

## SRERS Administration Timmins and District Hospital

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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.

### **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: shiebert@tadh.com

Role: Institutional Representative

Email: ngirard@tadh.com

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Timmins and District Hospital (TADH) is the Provincial Applicant site the research team should immediately create the CIA for TADH (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: Samantha  
Surname: Hiebert  
Organization: Timmins and District Hospital  
Address: 700 Ross Ave. East  
City: Timmins  
Province/State: Ontario  
Postcode/Zip: P4N 8P2  
Telephone: 705-267-2131 ex. 2334 (Quality and Risk office)  
Fax: N/A  
Email: shiebert@tadh.com

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

Title: Ms.  
First Name: Nancy  
Surname: Girard  
Organization: Timmins and District Hospital  
Address: 700 Ross Ave. East  
City: Timmins  
Province/State: Ontario  
Postcode/Zip: P4N 8P2  
Telephone: 705-360-6385  
Fax: N/A  
Email: ngirard@tadh.com



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**Absence Coverage – Institutional Representative Signature**

Should Ms. Samantha Hiebert be away from the office, the Institutional Representative signature request can be sent to Ms. Nancy Girard ([ngirard@tadh.com](mailto:ngirard@tadh.com)).