

SRERS Administration

Thunder Bay Regional Health Sciences Centre, Thunder Bay Regional Health Research Institute and Northwest Medical Research Inc.

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: horned@tbh.net
Role: Institutional Representative

Email: eades@tbh.net
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When TBRHSC/TBRHRI/NMR is the Provincial Applicant site the research team should immediately create the CIA for TBRHSC/TBRHRI/NMR (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: Mr.
First Name: Daniel
Surname: Horne
Organization: Thunder Bay Regional Health Research Institute
Address: 980 Oliver Road
City: Thunder Bay
Province/State: ON
Postcode/Zip: P7B 6V4
Telephone: 807-684-7232
Fax: 807-684-5804
Email: horned@tbh.net

The Secondary Institution Representative field should be left blank.

Institutional Representative Signature in CIA

Daniel Horne (Manager, Clinical Research Services Department) signature must be requested by Andrea Hantjjs, (hantjisa@tbh.net), Clinical Research Services Compliance Officer.

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 send the Agreement to Andrea Hantjjs. Ms. Hantjjs will obtain the PI/witness and institutional representative* signatures and send a copy of the Agreement to CTO (streamline@ctontario.ca). CTO will obtain

the signature(s) from the REB Host Institution and circulate the fully executed Agreements via the correspondence feature in CTO Stream and by email.

REB of Record Study Agreement (all All other studies)

CTO will send REB of Record Study Agreements to Andrea Hantjis, who will circulate to the PI and institutional representative* for signatures and send a copy of the Agreement to CTO (streamline@ctontario.ca). CTO will obtain the signature(s) from the REB Host Institution and circulate the fully executed Agreements via the correspondence feature in CTO Stream and by email.

*Institutional representative for REB of Record Study Agreement to be signed by Thunder Bay Regional Health Sciences Centre President and CEO Jean Bartkowiak.