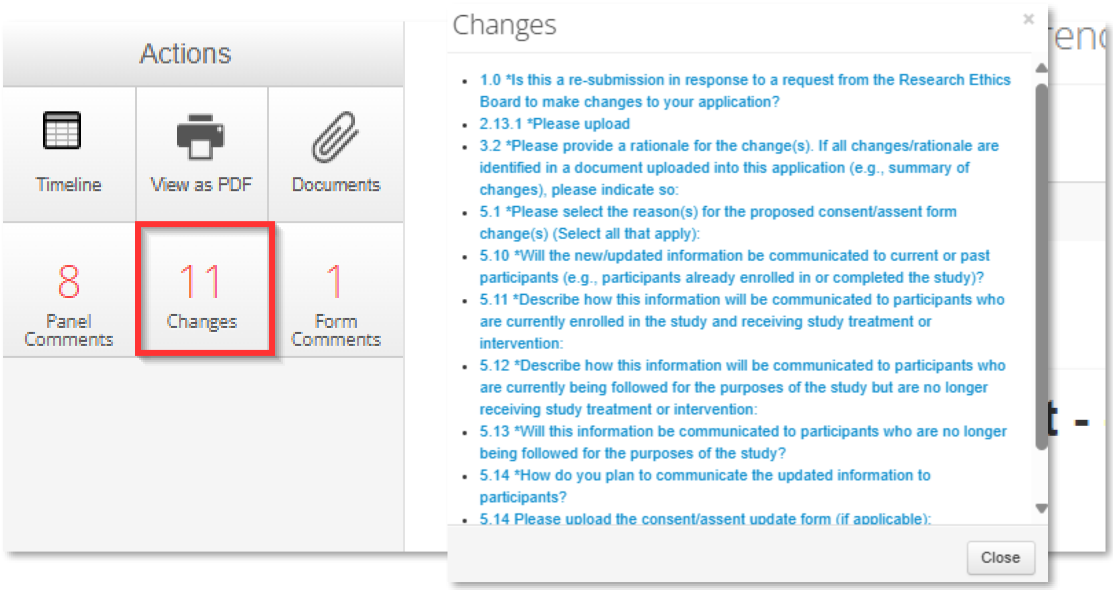


Figure 26

Reviewers can click any question title in the list to go directly to that question within the application and view the changes made to the question from the previous submission of the form (*Figure 27*).

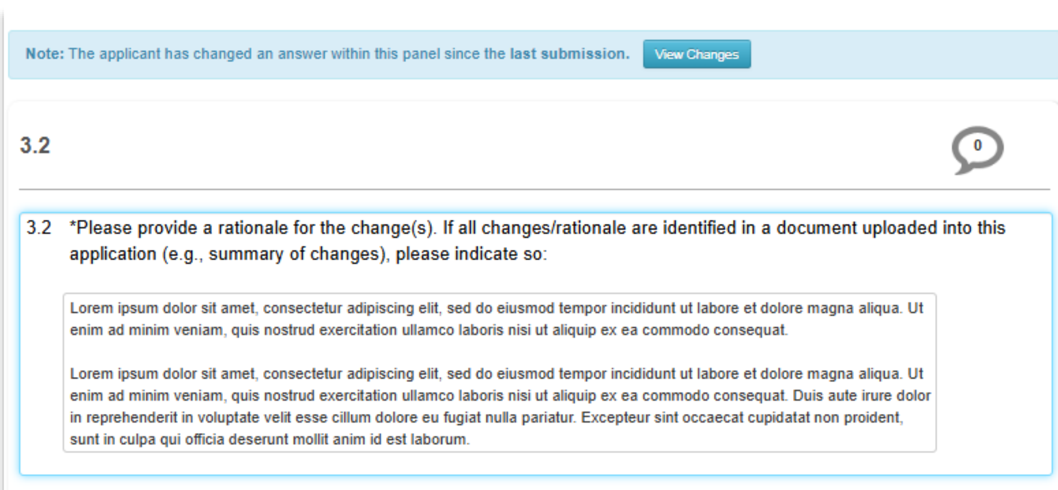


Figure 27

Click **View Changes** to view the changes from the previous submission (as tracked changes). Anything deleted by the study team is highlighted in red and any additions are highlighted in green (*Figure 28*).

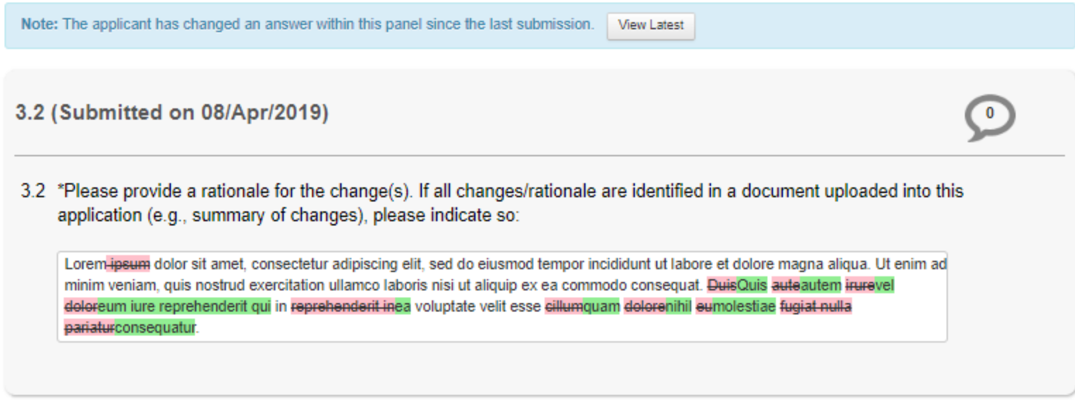

Note: The applicant has changed an answer within this panel since the last submission.
View Latest
3.2 (Submitted on 08/Apr/2019)
0
3.2 *Please provide a rationale for the change(s). If all changes/rationale are identified in a document uploaded into this application (e.g., summary of changes), please indicate so:
Lorem ~~ipsum~~ dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. ~~Duis~~Quis ~~aute~~autem ~~irure~~vel ~~dolor~~eum iure reprehenderit qui in ~~reprehenderit in~~ea voluptate velit esse ~~cillum~~quam ~~dolore~~nihil ~~eu~~molestiae ~~fugiat nulla pariatur~~consequatur.

Figure 28