



Sinai Health Online Research Ethics System

**QuickGuide: Deleting a Form** 

This QuickGuide outlines the steps for a **Project Owner** and/or **Form Owner** to delete an unused form from a project.

**\*NOTE:** This excludes the Main Application Form.

## To delete a form:

 Ensure the sub-form you wish to delete is highlighted as illustrated below (A); and determine the Project Owner and/or Form Owner by selecting the Collaborators tab (B):

Project Tree					
	5 Retro n Application Form - R mendment Form mendment Form	etrospective			
	rotocol Deviation Form nnual Renewal/Termin erious Adverse Event f erious Adverse Event f	) a <u>tion Form - Annual Review</u> Form - Internal Serious Adverse Eve Form - Internal Serious Adverse Eve	ent / Unanticipated Problem	А	
Action Required on Form		Status	Review Reference	Date Modified	
Yes		Not Submitted	N/A	10/Dec/2024 16:35	
Navigation	Documents	Signatures Collabora	tors B	History	
Collaborato	rs				
Name		Access		Edit Permissions	

2. Once determined you are the Project Owner and/or Form Owner, delete an unused form by selecting the form from the tree view and click the '**Delete Form**' button in the **Actions Toolbar**.



3. Click the green '**Delete**' button to permanently delete the form.

**\*NOTE:** This action **CANNOT** be undone once finalized. Please ensure you are deleting the appropriate forms in your project.

## **Questions?**

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