

SRERS Administration Southlake Regional Health Centre

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.

Institution Representative in application forms

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

Title: Ms.
First Name: Sharon
Surname: Villani
Organization: Southlake Regional Health Centre
Address: 596 Davis Drive
City: Newmarket
Province: ON
Postcode: L3Y 2P9
Telephone: 905-985-4521 ext. 6638
Email: svillani@southlakeregional.org

The Secondary Institution Representative field should be left blank.

Department Head in application forms

The Department Head must be indicated as the SRHC Program Director responsible for the department that will conduct the research.

This access is automatically granted when the Centre Initial Application is created. **When Southlake is the Provincial Applicant site the research team should immediately create the CIA for Southlake (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.

The SRHC Institutional Representative will approve a Provincial or Centre CTO REB Application when the following conditions have been met by the site Principal Investigator:

- Proof of completion of mandatory institutional training requirements for the ethical conduct of research at Southlake has been submitted to the SRHC Research Office
- The applicable research agreements (e.g. Clinical Trial Agreement, Data Sharing Agreement) and proposed study budget has been submitted to the SRHC Research Office
- The Research Impact Analysis Process has been completed in accordance with institutional policy
- The CTO REB Application has been signed by the applicable Program Director as the designated Department Head