

## SRERS Administration Stevenson Memorial Hospital

### **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: cirvin@smhosp.on.ca

Role: Institutional Representative

Email: Fneil@smhosp.on.ca

Role: Institutional Representative

**This access is automatically granted when the Centre Initial Application is created. When Stevenson Memorial Hospital is the Provincial Applicant site the research team should immediately create the CIA for Stevenson Memorial Hospital (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: Mrs.  
First Name: Crystal  
Surname: Irvin  
Organization: Stevenson Memorial Hospital  
Address: 200 Fletcher Cres  
City: Alliston  
Province/State: Ontario  
Postcode/Zip: L9R 1W7  
Telephone: (705)435-3377 2315  
Fax: N/A  
Email: cirvin@smhosp.on.ca

The Secondary Institution Representative field should be left blank.

### **Principle Investigator (PI) Involvement**

Unit specific chief physician to be involved in approval process for all research affecting respective units. This will be managed internally by the Institution Representative with oversight from the active Chief of Staff.

### **Departmental approver in application forms**

Unit specific Manager/Director to be involved in approval process for all research affecting individual units. Privacy Officer to clear all research activity involving personal health information and access to medical records. This will be managed internally buy the Institution Representative.