

## Documented Institutional Ethics Requirements McMaster University

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### Privacy Considerations

Clinical Connect may not be used as a source for research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to clinical connect to see patient data, they cannot access Clinical Connect for research related data.

## SRERS Administration McMaster University

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### Cross-Appointed Researchers

For researchers sharing cross-appointments at more than one institution (e.g., Hamilton Health Sciences Corporation (HHS), St. Joseph's Healthcare Hamilton and/or McMaster University), for the PIA you must use the credentials for the institution where the funding for the research is being held and for the CIA the credentials of the site where the research is being conducted.

For example, if the researcher is cross-appointed between Hamilton Health Sciences Corporation (HHS) and McMaster University, and the research will be conducted (e.g., participants recruited and/or intervention administered) at HHS, the researcher's organization and the institutional representatives must be those associated with HHS for the CIA.

### Reminder: Institutional Research Administration Requirements

The CTO Streamlined System provides a streamlined approach to research ethics review. Each participating site must also 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:

Name: Caroline Woods  
Email: cwoods@mcmaster.ca  
Role: Institutional Representative

Name: Rebecca Leone  
Email: rleone@mcmaster.ca  
Role: Institutional Representative

Name: Tracy Arabski  
Email: arabski@mcmaster.ca  
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When McMaster University is the Provincial Applicant the research team should immediately create the CIA for the McMaster University site (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. Note that if research is being conducted at McMaster, Hamilton Health Sciences Corporation (HHS), and St. Joseph's Healthcare Hamilton the research team should create a CIA for each institution.

### **Institution Representative in application forms**

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

Title: Ms.  
First Name: Tracy  
Surname: Arabski  
Organization: McMaster University  
Address: Health Sciences Centre,  
1280 Main St. W. Room 3H9  
City: Hamilton  
Province/State: ON  
Postcode/Zip: L8S 4K1



661 University Avenue, Suite 460  
MaRS Centre, West Tower  
Toronto, Ontario  
M5G 1M1 Canada  
[www.ctontario.ca](http://www.ctontario.ca)

Telephone: (905) 525-9140 Ext. 21027  
Fax: (blank)  
Email: [arabski@mcmaster.ca](mailto:arabski@mcmaster.ca)

The Secondary Institution Representative field should be left blank.

NOTE: For applications where signatures were requested prior to November 27, 2018, Ms. Caroline Woods may be identified as the Institution Representative within the application form.