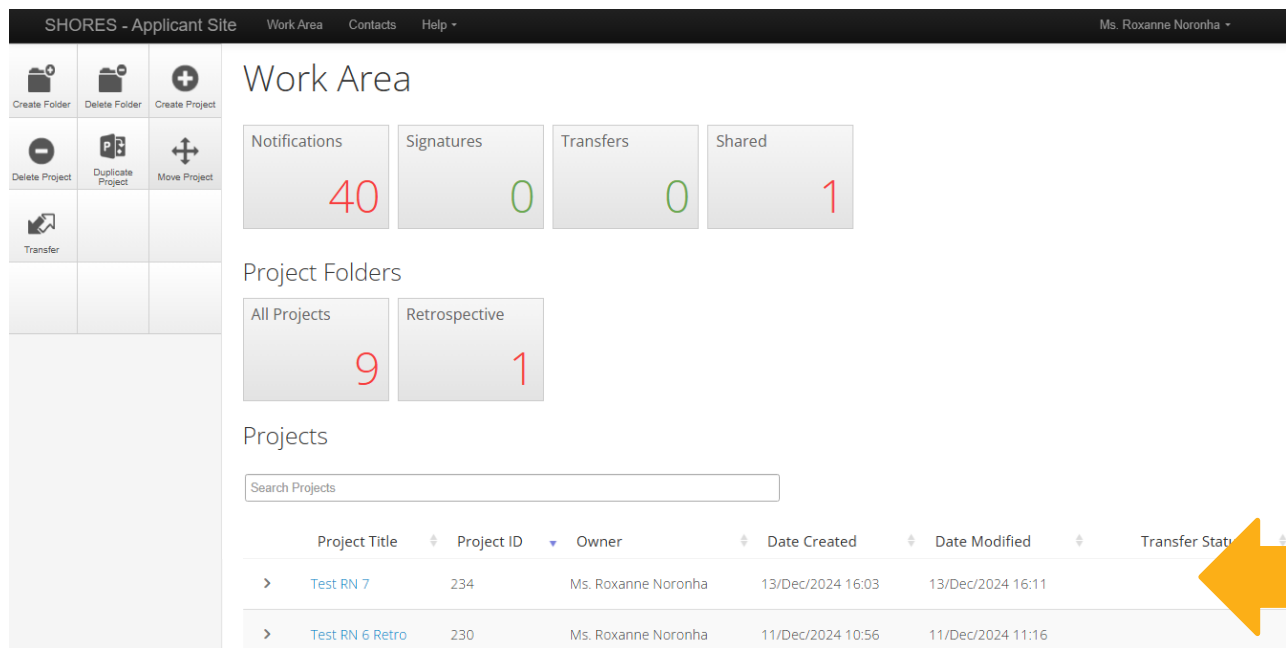


## QuickGuide: Creating a Sub-Form

This QuickGuide outlines steps for creating a Sub-Form within SHORES.

To create a Sub-Form:

1. A **Sub-Form** refers to the following:  
Study Impact Signature Form  
Annual Renewal/Termination Form  
Amendment Form  
Protocol Deviation Form  
Serious Adverse Event Form
2. Log in to SHORES - <https://apply.sinaihealthreb.ca>
3. Click on the project in the list of Projects at the bottom of the screen for which you wish to create the sub-form.



SHORES - Applicant Site    Work Area    Contacts    Help -    Ms. Roxanne Noronha

**Work Area**

Notifications: 40    Signatures: 0    Transfers: 0    Shared: 1

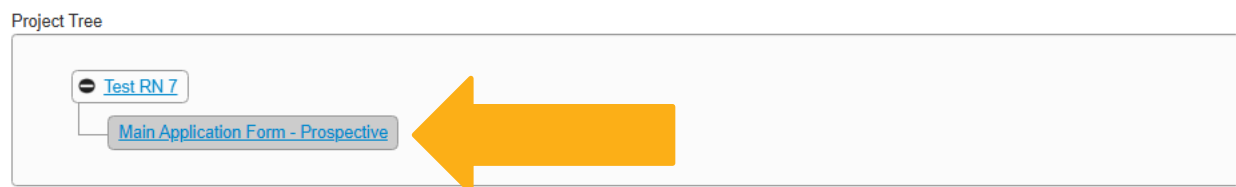
**Project Folders**

All Projects: 9    Retrospective: 1

**Projects**

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
> Test RN 7	234	Ms. Roxanne Noronha	13/Dec/2024 16:03	13/Dec/2024 16:11	
> Test RN 6 Retro	230	Ms. Roxanne Noronha	11/Dec/2024 10:56	11/Dec/2024 11:16	

4. Make sure that the application you wish to update is highlighted in grey in the Project tree.



**Project Tree**

- Test RN 7
  - Main Application Form - Prospective

5. Click on '**Create Sub Form**' from the **Actions Toolbar**.
6. Select the **Sub-Form** that you wish to create from the drop down menu and click '**Create**'.
7. Complete the application and upload your tracked and clean documents (if applicable).

**\*NOTE:** In some questions the '**Upload Document**' button will not appear until you prompt it by answering the question. Please be sure to work through the form in sequential order to ensure that no questions or uploads are missed.

8. Sign and Submit

Once you have completed all of the required questions for your application you can then check to ensure that your project is complete by clicking the **Submit** tile or the **Completeness Check** tile in the **Actions Toolbar**.

If the application is complete you can then do one of the following:

- a. If you are the PI you can sign the application by clicking the blue '**Sign**' button on the last page of the application.
- b. If you are not the PI you can request the signature of the PI by clicking the '**Request Signature**' button on the last page of the application. You will be prompted to enter the PI's **Email Address** and click '**Request**'. You can also optionally enter a message to be sent to the PI along with the signature request.

**\*NOTE:** Once all of the signatures have been signed then the sub-form will be automatically submitted.

### Questions?

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