

SRERS Administration
Unity Health Toronto
Providence St. Joseph's and St. Michael's Healthcare

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.

Unity Health Toronto Institutional Approval Form

Please note that the institutional signature will not be requested until the Institutional Approval form is completed.

- For research conducted at all sites, this form can be obtained by emailing Ms. Elizabeth Huggins at Elizabeth.Huggins@unityhealth.to

Privacy Policy

Unity Health Toronto does not permit the release of full date of birth (i.e. dd-mmm-yyyy) or personal health information (PHI) for research purposes without justification.

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: Ori.Rotstein@unityhealth.to
Role: Institutional Representative

Email: Elizabeth.Huggins@unityhealth.to
Role: Institutional Representative

Email: Karen.Ung@unityhealth.to
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When Providence St. Joseph's and St. Michael's Healthcare is the Provincial Applicant site the research team should immediately create the CIA for the participating Providence St. Joseph's and St. Michael's Healthcare site(s) (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.

Institutional Representatives in application forms

The Primary Institutional Representative for Unity Health Toronto must be indicated as follows in the applications within CTO Stream:

Title: Dr.
First Name: Ori
Surname: Rotstein
Organization: Unity Health Toronto
Address: 30 Bond Street
City: Toronto
Province/State: ON
Postcode/Zip: M5B 1W8
Telephone: (416) 864-5637
Fax: (blank)
Email: Ori.Rotstein@unityhealth.to

The Secondary Institution Representative field should be left blank.

Institutional Representative Signature on the CIA

Prior to requesting the Institutional Representative signature on the CIA, please contact the individual below outside of CTO Stream (e.g., via regular email) to submit the Institutional Approval Form to confirm that the application is acceptable and may proceed with signature requests:

- Ms. Elizabeth Huggins (Elizabeth.Huggins@unityhealth.to)

To Submit a Research Contract

Please complete a Contract Document Tracking Form and follow the instructions found at <http://stmichaelshospitalresearch.to/staff-services/research-contracts/contact-us/>