

## SRERS Administration Lakeridge Health

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### **Decision to Proceed with CTO SRERS**

Studies in which a waiver of individual participant consent is requested/required must receive approval from the Primary Institutional Representative before they can be delegated to another REB through the Streamlined System. The Investigator is responsible for obtaining this approval (on a per-study basis) prior to submitting an application through CTO Stream. If the approval is not granted, the study must be submitted to the Lakeridge Health Research Ethics Board.

For all other studies, Lakeridge Health will review the CTO application as part of their institutional feasibility procedures to determine whether the application may proceed for ethics review through the CTO Streamlined System. If the decision is made to review locally (through the Lakeridge Health REB), Lakeridge Health will notify CTO who will then remove Lakeridge Health access to CTO Stream.

### **Reminder about institutional approval:**

The CTO Streamlined System is for ethics review and oversight only. Institutional approval is required for all studies conducted at Lakeridge Health. Institutional approval of any study is conditional upon a fully-signed study contract/agreement between Lakeridge Health, The Principal Investigator and the Study Sponsor (or as otherwise required). You cannot start the study, or begin to recruit research participants into the study until the study contract/agreement has been signed by all parties and has been received by the Lakeridge Health Research Department. For further details, please contact Yvonne Mais at [ymais@lakeridgehealth.on.ca](mailto:ymais@lakeridgehealth.on.ca) or at (905)576-8711 ext. 2745.

### **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: [nakozlowski@lakeridgehealth.on.ca](mailto:nakozlowski@lakeridgehealth.on.ca)

Role: Institutional Representative

Email: [ymais@lakeridgehealth.on.ca](mailto:ymais@lakeridgehealth.on.ca)

Role: Institutional Representative

Email: [jjansenpereira@lakeridgehealth.on.ca](mailto:jjansenpereira@lakeridgehealth.on.ca)

Role: Institutional Representative

Email: [cscollonumphrey@lakeridgehealth.on.ca](mailto:cscollonumphrey@lakeridgehealth.on.ca)

Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When Lakeridge is the Provincial Applicant site the research team should immediately create the CIA for the Lakeridge site (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: Natascha  
Surname: Kozlowski  
Organization: Lakeridge Health  
Address: 1 Hospital Ct  
City: Oshawa  
Province/State: ON  
Postcode/Zip: L1G 2B9  
Telephone: 905.576.8711 ext.2908  
Fax:  
Email: nakozlowski@lakeridgehealth.on.ca

The Secondary Institution Representative field should be left blank.

### **Alternate - Primary Institution Representative Signature**

Ms. Janice Jansen-Pereira ([jjansenpereira@lakeridgehealth.on.ca](mailto:jjansenpereira@lakeridgehealth.on.ca)) may sign as the back-up Institutional Representative for Ms. Kozlowski.

### **REB of Record Study Agreements (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 Nicole Stevens ([nstevens@lakeridgehealth.on.ca](mailto:nstevens@lakeridgehealth.on.ca)), who will obtain signatures from the PI/witness and institutional signing authority. Ms. Stevens 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 REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.

### **REB of Record Study Agreements (Non-OCREB Studies)**

CTO will send the Agreement to Yvonne Mais ([ymais@lakeridgehealth.on.ca](mailto:ymais@lakeridgehealth.on.ca)), who will obtain signature from the PI and the Institution.