

SRERS Administration University of Waterloo

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: jajoza@uwaterloo.ca
Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When University of Waterloo is the Provincial Applicant site the research team should immediately create the CIA for University of Waterloo (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: Julie
Surname: Joza
Organization: University of Waterloo
Address: 200 University Avenue West, East Campus, EC5 3151
City: Waterloo
Province/State: Ontario
Postcode/Zip: N2L 3G1
Telephone: 519-888-4567 Ext. 41063
Fax: N/A
Email: jajoza@uwaterloo.ca

The Secondary Institution Representative must be indicated as follows in the applications with CTO Stream:

Title: Dr.
First Name: Heather
Surname: Root
Organization: University of Waterloo
Address: 200 University Avenue West, East Campus, EC5
City: Waterloo
Province/State: Ontario
Postcode/Zip: N2L 3G1
Telephone: 519-888-4567 Ext. 41469



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Tower Toronto, Ontario
M5G 1M1 Canada
www.ctontario.ca

Fax: N/A
Email: haroot@uwaterloo.ca

***Heather is the secondary representative in times when Julie may be absent**