

SRERS Administration Windsor Regional Hospital Cancer Program

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: mark.fathers@wrh.on.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Windsor Regional Hospital Cancer Program is the Provincial Applicant site the research team should immediately create the CIA for Windsor Regional Hospital Cancer Program (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: Mr.
First Name: Mark
Surname: Fathers
Organization: Windsor Regional Hospital Cancer Program
Address: 2220 Kildare Road
City: Windsor
Province/State: Ontario
Postcode/Zip: N8W 2X3
Telephone: 519-254-5577
Fax: 519-254-3150
Email: mark.fathers@wrh.on.ca

REB of Record Study Agreement (OCREB studies)

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