

## SRERS Administration Humber River Hospital

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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**

#### **Sharing:**

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

Email: MPetrovic@hrh.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Humber River Hospital is the Provincial Applicant site the research team should immediately create the CIA for Humber River 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: Michele  
Surname: Petrovic  
Organization: Humber River Hospital, Rm. 3B2002  
Address: 1235 Wilson Avenue  
City: Toronto  
Province/State: ON  
Postcode/Zip: M3M 0B2  
Telephone: 416-242-1000 Ext. 81263  
Fax: N/A  
Email: MPetrovic@hrh.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 the PI for signature. The PI/delegate will send a scanned copy of the Agreement (signed by the PI and witness) to CTO (streamline@ctontario.ca), who will obtain the signature from the institutional signing authority 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/witness. The study team will send a scanned copy of the Agreement to CTO ([streamline@ctontario.ca](mailto:streamline@ctontario.ca)), who will obtain the signature(s) from the institutional signing authority and the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.