

SRERS Administration
Health Sciences North/Horizon Santé-Nord
Health Sciences North Research Institute

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: JDumont@hsnri.ca

Role: Institutional Representative

Email: lroy@hsnri.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When HSN/HSNRI is the Provincial Applicant site the research team should immediately create the CIA for HSN/HSNRI (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: Jennifer
Surname: Dumont
Organization: Health Sciences North Research Institute (HSNRI)
Address: 41 Ramsey Lake Road
City: Sudbury
Province/State: ON
Postcode/Zip: P3E 5J1
Telephone: (705)523-7300 ext. 3764
Fax: (705)523-7079
Email: JDumont@hsnri.ca

The Secondary Institution Representative field should be left blank.

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 and send the Agreement to the PI for signature. Once the PI and witness signature have been obtained, the study team will send agreement to Dominic Giroux for signature by the institutional signing authority. The study team will then send a copy of the partially executed agreement with PI, witness and institutional signatures included to CTO at streamline@ctontario.ca. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.

REB of Record Study Agreement (non-OCREB Studies)

CTO will send the REB of Record Study Agreement to the PI for signature. Once signed by the PI and witness, the study team will send the agreement to Dominic Giroux for signature by the institutional signing authority. The study team will then send a copy of the partially executed agreement with PI, witness and institutional signatures included to CTO at streamline@ctotnario.ca. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.