

## SRERS Administration Laurentian University

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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, including the Attestation forms to be completed by the Applicant, Co-Investigator and Institutional Representative.

### **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: [Rlanger@laurentian.ca](mailto:Rlanger@laurentian.ca)  
Role: Institutional Representative

Email: [Sharris2@laurentian.ca](mailto:Sharris2@laurentian.ca)  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Laurentian University is the Provincial Applicant site the research team should immediately create the CIA for Laurentian University (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: Dr.  
First Name: Rosanna  
Surname: Langer  
Organization: Laurentian University  
Address: 935 Ramsey Lake Road  
City: Sudbury  
Province/State: Ontario  
Postcode/Zip: P3E 2C6  
Telephone: 705-675-1151  
Fax: N/A  
Email: [Rlanger@laurentian.ca](mailto:Rlanger@laurentian.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](mailto: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.