

## SRERS Administration Winchester District 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: 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](mailto:mgazarin@wdmh.on.ca)

The Secondary Institution Representative field should be left blank.