

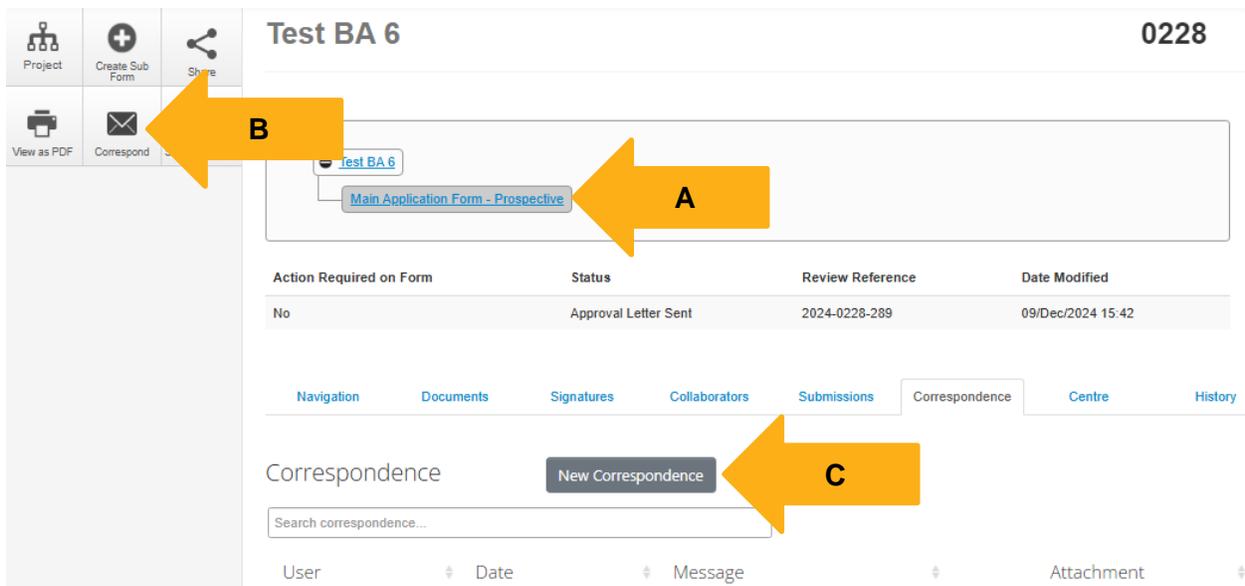
QuickGuide: Correspondence

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:

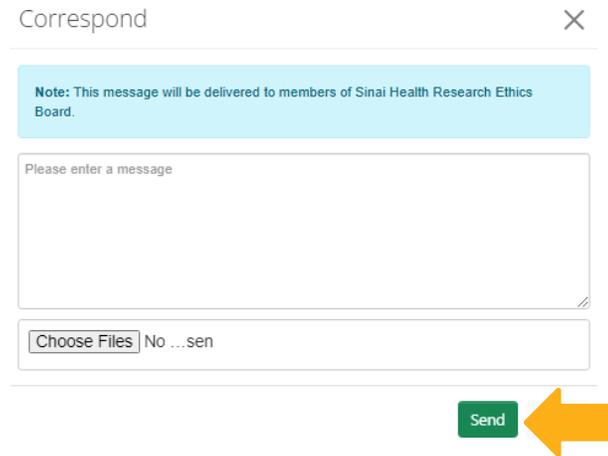
1. Log in to SHORES - <https://apply.sinaihealthreb.ca>
2. Click on the project title from the **Project Menu** in the **Work Area**.
3. Ensure the application form for which you wish to send a correspondence message about is highlighted (A).
4. Create a new correspondence message on the selected application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



The screenshot displays the SHORES interface for a project titled "Test BA 6" with ID "0228". The left sidebar contains navigation icons for Project, Create Sub Form, Share, View as PDF, and Correspond. The main content area shows the project title and a table of "Action Required on Form". Below the table are tabs for Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, and History. The Correspondence tab is active, showing a "New Correspondence" button and a search bar. Three yellow arrows labeled A, B, and C point to the "Main Application Form - Prospective" link, the "Correspond" button, and the "New Correspondence" button respectively.

Action Required on Form	Status	Review Reference	Date Modified
No	Approval Letter Sent	2024-0228-289	09/Dec/2024 15:42

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

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