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.

Institutional Impact Assessment:

Prior to Institutional Representative sign-off on any CIA for William Osler Health System, it is the local Principal Investigator’s responsibility to ensure all impact assessments are approved. Contact Research@williamoslerhs.ca to determine if an impact assessment is required for your study.

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: Patti.Rempel@williamoslerhs.ca  
  Role: Institutional Representative

- Email: Augustina.Ampofo@williamoslerhs.ca  
  Role: Institutional Representative

- Email: Andrea.Enriquez-Henriquez@williamoslerhs.ca  
  Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. When William Osler Health System is the Provincial Applicant site the research team should immediately create the CIA for William Osler Health System (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: Ms.
- First Name: Augustina
- Surname: Ampofo
- Organization: William Osler Health System
- Address: 2100 Bovaird Drive East
- City: Brampton
- Province/State: ON
- Postcode/Zip: L6R 3J7
- Telephone: (905) 494-2120 x50448
- Fax: (blank)
- Email: Augustina.Ampofo@williamoslerhs.ca

Should Ms. Augustina Ampofo be away from the office, the Institutional Representative signature request can be sent to Andrea Enriquez-Henriquez (Andrea.Enriquez-Henriquez@williamoslerhs.ca).

SRERS Administration  
William Osler Health System  
Version 15 Dated July 12, 2022
The Secondary Institution Representative field should be left blank.