

SRERS Administration Sunnybrook Health Sciences 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.

Prior to study activation, the following Sunnybrook Institutional requirements must also be met:

- Confirm that all applicable study contracts are executed.
- Online requests can be made through the Legal Services page on Sunnynet.
- Study Impact Approval Form (SIAF) submission to the Human Research Protections Program (HRPP)

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: chris.zehr@sunnybrook.ca
Role: Institutional Representative

Email: keri.durrant@sunnybrook.ca
Role: Institutional Representative

Email: Keitha.mcmurray@sunnybrook.ca
Role: Institutional Representative

Email: Jessica.yim@sunnybrook.ca
Role: Institutional Admin

Email: delun1.qin@sunnybrook.ca
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When Sunnybrook is the Provincial Applicant site the research team should immediately create the CIA for Sunnybrook (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: Chris
Surname: Zehr
Organization: Sunnybrook Health Sciences Centre
Address: 2075 Bayview Avenue, Office #C8-25

City: Toronto
Province/State: ON
Postcode/Zip: M4N 3M5
Telephone: 416-480-6100 x 88144
Fax: N/A
Email: chris.zehr@sunnybrook.ca

The Secondary Institution Representative:

Title: Ms.
First Name: Keri
Surname: Durrant
Organization: Sunnybrook Health Sciences Centre
Address: 2075 Bayview Avenue, Office #C8-27
City: Toronto
Province/State: ON
Postcode/Zip: M4N 3M5
Telephone: 416-480-6100 x 89518
Fax: N/A
Email: keri.durrant@sunnybrook.ca

Note: For applications where signatures were requested prior to October 18th, 2021, Ms. Keri Durrant may be identified as the Primary Institution Representative. Ms. Tiffany Tassopoulos may be identified as the Primary Institution Representative within the application form prior to September 17, 2021,