

## SRERS Administration University of Waterloo

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### **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: [jajoza@uwaterloo.ca](mailto:jajoza@uwaterloo.ca)  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When University of Waterloo is the Provincial Applicant site the research team should immediately create the CIA for University of Waterloo (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: Julie  
Surname: Joza  
Organization: University of Waterloo  
Address: 200 University Avenue West, East Campus, EC5 3151  
City: Waterloo  
Province/State: Ontario  
Postcode/Zip: N2L 3G1  
Telephone: 519-888-4567 Ext. 36005  
Fax: N/A  
Email: [jajoza@uwaterloo.ca](mailto:jajoza@uwaterloo.ca)

The Secondary Institution Representative field should be left blank.

### **REB of Record Study Agreement**

CTO will send the REB of Record Study Agreement to Julie Joza ([jajoza@uwaterloo.ca](mailto:jajoza@uwaterloo.ca)), who will obtain signatures from the PI/witness and the Institutional Signing Authority and send a scanned copy to CTO ([streamline@ctontario.ca](mailto:streamline@ctontario.ca)). CTO will obtain the signature of the REB Host institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.