

## SRERS Administration Holland Bloorview Kids Rehabilitation 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: mkang@hollandbloorview.ca  
Role: Institutional Representative

Email: msteele@hollandbloorview.ca  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Holland Bloorview is the Provincial Applicant site the research team should immediately create the CIA for Holland Bloorview (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: Mr.  
First Name: Mani  
Surname: Kang  
Organization: Holland Bloorview Kids Rehabilitation Hospital  
Address: 150 Kilgour Road  
City: Toronto  
Province/State: ON  
Postcode/Zip: M4F 1R8  
Telephone: 416-425-6220 ext. 6264  
Fax: N/A  
Email: mkang@hollandbloorview.ca

The Secondary Institution Representative is:

Title: Ms.  
First Name: Marie  
Surname: Steele  
Organization: Holland Bloorview Kids Rehabilitation Hospital  
Address: 150 Kilgour Road

City: Toronto  
Province/State: ON  
Postcode/Zip: M4F 1R8  
Telephone: 416-425-6220 ext. 3507  
Fax: N/A  
Email: [msteele@hollandbloorview.ca](mailto:msteele@hollandbloorview.ca)

**Absence Coverage – Institutional Representative Signature**

Should Mr. Kang be away from the office, the Institutional Representative signature request can be sent to Ms. Steele ([msteele@hollandbloorview.ca](mailto:msteele@hollandbloorview.ca)).