**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:** jennifer.jovanovski@jmccentre.ca
- **Role:** Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When John McGivney Children’s Centre is the Provincial Applicant site the research team should immediately create the CIA for John McGivney Children’s 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:** Ms.
- **First Name:** Jennifer
- **Surname:** Jovanovski
- **Organization:** John McGivney Children’s Centre
- **Address:** 3945 Matchette Road
- **City:** Windsor
- **Province/State:** Ontario
- **Postcode/Zip:** N9C 4C2
- **Telephone:** 519-252-7281 Ext. 225
- **Fax:** N/A
- **Email:** jennifer.jovanovski@jmccentre.ca

The Secondary Institution Representative field should be left blank.