

SRERS Administration North York General Hospital

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.

Before submitting the application through the CTO stream, the NYGH researcher or delegate should confirm that the study scope meets requirements and eligibility criteria for a CTO stream submission.

For “**Pre-submission eligibility inquiry for CTO**” please send email to NYGH Institution Representative, Sunila Kalkar (sunila.kalkar@nygh.on.ca) and Office of Research and Innovation (research.innovation@nygh.on.ca) along with the completed Study Submission Checklist, Resources Required for Research form, and Ethics Educational Certifications.

A researcher planning to apply for CTO stream should – (1) be an NYGH employee/physician with credentialed active status at NYGH, (2) complete mandatory ethics education training, and (3) ensure that the resources required to conduct the proposed research are available.

For guidance regarding CTO submission, please refer to - <http://www.nygh.on.ca/Default.aspx?cid=4517&lang=1>

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: Sunila.Kalkar@nygh.on.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When North York General Hospital is the Provincial Applicant site the research team should immediately create the CIA for North York General Hospital (right after creating the PIA).** This will ensure that access is automatically granted as required above. Otherwise the research team will need to add these roles manually to the PIA prior to submission.

Department Approver in application forms

The Department Approver on the CIAs for North York General Hospital must be indicated as follows:

Title: Dr.
First Name: Michael
Surname: Wood
Organization: North York General Hospital
Address: 4001 Leslie Street, Room LE-140
City: Toronto
Province/State: Ontario

Postcode/Zip: M2K 1E1
Telephone: 416-756-6382
Fax: N/A
Email: Michael.Wood@nygh.on.ca

Institution Representative in application forms

The Primary Institution Representative must be indicated as follows in the applications within CTO Stream:

Title: Ms.
First Name: Sunila
Surname: Kalkar
Organization: North York General Hospital
Address: 4001 Leslie Street, Rm. GS-70
City: Toronto
Province/State: Ontario
Postcode/Zip: M2K 1E1
Telephone: 416-756-6444 ext. 3485
Fax: N/A
Email: Sunila.Kalkar@nygh.on.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 obtain the PI and witness signatures. The study team will send a scanned copy of the Agreement (signed by the PI and witness) to the Office of Research and Innovation (research.innovation@nygh.on.ca), The Office of Research and Innovation will obtain the necessary signature from the Institution signing authority and send a scanned copy of the Agreement to CTO. CTO will obtain the signature of the REB Host Institution. 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. The PI/delegate will send a scanned copy of the agreement (signed by the PI and witness) to the Office of Research and Innovation (research.innovation@nygh.on.ca). The Office of Research and Innovation will obtain the necessary signature from the Institution signing authority and send a scanned copy of the Agreement to CTO. CTO will obtain the signature of the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.