661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

# Documented Institutional Ethics Requirements
# Western University

**IMPORTANT: Projects that are solely to establish the creation of a database/biobank/registry must not be submitted through Stream.**

## Requirement for all REB applications

1. A standalone study protocol must be submitted for REB review and approval (see Western's Research Protocols and Plans guidance document at https://uwo.ca/research/ethics/human/board_guidelines.html.
2. Western will not participate in projects submitted through Stream where the only purpose of the project is for the establishment of repositories/databases/biobanks and there is no research question associated with the project. These projects must be submitted through a different mechanism at Western.

## Requirements for all Informed Consent Forms (not applicable to studies reviewed by OCREB)

1. When Western is the Board of Record, the contact information for the "Who do participants contact for questions" section is Office of Human Research Ethics, (519) 661-3036, 1-844-720-9816, email: ethics@uwo.ca.

**Archiving:**

1. Researchers conducting non-regulated studies must retain all study related documents and data for a period of 7 years.

661 University Avenue, Suite 460
MaRS Centre, West Tower
Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

# SRERS Administration
# Western University

## 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.

## Steam

**Collaborators**

The following collaborators must be given a role on all Clinical Trial Initial Application (CTIA), Observational Study Initial Application, and Participating Site Initial Application (PSIA) forms:

**Name:** Lisa Cechetto
**Email:** lcechett@uwo.ca
**Role:** Institutional Representative

**Name:** Erika Basile
**Email:** ebasile@uwo.ca
**Role:** Institutional Representative

This access is automatically granted when the Participating Site Initial Application is created. **When Western is the Lead Applicant site, the research team should immediately create the PSIA for Western (right after creating the new study)**. This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the CTIA/OSIA prior to submission.

**Institution Representative in application forms**

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

Title: Mrs.
First Name: Lisa
Second Name: Cechetto
Organization: Western University
Address: 5150 Support Services Building, 1393 Western Rd
City: London
Province/State: ON
Postcode/Zip: N6G 1G9
Telephone: 519-661-2111, ext. 88693
Fax: N/A
Email: lcechett@uwo.ca

The Secondary Institution Representative field must be indicated as follows:

Title: Mrs.
First Name: Erika
Second Name: Basile
Organization: Western University
Address: 5150 Support Services Building, 1393 Western Rd
City: London
Province/State: ON
Postcode/Zip: N6G 1G9
Telephone: 519-661-2111, ext. 86764
Fax: N/A
Email: ebasile@uwo.ca