

SRERS Administration Sunnybrook Health Sciences Centre

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.

Prior to study activation, the following Sunnybrook Institutional requirements must also be met:

- Confirm that all applicable study contracts are executed.
- Online requests can be made through the Legal Services page on Sunnynet.
- Study Impact Approval Form (SIAF) submission to the Human Research Protections Program (HRPP)

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 : tiffany.tassopoulos@sunnybrook.ca

Role : Institutional Representative

Email: keridurrant@sunnybrook.ca

Role: Institutional Representative

Email: Keitha.mcmurray@sunnybrook.ca

Role: Institutional Admin

Email: Jessica.yim@sunnybrook.ca

Role: Institutional Admin

Email: Jasmine.djordjevic@sunnybrook.ca

Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When Sunnybrook is the Provincial Applicant site the research team should immediately create the CIA for Sunnybrook (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: Keri
Surname: Durrant
Organization: Sunnybrook Health Sciences Centre
Address: 2075 Bayview Avenue, Office #C8-27

City: Toronto
Province/State: ON
Postcode/Zip: M4N 3M5
Telephone: 416-480-6100 x 89518
Fax: N/A
Email: kerri.durrant@sunnybrook.ca

The Secondary Institution Representative:

Title: Ms.
First Name: Tiffany
Surname: Tassopoulos
Organization: Sunnybrook Health Sciences Centre
Address: 2075 Bayview Avenue, Office #C8-25
City: Toronto
Province/State: ON
Postcode/Zip: M4N 3M5
Telephone: 416-480-6100 x 88144
Fax: N/A
Email: tiffany.tassopoulos@sunnybrook.ca

Note: For applications where signatures were requested prior to May 10, 2019, Ms. Tiffany Tassopoulos may be identified as the Primary Institution Representative within the application form.

Absence Coverage – Institutional Representative Signature

Should Ms. Durrant be away from the office, the Institutional Representative signature request can be sent to Ms. Keitha McMurray (Keitha.mcmurray@sunnybrook.ca).

REB of Record Study Agreement (OCREB)

The study team will complete the PDF fillable Agreement template (provided by CTO) with the information from CTO Stream and send the 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 Sunnybrook and REB Host Institution signing authorities. 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 Sunnybrook and REB Host Institution signing authorities. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.