

## SRERS Administration Southlake Regional Health Centre

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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**

#### **Collaborators:**

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

Email: SVillani@southlakeregional.org

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Southlake is the Provincial Applicant site the research team should immediately create the CIA for Southlake (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.

### **Department Head in application forms (ONCOLOGY studies only)**

The Department Head must be indicated as follows in the applications within CTO Stream:

Title: Ms.  
First Name: Catherine  
Surname: Cotton  
Organization: Southlake Regional Health Centre  
Address: 596 Davis Drive  
City: Newmarket  
Province/State: ON  
Postcode/Zip: L3Y 2P9  
Telephone: 905-895-4521 Ext. 2639  
Fax: (blank)  
Email: ccotton@southlakeregional.org

### **Institution Representative in application forms**

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

Title: Ms.  
First Name: Sharon  
Surname: Villani  
Organization: Southlake Regional Health Centre  
Address: 596 Davis Drive  
City: Newmarket

Province/State: ON  
Postcode/Zip: L3Y 2P9  
Telephone: (905) 895-4521, ext. 6638  
Fax: (blank)  
Email: SVillani@southlakeregional.org

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 send the Agreement to the PI for signature. The study team will send a scanned copy of the Agreement (signed by the PI and witness) to Sharon Villani (svillani@southlakeregional.org), who will obtain the necessary signatures from the Institution signing authorities. Ms. Villani will send a scanned copy of the Agreement to CTO, who will obtain the signature from the REB Host Institution signing authority. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.

**REB of Record Study Agreement (all other 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 back to CTO. CTO will then disseminate to the Institutional Signing Authority for signature. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.