

SRERS Administration Orillia Soldiers' Memorial

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: clsmith@osmh.on.ca

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Orillia Soldiers' Memorial is the Provincial Applicant site the research team should immediately create the CIA for Orillia Soldiers' Memorial (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: Carol
Surname: Smith
Organization: Orillia Soldiers' Memorial
Address: 170 Colborne St. W.
City: Orillia
Province/State: Ontario
Postcode/Zip: L3V 2Z3
Telephone: 705-325-2201 x3626
Fax: 705 325 8652
Email: clsmith@osmh.on.ca

The Secondary Institution Representative field should be left blank.

Note: For applications where signatures were requested prior to June 10, 2022, Ms. Paula Ellison may be identified as the Primary Institution Representative within the application form.