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

SRERS Administration
University of Ottawa Heart Institute

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.

Privacy Policy

1. The Ottawa Hospital and University of Ottawa Heart Institute do not permit the release of true initials or full date of birth (e.g. year/month/day) for research purposes. These must be replaced with pseudo- initials and partial date of birth (Month/Year) on any data released from these institutions.

2. Please note that shared electronic health systems such as ConnectingOntario, OLIS, eHealth do not permit access for research purposes.

   Shared electronic health systems may not be used as a source for research participant data. For example, if the coordinator for the research study is also a clinical nurse/respiratory therapist treating the patient clinically and has access to the shared electronic health system to see patient information, they cannot access shared electronic health system for research purposes.

French Translation Process for Centre Initial Applications

The Institutional Translation Policy remains in effect for all investigators submitting their studies to external board of records. Please refer to the Ottawa Health Science Network Research Ethics Board (OHSN-REB) website N2 CAREB SOP Addendum 701.

Once the investigator receives the Centre Initial Application approval letter, the approved English documents must be submitted immediately to the translator. The translated documents, plus the translation certificate or internal translation letter equivalent must be submitted through CTOStream as an amendment. Applicants will have up to 90 days after the initial REB approval to receive the Translated Document Amendment Approval Letter from CTOStream. This approval letter must be uploaded into the Clinical Research Registration Form (CRRF) in IRIS.

CTO Stream

Collaborators:

The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms.

This access is automatically granted when the Centre Initial Application is created. **When the University of Ottawa Heart Institute is the Provincial Applicant site the research team should immediately create the CIA for the University of Ottawa Heart Institute (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.

Email: SCrowe@ottawaheart.ca
Role: Institution Representative

Email: JKnudson@ottawaheart.ca
Role: Institution Representative

Email: ageertsma@ohri.ca
Role: Institution Representative

Email: alcarrier@ottawaheart.ca
Role: Institution Representative

Email: TPowell@ottawaheart.ca
Role: Institution Admin

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Email: LegalAffairs@ottawaheart.ca
Role: Institution Admin

Institutional Representative in application forms

The Primary Institutional Representative must be indicated as follows in the applications within CTO Stream:

Title:	Ms.
First Name:	Suzanne
Surname:	Crowe
Organization:	University of Ottawa Heart Institute
Address:	40 Ruskin Street, room H1263
City:	Ottawa
Province/State:	ON
Postcode/Zip:	K1Y 4W7
Telephone:	613-696-7000 x 10656
Fax:	613-696-7108
Email:	SCrowe@ottawaheart.ca

Absence Coverage – Institutional Representative Signature

Should Ms. Crowe be away from the office, the Institutional Representative signature request can be sent to Ms. Jennifer Knudson (JKnudson@ottawaheart.ca).