

## Documented Institutional Ethics Requirements Heart Health Institute Research (HHIR)

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### Informed Consent Form Requirements

All informed consent forms must be in laymen's terms or at a level acceptable to the patient population to ensure language comprehension.

## SRERS Administration Heart Health Institute Research (HHIR)

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### **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: [hhiresearch@hearthealthinstitute.net](mailto:hhiresearch@hearthealthinstitute.net)

Role: Institutional Representative

Email: [emagimaidoss@hearthealthinstitute.net](mailto:emagimaidoss@hearthealthinstitute.net)

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Heart Health Institute Research is the Provincial Applicant site the research team should immediately create the CIA for Heart Health Institute Research (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: Emily  
Surname: Magimaidoss  
Organization: Heart Health Institute Research  
Address: 1371 Neilson Road, Suite 421  
City: Scarborough  
Province/State: Ontario  
Postcode/Zip: M1B 4Z8  
Telephone: 416-281-9499  
Fax: n/a  
Email: [emagimaidoss@hearthealthinstitute.net](mailto:emagimaidoss@hearthealthinstitute.net)