

SRERS Administration Royal Ottawa Health Care Group

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: tammy.beaudoin@theroyal.ca

Role: Institutional Representative

Email: Florence.Dzierszynski@theroyal.ca

Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When the Royal is the Provincial Applicant site the research team should immediately create the CIA for the Royal (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: Tammy
Surname: Beaudoin
Organization: Royal Ottawa Health Care Group
Address: 1145 Carling Avenue
City: Ottawa
Province/State: Ontario
Postcode/Zip: K1Z 7K4
Telephone: 613.722.6521 x6214
Fax: N/A
Email: tammy.beaudoin@theroyal.ca

The Secondary Institution Representative field should be left blank.