

SRERS Administration Cambridge Memorial Hospital

Reminder: Institutional Research Administration Requirements

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

CTO Stream

Collaborators:

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

Email: Sandra Hett
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Cambridge Memorial Hospital is the Provincial Applicant site the research team should immediately create the CIA for Cambridge Memorial Hospital (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: Sandra
Surname: Hett
Organization: Cambridge Memorial Hospital
Address: 700 Coronation Blvd.
City: Cambridge
Province/State: Ontario
Postcode/Zip: N1R 3G2
Telephone: 519-621-2333 x2416
Fax: 519-740-4928
Email: shett@cmh.org

The Secondary Institution Representative field should be left blank.

REB of Record Study Agreement

CTO will send the REB of Record Study Agreement to the PI for signature. The PI/delegate will send a scanned copy of the Agreement (signed by the PI, institutional signing authority and witness) to CTO (streamline@ctontario.ca), and 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 (OCREB)

The study team will complete the PDF fillable Agreement template (provided by CTO) with the information from CTO Stream and obtain signatures from the PI, institutional signing authority and witness. The study team will send a scanned copy of the Agreement to CTO (streamline@ctontario.ca), and the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.