

## SRERS Administration Southlake Regional Health Centre

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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: [SVillani@southlakeregional.org](mailto:SVillani@southlakeregional.org)

Role: Institutional Representative

This access is automatically granted when the Centre Initial Application is created. **When Southlake is the Provincial Applicant site the research team should immediately create the CIA for Southlake (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.

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

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

### **Institution Representative 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 Regional Health Centre  
Address: 596 Davis Drive  
City: Newmarket  
Province: ON  
Postcode: L3Y 2P9  
Telephone: 905-985-4521 ext. 6638  
Email: [svillani@southlakeregional.org](mailto:svillani@southlakeregional.org)

The Secondary Institution Representative field should be left blank.

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

- Proof of completion of mandatory institutional training requirements for the ethical conduct of research at Southlake has been submitted to the SRHC Research Office
- The applicable research agreements (e.g. Clinical Trial Agreement, Data Sharing Agreement) and proposed

study budget has been submitted to the SRHC Research Office

- The Research Impact Analysis Process has been completed in accordance with institutional policy
- The CTO REB Application has been signed by the applicable Program Director as the designated Department Head