

## Documented Institutional Ethics Requirements Sunnybrook Health Sciences Centre

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### Institutional Requirement for the Review of the Establishment of Database/Biobank Projects

Sunnybrook requires REB review to establish a database or biobank for research purposes with an overarching research question. At this time, Sunnybrook REB does not review databases/biobanks submitted through CTO Stream by other participating sites nor delegates REB review of Sunnybrook databases/biobanks to other REBs.

### Access to PHI for the Purposes of Prequalifying/Pre-screening Patients for Study Enrolment

As an institution, Sunnybrook has a well-established process for providing REB-approved research studies and those personnel associated with authorized studies with access to electronic and/or paper-based Sunnybrook patient information for the purposes of prequalifying/pre-screening patients for study enrolment.

All study access to Sunnybrook PHI for participant prequalification purposes (i.e. prior to any first patient contact) requires prior REB study approval. Any access to Sunnybrook patient PHI for the purposes of research prior to REB-approval is otherwise prohibited.

Pre-screening for research studies does not require consent of the patient nor the permission or knowledge of the patient's MRP, where Sunnybrook considers consent for pre-screening access to Sunnybrook PHI would be generally impracticable to obtain or manage.

### Patient Enrollment:

Permission to contact lists as part of clinical or quality assurance are not under the purview of the Sunnybrook REB.

### Research Sites under Sunnybrook Health Science Centre's Auspices:

- Bayview Campus
- Holland Centre
- St. John's Rehab
- Reactivation Care Centre (RCC)

## SRERS Administration Sunnybrook Health Sciences Centre

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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.

Prior to study activation, the following Sunnybrook Institutional requirements must also be met:

- Confirm that all applicable study contracts are executed.
- Online requests can be made through the Legal Services page on Sunnynet.
- Study Impact Approval Form (SIAP) submission to the Human Research Protections Program (HRPP)

### **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: chris.zehr@sunnybrook.ca  
Role: Institutional Representative

Email: Jessica.yim@sunnybrook.ca  
Role: Institutional Admin

Email: keridurrant@sunnybrook.ca  
Role: Institutional Representative

Email: delun1.qin@sunnybrook.ca  
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When Sunnybrook is the Provincial Applicant site the research team should immediately create the CIA for Sunnybrook (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: Mr.  
First Name: Chris  
Surname: Zehr  
Organization: Sunnybrook Health Sciences Centre  
Address: 2075 Bayview Avenue  
City: Toronto  
Province/State: ON  
Postcode/Zip: M4N 3M5  
Telephone: 416-480-6100 x 88144  
Fax: N/A  
Email: chris.zehr@sunnybrook.ca

**The Secondary Institution Representative:**

Title: Ms.  
First Name: Keri  
Surname: Durrant  
Organization: Sunnybrook Health Sciences Centre  
Address: 2075 Bayview Avenue  
City: Toronto  
Province/State: ON  
Postcode/Zip: M4N 3M5  
Telephone: 416-480-6100 x 88144  
Fax: N/A  
Email: [keri.durrant@sunnybrook.ca](mailto:keri.durrant@sunnybrook.ca)

**Absence Coverage – Institutional Representative Signature**

Should Mr. Chris Zehr be away from the office, the Institutional Representative signature request can be sent to Ms. Keri Durrant ([keri.durrant@sunnybrook.ca](mailto:keri.durrant@sunnybrook.ca)).