

## SRERS Administration

### Kingston Health Sciences Centre (KHSC) – Kingston General Hospital (KGH) and Hotel Dieu Site (HDH) Sites

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#### **Hospital Based Researchers**

For hospital-based research occurring in more than one affiliated hospital (e.g., KHSC (KGH site) and/or KHSC (HDH site) and/or PCC) with a single Principal Investigator, the Principal Investigator must specify their primary institution in the “Centre” tab of the Centre Initial Application, and the additional sites in the response to question 2.5 (click “Yes” and then enter the additional Affiliated Hospital name(s) in the sub-questions).

When research is occurring in more than one Affiliated Hospital, the Kingston research team must also ensure that collaborators (as outlined in the CTO Stream section of each applicable SRERS Administration form) from each Affiliated Hospital are manually added to the Centre Initial Application.

For more information on hospital based research please refer to: <http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents/>.

#### **TRAQ**

A TRAQ DSS FORM must be completed for all Research projects.

If your research is taking place within one of the Kingston area hospitals please be sure to include the Hospital Departmental Impact & Information Form with your TRAQ submission. All hospital departments impacted by your research must be checked off on the “Approvals” tab.

For more information, please consult “Hospital Based Research - Tips for Completing the TRAQ DSS FORM”, “Hospital Departmental Impact & Information Form Tips”, and “Hospital-Based Research Frequently Asked Questions (FAQ)” available at <http://www.queensu.ca/traq/awards-grants-contracts/supportive-documents/>.

#### **CTO Stream**

##### **Collaborators**

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

Dr. Steven Smith  
Email: [sps1@queensu.ca](mailto:sps1@queensu.ca)  
Role: Institutional Representative

Jennifer Couture  
Email: [jennifer.couture@queensu.ca](mailto:jennifer.couture@queensu.ca)  
Role: Institutional Representative

Lisa McAvoy  
Email: [lisa.mcavoy@kingstonhsc.ca](mailto:lisa.mcavoy@kingstonhsc.ca)  
Role: Institutional Admin

Shari Glustein  
Email: [shari.glustein@kingstonhsc.ca](mailto:shari.glustein@kingstonhsc.ca)  
Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When KHSC (KGH Site and/or HDH Site) is the Provincial Applicant site the research team should immediately create the CIA for KHSC (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: Steven  
Second Name: Smith  
Organization: Kingston General Health Research Institute  
Address: Connell 4, Room 2-4-033  
76 Stuart Street  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 2V7  
Telephone: (613) 549-6666 ext. 4287  
Fax: N/A  
Email: [sps1@queensu.ca](mailto:sps1@queensu.ca)

The Secondary Institution Representative field must be indicated as follows:

Title: Ms.  
First Name: Jennifer  
Second Name: Couture  
Organization: Queen`s University  
Address: University Research Services, Fleming Hall-Jemmett Wing  
City: Kingston  
Province/State: ON  
Postcode/Zip: K7L 3N6  
Telephone: (613) 533-6000 ext 78223  
Email: [jennifer.couture@queensu.ca](mailto:jennifer.couture@queensu.ca)

#### **REB of Record Study Agreement (OCREB)**

The study team will complete the PDF fillable Agreement template (provided by CTO) with the information from CTO Stream and send the Agreement to the PI for signature. The study team will send the Agreement to Ms. Shari Glustein ([shari.glustein@kingstonhsc.ca](mailto:shari.glustein@kingstonhsc.ca)) who will obtain signature from the institutional signing authorities and send the Agreement back to the study team who will forward to CTO. The flow order of the signatures (PI and institutional signing authorities) may switch on occasions depending on availability and planned absences. CTO will obtain the signatures from the REB Host Institution. Fully executed Agreements will be disseminated by email and through CTO Stream.

**REB of Record Study Agreements (all other studies)**

CTO will send the REB of Record Study Agreement to the PI for signature. The PI/delegate will send a scanned copy of the Agreement back to CTO. CTO will then send to Ms. Shari Glustein ([shari.glustein@kingstonhsc.ca](mailto:shari.glustein@kingstonhsc.ca)) who will obtain signature from the institutional signing authorities and send a scanned copy back to CTO. CTO will obtain the signatures from the REB Host Institution. Fully executed Agreements will be disseminated by email and through CTO Stream.