**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:** mgazarin@wdmh.on.ca
- **Role:** Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Winchester District Memorial Hospital is the Provincial Applicant site the research team should immediately create the CIA for Winchester District 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.

**Department Approver in application forms**

The Department Approver on the CIAs for Winchester District Memorial Hospital must be indicated as follows:

- **Title:** Dr.
- **First Name:** Mohamed
- **Surname:** Gazarin
- **Organization:** Winchester District Memorial Hospital
- **Address:** 566 Louise St.
- **City:** Winchester
- **Province/State:** Ontario
- **Postcode/Zip:** K0C 2K0
- **Telephone:** 613-774-2422 ext. 6226
- **Fax:** 613-774-1974
- **Email:** mgazarin@wdmh.on.ca

**Institution Representative in application forms**

The Primary Institution Representative must be indicated as follows in the applications within CTO Stream:

- **Title:** Dr.
- **First Name:** Mohamed
- **Surname:** Gazarin
Organization: Winchester District Memorial Hospital
Address: 566 Louise St.
City: Winchester
Province/State: Ontario
Postcode/Zip: K0C 2K0
Telephone: 613-774-2422 ext. 6226
Fax: 613-774-1974
Email: mgazarin@wdmh.on.ca

The Secondary Institution Representative field should be left blank.