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.

Approvals must be obtained from Medical and Operational Directors (or others, as directed by Research Manager) of each impacted department prior to beginning the research.

All legal instruments must be submitted to the Research Office for review and distribution to the appropriate signing authorities 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:** mcleanje@rvh.on.ca
  - **Role:** Institutional Representative

- **Email:** pietersend@rvh.on.ca
  - **Role:** Institutional Representative

- **Email:** shelepv@rvh.on.ca
  - **Role:** Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Royal Victoria Regional Health Centre is the Provincial Applicant site the research team should immediately create the CIA for Royal Victoria Regional Health Centre (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:** Dr.
- **First Name:** Jesse
- **Surname:** McLean
- **Organization:** Royal Victoria Regional Health Centre
- **Address:**
  - 201 Georgian Drive
  - Room 2218C (Health Library)
- **City:** Barrie
- **Province/State:** Ontario
- **Postcode/Zip:** L4M 6M2
- **Telephone:** 705-728-9090 x41350
- **Fax:** 705-739-5693
- **Email:** mcleanje@rvh.on.ca

The Secondary Institution Representative field should be left blank.