

## SRERS Administration John McGivney Children's Centre

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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: lucy.coppola@jmccentre.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When John McGivney Children's Centre is the Provincial Applicant site the research team should immediately create the CIA for John McGivney Children's Centre (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: Lucy  
Surname: Coppola  
Organization: John McGivney Children's Centre  
Address: 3945 Matchette Road  
City: Windsor  
Province/State: Ontario  
Postcode/Zip: N9C 4C2  
Telephone: 519-252-7281 Ext. 225  
Fax: N/A  
Email: lucy.coppola@jmccentre.ca

The Secondary Institution Representative field should be left blank.