

SRERS Administration Hawkesbury and District General Hospital

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: ijeoffrey@hgh.ca

Role: Institution Representative

Email: cjsauve@hgh.ca

Role: Institution Representative

This access is automatically granted when the Centre Initial Application is created. **When Hawkesbury and District General Hospital is the Provincial Applicant site the research team should immediately create the CIA for Hawkesbury and District General Hospital (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: Mrs.
First Name: Imrana
Surname: Jeoffrey
Organization: Hawkesbury and District General Hospital
Address: 1111 Ghislain St.
City: Hawkesbury
Province/State: Ontario
Postcode/Zip: K6A 3G5
Telephone: 613-678-8321
Fax: N/A
Email: ijeoffrey@hgh.ca

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

Title: Mrs.
First Name: Carolyne
Surname: Sauve
Organization: Hawkesbury and District General Hospital
Address: 1111 Ghislain St.
City: Hawkesbury
Province/State: Ontario
Postcode/Zip: K6A3G5
Telephone: 613-632-1111
Fax: N/A
Email: cjsauve@hgh.ca