

## SRERS Administration Bruyère Research Institute

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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: TDeFazio@bruyere.org  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Bruyère Research Institute is the Provincial Applicant site the research team should immediately create the CIA for Bruyère Research Institute (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 Bruyère Research Institute must be indicated as follows:

Title: Ms.  
First Name: Trish  
Surname: DeFazio  
Organization: Bruyère Research Institute  
Address: 43 Bruyère Street  
City: Ottawa  
Province/State: Ontario  
Postcode/Zip: K1N 5C8  
Telephone: 613-562-6262 ext. 2902  
Fax: N/A  
Email: TDeFazio@bruyere.org

### **Institution Representative in application forms**

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

Title: Ms.  
First Name: Trish  
Surname: DeFazio  
Organization: Bruyère Research Institute  
Address: 43 Bruyère Street  
City: Ottawa  
Province/State: Ontario

Postcode/Zip: K1N 5C8  
Telephone: 613-562-6262 ext. 2902  
Fax: N/A  
Email: [TDeFazio@bruyere.org](mailto:TDeFazio@bruyere.org)

The Secondary Institution Representative field should be left blank.