

## Documented Institutional Ethics Requirements Canadian College of Naturopathic Medicine (CCNM)

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### Institutional Requirements

- Records at a CCNM site must be retained for at least 5 years for all investigational studies.
- The CCNM REB requires that, if an integrative modality is being evaluated (e.g., natural health product, acupuncture, etc.), that a member knowledgeable in that modality be present during the board review.

### Research Sites Under CCNM's Auspices

- The Centre for Health Innovation
- CCNM Integrative Cancer Centre
- Robert Schad Naturopathic Clinic
- Brampton Naturopathic Teaching Clinic
- Flemingdon Health Centre
- LAMP Community Health Centre
- Parkdale Community Health Centre
- Queen West Toronto Community Health Centre
- Rexdale Jamestown Hub
- Unison Health and Community Services
- Scarborough Centre for Healthy Communities

## SRERS Administration

### Canadian College of Naturopathic Medicine (CCNM)

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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.

#### **Application Approval**

Applications through CTO must first be reviewed and approved by either Kieran Cooley, director of research ([kcooley@ccnm.edu](mailto:kcooley@ccnm.edu)) at CCNM or Dugald Seely, executive director of CCNM's Patterson Institute for Integrative Oncology Research ([dseely@thechi.ca](mailto:dseely@thechi.ca)). Please contact either the director or executive director and provide the proposed protocol prior to submitting your provincial initial application.

#### **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: [dseely@thechi.ca](mailto:dseely@thechi.ca)

Role: Institutional Representative

Email: [kcooley@ccnm.edu](mailto:kcooley@ccnm.edu)

Role: Institutional Representative

Email: [mlegacy@thechi.ca](mailto:mlegacy@thechi.ca)

Role: Institutional Admin

This access is automatically granted when the Participating Site Initial Application is created. **When Canadian College of Naturopathic Medicine is the Lead Applicant site the research team should immediately create the PSIA for Canadian College of Naturopathic Medicine (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.

#### **Institution Representative in application forms**

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

|               |                                                        |
|---------------|--------------------------------------------------------|
| Title:        | Dr.                                                    |
| First Name:   | Dugald                                                 |
| Surname:      | Seely                                                  |
| Organization: | Canadian College of Naturopathic Medicine              |
| Address:      | 429 MacLaren Street                                    |
| City:         | Ottawa                                                 |
| Province:     | Ontario                                                |
| Postcode:     | K2P 0M7                                                |
| Telephone:    | 613-792-1222 ext. 2                                    |
| Fax:          | 866-953-7593                                           |
| Email:        | <a href="mailto:dseely@thechi.ca">dseely@thechi.ca</a> |

The Secondary Institution Representative field should be left blank.



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### **Absence Coverage – Institutional Representative Signature**

Should Dr. Seely be away from the office, the Institutional Representative Signature request can be sent to Dr. Kieran Cooley, ND ([kcooley@ccnm.edu](mailto:kcooley@ccnm.edu)).