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

# SRERS Administration
# Grandview Children's Centre

**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.

**Stream**

**Collaborators:**

The following collaborators must be given a role on the Clinical Trial Initial Application (CTIA) or Observational Study Initial Application (OSIA) and Participating Site Initial Application (PSIA) forms.

Email: Taryn.Eickmeier@grandviewkids.ca
Role: Institutional Representative

This access is automatically granted when the PSIA is created is created for Grandview Children's Centre. **When Grandview Children's Centre is the Lead Applicant site, the research team should immediately create the PSIA for Grandview Children's Centre (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: | Dr. |
| First Name: | Taryn |
| Surname: | Eickmeier |
| Organization: | Grandview Children's Centre |
| Address: | 1461 Harwood Avenue North |
| City: | Ajax |
| Province/State: | Ontario |
| Postcode/Zip: | L1T 0R3 |
| Telephone: | 905-728-1673 |
| Fax: | N/A |
| Email: | Taryn.Eickmeier@grandviewkids.ca |

The Secondary Institution Representative field should be left blank.

**Absence Coverage – Institutional Representative Signature**

Should Dr. Taryn Eickmeier be away from the office, the Institutional Representative signature request can be sent to Dr. Carolyn Hunt (Carolyn.hunt@grandviewkids.ca).