SRERS Administration
University of Waterloo

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:  jajoza@uwaterloo.ca
   Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. When University of Waterloo is the Provincial Applicant site the research team should immediately create the CIA for University of Waterloo (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: Julie
   Surname: Joza
   Organization: University of Waterloo
   Address: 200 University Avenue West, East Campus, EC5 3151
   City: Waterloo
   Province/State: Ontario
   Postcode/Zip: N2L 3G1
   Telephone: 519-888-4567 Ext. 36005
   Fax: N/A
   Email: jajoza@uwaterloo.ca

The Secondary Institution Representative field should be left blank.