

SRERS Administration William Osler Health System

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: Ronald.Heslegrave@williamoslerhs.ca
Role: Institutional Representative

Email: Ravi.Bhargava@williamoslerhs.ca
Role: Institutional Representative

Email: katelyn.wadleigh@williamoslerhs.ca
Role: Institutional Representative

Email: Supreet.Brar@williamoslerhs.ca
Role: Institutional Representative

Email: Noha.Aref@williamoslerhs.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When William Osler Health System is the Provincial Applicant site the research team should immediately create the CIA for William Osler Health System (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: Ronald
Surname: Heslegrave
Organization: William Osler Health System
Address: 2100 Bovaird Drive East
City: Brampton
Province/State: ON
Postcode/Zip: L6R 3J7
Telephone: (905) 494-2120 x57767

Fax: (blank)
Email: Ronald.Heslegrave@williamoslerhs.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), 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.

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.