

SRERS Administration Markham Stouffville Hospital Corporation

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: kzetazate@msh.on.ca
Role: Institutional Representative

Email: lharper@msh.on.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Markham Stouffville Hospital Corporation is the Provincial Applicant site the research team should immediately create the CIA for Markham Stouffville Hospital Corporation (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: Kim
Surname: Zetazate
Organization: Markham Stouffville Hospital
Address: 381 Church Street, A1701, PO Box 1800
City: Markham
Province/State: Ontario
Postcode/Zip: L3P 7P3
Telephone: (905) 472-7373 Ext. 2279
Fax:
Email: kzetazate@msh.on.ca

The Secondary Institution Representative field should be left blank.

NOTE: For applications where signatures were requested prior to August 27, 2018, Ms. Barbara Steed may be identified as the institution representative within the application form.

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.

Note: The study team is responsible for providing a copy of the fully executed REB of Record Agreement to the Markham Stouffville Hospital REB and the Director of Pharmacy and Oncology.

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), 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.

Note: The study team is responsible for providing a copy of the fully executed REB of Record Agreement to the Markham Stouffville Hospital REB and the Director of Pharmacy and Oncology.