

SRERS Administration Children's Hospital of Eastern Ontario (CHEO)

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.

As of January 5th 2021, **all** studies at CHEO, will be required to go through the CHEO RI Start Smart program <https://is.gd/StartSmart>.

The program consists of three steps:

Step 1: Intake

The intake form is a step by step guide on how to get your project up and running at CHEO. All the forms and resources you need are provided in this intake form.

Note: Step 2 link will be provided upon completion of the intake form.

Step 2 A & B: Pre-Institutional Approval & Administrative Application

A: This step requires that you submit your Interdepartmental impact and CHEO authorization signature pages and confirm mandatory training is complete.

Pre-Institutional Approval should be obtained via the link provided at the end of step 1.

Note: Step 3 link will be provided at the end of the Pre-Institutional Approval.

B: Complete an administrative application in ROMEO.

The administrative form captures key metrics, and adherence to the privacy and confidentiality requirements at CHEO.

The research team will receive a letter of acknowledgement, once the requirements of this application are met.

Note: the application must include a copy of the pre-institutional approval PDF.

Step 3: Institutional Approval

This step requires that the PI of the project attests to having all the applicable approvals and tasks in place. This must be obtained prior to beginning the research project and kept on file by the team.

CTO Stream

Collaborators:

The following collaborators must be given a role on all Provincial Initial Application (PIA) forms and Centre Initial Application (CIA) forms.

Name: Dr. Jason Berman
Email: CTOIR@cheo.on.ca
Role: Institutional Representative

Name: Sarah Tagliapietra
Email: stagliapietra@cheo.on.ca
Role: Institutional Representative

Name: Avi Trivedi
Email: atrivedi@cheo.on.ca
Role: Institution Admin

Name: Yulia Rosenstein Levin
Email: yrosensteinlevin@cheo.on.ca
Role: Institution Admin

Name: Samira Chamaa
Email: schamaa@cheo.on.ca
Role: Institution Admin

This access is automatically granted when the Centre Initial Application is created. When CHEO is the Provincial Applicant site the research team should immediately create the CIA for CHEO (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: Dr.
First Name: Jason
Surname: Berman
Organization: Children's Hospital of Eastern Ontario/Children's Hospital of Eastern Ontario Research Institute
Address: 401 Smyth Road
City: Ottawa
Province/State: Ontario
Postcode/Zip: K1H 8L1
Telephone: 613-737-7600 x 2957
Fax:
Email: CTOIR@cheo.on.ca

The Secondary Institution Representative should be indicated as follows:

Title: Ms.
First Name: Sarah
Surname: Tagliapietra
Organization: Children's Hospital of Eastern Ontario Research Institute
Address: 401 Smyth Road
City: Ottawa
Province/State: Ontario
Postcode/Zip: K1H 8L1
Telephone: 613-737-7600 x 3272
Fax:
Email: stagliapietra@cheo.on.ca

Note:

- For applications where signatures were requested prior to June 14, 2019, Mr. Bruce Squires may be identified as the Primary Institution Representative within the application form.
- For application where signatures were requested prior to March 19, 2021, Mr. Watson Gale may be identified as the Primary Institution Representative within the application form.

- For applications where signatures were requested prior to June 10th, 2022, Valerie Bourada may be identified as the Secondary Institutional Representative.
- For applications where signatures were requested prior to March 26^h, 2026, Natalie Anderson may be identified as the Secondary Institutional Representative.

Departmental approver in application forms

OCREB Studies - Dr. Donna Johnston should be listed as the departmental approver.