

SRERS Administration  
Health Sciences North/Horizon Santé-Nord  
Health Sciences North Research Institute

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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: JDumont@hsnri.ca

Role: Institutional Representative

Email: swebb@hsnsudbury.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When HSN/HSNRI is the Provincial Applicant site the research team should immediately create the CIA for HSN/HSNRI (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: Jennifer  
Surname: Dumont  
Organization: Health Sciences North Research Institute (HSNRI)  
Address: 41 Ramsey Lake Road  
City: Sudbury  
Province/State: ON  
Postcode/Zip: P3E 5J1  
Telephone: (705)523-7300 ext. 3764  
Fax: (705)523-7079  
Email: JDumont@hsnri.ca

The Secondary Institution Representative field should be left blank.