

SRERS Administration St. Mary's General Hospital

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.

Site investigators will ensure research at St. Mary's General Hospital complies with all applicable regulations and guidelines.

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: mradyk@smgh.ca
Role: Institutional Representative

Email: hmatzdor@smgh.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When St. Mary's General Hospital is the Provincial Applicant site the research team should immediately create the CIA for St. Mary's General 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

Ms. Mary Radyk must be listed as the Department Approver on the CIAs for St. Mary's General Hospital.

Institution Representative in application forms

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

Title: Ms.
First Name: Helen
Surname: Matzdorff-Shaw
Organization: St. Mary's General Hospital
Address: 911 Queen's Blvd
City: Kitchener
Province/State: ON
Postcode/Zip: N2M 1B2
Telephone: 519-744-3311 Ext. 1038
Fax:
Email: hmatzdor@smgh.ca