

## SRERS Administration University of Ottawa

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### **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.

### **Language Requirements**

When recruiting uOttawa staff and students, recruitment and consent materials are normally required to be available in both French and English.

[Regulation on Bilingualism at the University of Ottawa](#)

### **Recruiting students**

For privacy reasons, researchers should not have access to students' email addresses (i.e., professors should not divulge students' personal email addresses), nor can academic listservs be used as a means to recruit students.

All uOttawa guidelines are available on the [Office of Research Ethics and Integrity Website](#).

### **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 is the Provincial Applicant site the research team should immediately create the CIA for the University of Ottawa (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.

Name: Catherine Paquet  
Email: [cpaquet@uOttawa.ca](mailto:cpaquet@uOttawa.ca)  
Role: Institutional Representative

Name: Kim Thompson  
Email: [kthomps2@uottawa.ca](mailto:kthomps2@uottawa.ca)  
Role: Institutional Representative

Name: Germain Zongo  
Email: [gzongo@uottawa.ca](mailto:gzongo@uottawa.ca)  
Role: Institutional Admin

Name: Amelia Eaton  
Email: [ethics@uOttawa.ca](mailto:ethics@uOttawa.ca)  
Role: Institutional Admin

Name: Riana Marcotte  
Email: [rmarcott@uottawa.ca](mailto:rmarcott@uottawa.ca)  
Role: Institutional Admin

Name: Anna Bogic  
Email: [abogic@uottawa.ca](mailto:abogic@uottawa.ca)  
Role: Institutional Admin

### **Primary Institution Representative in application forms**

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

Title: Ms.  
First Name: Kim  
Surname: Thompson  
Organization: University of Ottawa  
Address: 55 Cumberland (Tabaret Hall), Room 154  
City: Ottawa  
Province/State: ON  
Postcode/Zip: K1N 6N5  
Telephone: 613-562-5800 ext. 1787  
Fax: N/A  
Email: [kthomps2@uottawa.ca](mailto:kthomps2@uottawa.ca)

The Secondary Institution Representative field should be left blank.

**Absence Coverage – Institutional Representative Signature**

Should Ms. Thompson be away from the office, the Institutional Representative signature request can be sent to Catherine Paquet ([cpaquet@uOttawa.ca](mailto:cpaquet@uOttawa.ca)).