

SRERS Administration University of Ottawa

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.

Email: cpaquet@uOttawa.ca
Role: Institutional Representative

Email: ethics@uOttawa.ca
Role: Institutional Admin

Email: gzongo@uottawa.ca
Role: Institutional Admin

Email: kthomps2@uottawa.ca
Role: Institutional Admin

Email: rmarcott@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: Catherine
Surname: Paquet
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: cpaquet@uOttawa.ca

The Secondary Institution Representative field should be left blank.

Absence Coverage – Institutional Representative Signature

Should Ms. Paquet be away from the office, the Institutional Representative signature request can be sent to Ms. Amelia Eaton (ethics@uOttawa.ca).