

## Documented Institutional Ethics Requirements Hamilton Health Sciences Corporation

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### Privacy Policy

Clinical Connect may not be used as a source for patient research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to clinical connect to see patient data, they cannot access Clinical Connect for research related data.

## SRERS Administration Hamilton Health Sciences Corporation

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### Cross-Appointed Researchers

For researchers sharing cross-appointments at more than one institution (e.g., Hamilton Health Sciences Corporation, St. Joseph's Healthcare Hamilton and/or McMaster University), you must use the credentials for the institution where the research is being conducted.

For example, if the researcher is cross-appointed between Hamilton Health Sciences Corporation (HHS) and McMaster University, and the research will be conducted (e.g., participants recruited and/or intervention administered) at HHS, the researcher's organization and the institutional representatives must be those associated with HHS.

### Reminder: Institutional Research Administration Requirements

The CTO Streamlined System provides a streamlined approach to research ethics review. Each participating site must also ensure that all necessary institutional authorizations and contracts/agreements are in place prior to beginning the research.

### CTO Stream

**The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms:**

Email: porter@hhsc.ca  
Role: Institutional Representative

Email: wickenji@hhsc.ca  
Role: Institution Admin

This access is automatically granted when the Centre Initial Application is created. **When HHS is the Provincial Applicant site the research team should immediately create the CIA for the participating HHS site(s) (right after creating the PIA).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the PIA prior to submission.

### **Institution Representative in application forms**

The Primary Institution Representative must be indicated as follows in the applications within CTO Stream:

Title: Ms.  
First Name: Katie  
Surname: Porter  
Organization: Hamilton Health Sciences Corporation  
Address: 120 – 293 Wellington Street North  
City: Hamilton  
Province/State: ON  
Postcode/Zip: L8L 8E7

Telephone: 905-521-2100 ext 74559  
Fax: (blank)  
Email: porter@hhsc.ca

The Secondary Institution Representative field should be left blank.

**REB of Record Study Agreements (OCREB)**

The study team will complete the PDF fillable Agreement template (provided by CTO) and obtain the PI/witness signature. The study team will send a scanned copy of the Agreement (signed by the PI and witness) to [researchagreements@hhsc.ca](mailto:researchagreements@hhsc.ca), who will obtain the signature from the institutional signing authority. The study team will send this back to CTO, who will obtain the necessary signature(s) from the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.

**REB of Record Study Agreements (all other studies)**

CTO will send the REB of Record Study Agreement to the PI for signature. The study team will send a scanned copy of the Agreement (signed by the PI and witness) back to CTO, who will obtain the necessary signatures from the HHS and REB Host Institution signing authorities. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.