

## SRERS Administration Women's College Hospital

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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: melissa.sidhu@wchospital.ca

Role: Institutional Representative

Email: asem.bala@wchospital.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Women's College Hospital is the Provincial Applicant site the research team should immediately create the CIA for Women's College Hospital (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: Melissa  
Surname: Sidhu  
Organization: Women's College Hospital  
Address: 76 Grenville Street, 6<sup>th</sup> Floor, Room 6341  
City: Toronto  
Province/State: Ontario  
Postcode/Zip: M5S 1B2  
Telephone: 416-351-3732 Ext. 2723  
Fax: 416-351-3746  
Email: melissa.sidhu@wchospital.ca

The Secondary Institution Representative field should be left blank.

### **Absence Coverage – Institutional Representative Signature**

Should the Primary Institutional Representative be away, the Institutional Representative signature request may be sent to Ms. Katharine Schwartz ([katharine.schwartz@wchospital.ca](mailto:katharine.schwartz@wchospital.ca)) instead.

**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 Ms. Melissa Sidhu ([melissa.sidhu@wchospital.ca](mailto:melissa.sidhu@wchospital.ca)) who will obtain the signature from the institutional signing authority. Ms. Sidhu will send the partially executed agreement to CTO ([streamline@ctontario.ca](mailto:streamline@ctontario.ca)) who will obtain signature from 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 Studies)**

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 Ms. Melissa Sidhu ([melissa.sidhu@wchospital.ca](mailto:melissa.sidhu@wchospital.ca)) who will obtain the signature from the institutional signing authority. Ms. Sidhu will send the partially executed agreement to CTO ([streamline@ctontario.ca](mailto:streamline@ctontario.ca)) who will obtain signature from the REB Host Institution. Fully executed Agreements will be circulated via the correspondence feature in CTO Stream and by email.