

## SRERS Administration Southlake Health (SH)

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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.

### **The SRHC Institutional Representative will approve a Study-Wide or Site CTO REB Application when the following conditions have been met by the site Principal Investigator:**

- Proof of completion of mandatory SH REB training requirements for the ethical conduct of research at Southlake has been submitted to the SH Research Office
- The applicable research agreements (e.g. Clinical Trial Agreement, Data Sharing Agreement) and proposed study budget has been submitted to the SH Corporate Research Support Services Manager
- The Research Impact Analysis (RIA) Process has been completed in accordance with SH Institutional Research Standard Operating Procedures
- The CTO REB Application has been signed by the applicable Program Director as the designated Department Head

### **CTO Stream**

#### **Collaborators:**

The following collaborators must be given a role on the initial study-wide application, called the Clinical Trial Initial Application (CTIA), or Observational Study Initial Application (OSIA) and the Participating Site Initial Application (PSIA):

Email: [svillani@southlake.ca](mailto:svillani@southlake.ca)

Role: Institutional Representative

Email: [bboaretto@southlake.ca](mailto:bboaretto@southlake.ca)

Role: Institutional Representative

This access is automatically granted when the Participating Site Initial Application is created. **When Southlake is the Lead Applicant site the research team should immediately create the PSIA for the participating Southlake site (right after creating the new study).** This will ensure that access is automatically granted as required above, otherwise the research team will need to manually add these roles to the CTIA/OSIA prior to submission.

### **Department Head in application forms**

The Department Head must be indicated as the SH Program Director responsible for the department that will conduct the research.

**Institution Representatives in application forms**

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

Title: Ms.  
First Name: Sharon  
Surname: Villani  
Organization: Southlake Health  
Address: 596 Davis Drive  
City: Newmarket  
Province: ON  
Postcode: L3Y 2P9  
Telephone: 905-985-4521 ext. 6638  
Email: [svillani@southlake.ca](mailto:svillani@southlake.ca)

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

Title: Ms.  
First Name: Brigitte  
Surname: Boaretto  
Organization: Southlake Health  
Address: 596 Davis Drive  
City: Newmarket  
Province: ON  
Postcode: L3Y 2P9  
Telephone: 905-985-4521 ext. 2090  
Email: [bboaretto@southlake.ca](mailto:bboaretto@southlake.ca)