

## SRERS Administration Cambridge Memorial 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: Sandra Hett  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Cambridge Memorial Hospital is the Provincial Applicant site the research team should immediately create the CIA for Cambridge Memorial 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: Sandra  
Surname: Hett  
Organization: Cambridge Memorial Hospital  
Address: 700 Coronation Blvd.  
City: Cambridge  
Province/State: Ontario  
Postcode/Zip: N1R 3G2  
Telephone: 519-621-2333 x2416  
Fax: 519-740-4928  
Email: shett@cmh.org

The Secondary Institution Representative field should be left blank.