

Documented Institutional Ethics Requirements McMaster University

Privacy Considerations

Clinical Connect may not be used as a source for 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 McMaster University

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), for the PIA you must use the credentials for the institution where the funding for the research is being held and for the CIA the credentials of the site 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 for the CIA..

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: cwoods@mcmaster.ca
Role: Institutional Representative

Email: arabski@mcmaster.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When McMaster University is the Provincial Applicant the research team should immediately create the CIA for the McMaster University site (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. Note that if research is being conducted at McMaster, Hamilton Health Sciences Corporation, and St. Joseph's Healthcare Hamilton the research team should create a CIA for each institution.

Institution Representative in application forms

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

Title: Ms.
First Name: Tracy
Surname: Arabski
Organization: McMaster University
Address: Health Sciences Centre, Room 3H9
1280 Main Street West

City: Hamilton
Province/State: ON
Postcode/Zip: L8S 4K1
Telephone: (905) 525-9140 Ext. 21027
Fax: (blank)
Email: arabski@mcmaster.ca

The Secondary Institution Representative field should be left blank.

NOTE: For applications where signatures were requested prior to November 27, 2018, Ms. Caroline Woods may be identified as the Institution Representative within the application form.

REB of Record Study Agreements

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) to streamline@ctontario.ca, who will obtain the signature from the institutional signing authority and the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.