CLINICAL TRIALS ONTARIO

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SRERS Administration
Women's College 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.

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: melissa.sidhu@wchospital.ca
Role: Institutional Representative

Email: asem.bala@wchospital.ca
Role: Institutional Representative

Email: vanessa.ballin@wchospital.ca
Role: Institutional Representative

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

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

Title: Ms.
First Name: Melissa
Surname: Sidhu
Organization: Women's College Hospital
Address: 76 Grenville Street, 6th Floor, Room 6341
City: Toronto
Province/State: Ontario
Postcode/Zip: M5S 1B2
Telephone: 416-351-3732 Ext. 2723
Fax: 416-351-3746
Email: melissa.sidhu@wchospital.ca

The Secondary Institution Representative field should be left blank.

Absence Coverage – Institutional Representative Signature
Should the Primary Institutional Representative be away, the Institutional Representative signature request may be sent to Ms. Katharine Schwartz (katharine.schwartz@wchospital.ca) instead.