



QuickGuide: Correspondence

This QuickGuide outlines steps for sending and viewing correspondence in SHORES. The correspondence feature facilitates **informal** communication between the research team and the REB. Correspondence should not be used to respond to a request for modifications from the REB.

For communication between members of the research team, please use the comments features.

To send a correspondence message to the REB:

- 1. Log in to SHORES https://apply.sinaihealthreb.ca
- 2. Click on the project title from the **Project Menu** in the **Work Area**.
- 3. Ensure the application form for which you wish to send a correspondence message about is highlighted (A).
- 4. Create a new correspondence message on the selected application by either:
 - a. Clicking the 'Correspondence' tile from the Actions menu (B).
 - b. Clicking 'New Correspondence' after selecting the 'Correspondence' tab (C).







5. In the dialog box enter your message and upload related documents (if applicable), then click '**Send**'.

Correspond	×
Note: This message will be delivered to members of Sinai Health Research Ethics Board.	
Please enter a message	
Choose Files No sen	
Send	

6. A green message reading 'Correspondence Sent' will appear at the top of the screen to verify that your message was sent.

Correspondence Sent

Questions? T: 416-586-4875 E: REB.Office@sinaihealth.ca

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