

SRERS Administration Holland Bloorview Kids Rehabilitation 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: megan.stewart@hollandbloorview.ca
Role: Institutional Representative

Email: abesson@hollandbloorview.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Holland Bloorview is the Provincial Applicant site the research team should immediately create the CIA for Holland Bloorview (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: Megan
Surname: Stewart
Organization: Holland Bloorview Kids Rehabilitation Hospital
Address: 150 Kilgour Road
City: Toronto
Province/State: ON
Postcode/Zip: M4F 1R8
Telephone: 416-425-6220 ext. 6264
Fax: N/A
Email: megan.stewart@hollandbloorview.ca

The Secondary Institution Representative is:

Title: Ms.
First Name: Aurelie
Surname: Besson
Organization: Holland Bloorview Kids Rehabilitation Hospital
Address: 150 Kilgour Road
City: Toronto
Province/State: N4F 1R8
Postcode/Zip: ON
Telephone: 416-425-6220 x3161
Fax: N/A
Email: abesson@hollandbloorview.ca

Absence Coverage – Institutional Representative Signature

Should Ms. Stewart be away from the office, the Institutional Representative signature request can be sent to Ms. Besson (abesson@hollandbloorview.ca).