

SRERS Administration Kingston Health Sciences Centre (KHSC)

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.

Hospital Based Researchers

For hospital-based research occurring at both Queen's University affiliated hospitals (KHSC and Providence Care) with a single Principal Investigator, the Principal Investigator must specify their primary institution in the "Centre" tab of the Centre Initial Application, and the secondary institution in the response to question 2.5 (click "Yes" and then enter the additional affiliated hospital name in the sub-questions).

When research is occurring at both Queen's University affiliated hospitals, 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 or both of the Queen's University affiliated hospitals (KHSC and/or Providence Care) 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

Role: Institutional Representative

Jennifer Couture

Email: jennifer.couture@queensu.ca

Role: Institutional Representative

Lisa McAvoy

Email: lisa.mcavoy@kingstonhsc.ca

Role: Institutional Admin

Shari Glustein

Email: shari.glustein@kingstonhsc.ca

Role: Institutional Admin

Veronica Lloyd

Email: Veronica.Lloyd@kingstonhsc.ca

Role: Institutional Admin

This access is automatically granted when the Centre Initial Application is created. **When KHSC 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

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

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) 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) 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.