

## SRERS Administration Waterloo Wellington Cardiac Research Institute (WWCRI)

---

### **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: [mradyk@wwcri.ca](mailto:mradyk@wwcri.ca)

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When WWCRI is the Provincial Applicant site the research team should immediately create the CIA for WWCRI (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: Mary  
Surname: Radyk  
Organization: Waterloo Wellington Cardiovascular  
Research Institute (WWCRI)  
Address: 911 Queen's Blvd  
City: Kitchener  
Province/State: ON  
Postcode/Zip: N2M 1B2  
Telephone: 519-590-6107  
Fax: 519-749-6872  
Email: [mradyk@wwcri.ca](mailto:mradyk@wwcri.ca)