

SRERS Administration

Waterloo Regional Health Network

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.

Research Sites Under Waterloo Regional Health Network's Auspices:

- Grand River Regional Cancer Centre
- Kitchener-Waterloo Campus
- Freeport Campus
- Hazelglenn Outreach Mental Health Services
- Grand River Adult Withdrawal Management Centre
- GRH 850 King Street
- Guelph Satellite: Renal Dialysis
- Palmerston Site: Renal Dialysis
- St. Mary's General Hospital
- Waterloo Regional Health Network (for all new WRHN studies)

CTO Stream

Collaborators:

Initial Application (CTIA) or Observational Study Initial Application (OSIA) forms and Participating Site Initial Application (PSIA) forms.

Email: carla.girolametto@wrhn.ca

Role: Institutional Representative

Email: sarah.laferriere@wrhn.ca

Role: Institution Admin

Email: Brittany.spadafo@wrhn.ca

Role: Institution Admin

This access is automatically granted when the Participating Site Initial Application is created. When **Waterloo Regional Health Network** is the Lead Applicant site the research team should immediately create the PSIA for **Waterloo Regional Health Network** (right after creating the CTIA/OSIA). 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: Ms.
First Name: Carla
Surname: Girolametto
Organization: Waterloo Regional Health Network
Address: 835 King St. W.
City: Kitchener
Province/State: Ontario
Postcode/Zip: N2G 1G3
Telephone: 519-749-4300 ext. 2307
Fax: 519-749-4432



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The Secondary Institution Representative field should be left blank.

Absence Coverage – Institutional Representative Signature

Should Ms. Carla Girolametto be away from the office, the Institutional Representative signature request can be sent to Ms. Sarah Laferriere or Ms. Brittany Spadafore.