

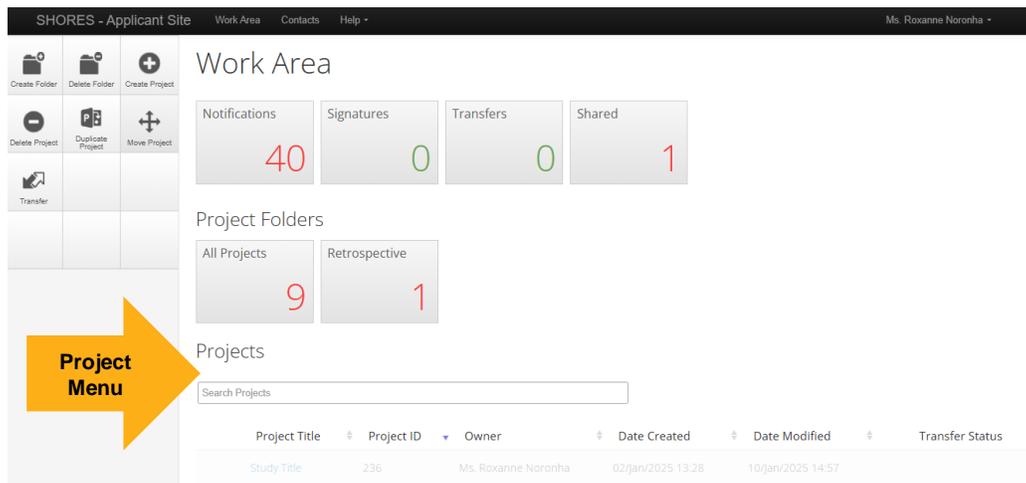
QuickGuide: Managing Migrated Projects

This QuickGuide outlines information for managing migrated projects within SHORES.

Migrated projects are studies either still under review or approved at the time of migration from the previous Sinai Health REB database to the new SHORES.

Getting Started:

1. Log in to SHORES - <https://apply.sinaihealthreb.ca>
2. View your migrated studies in the Projects Menu of the Work Area.



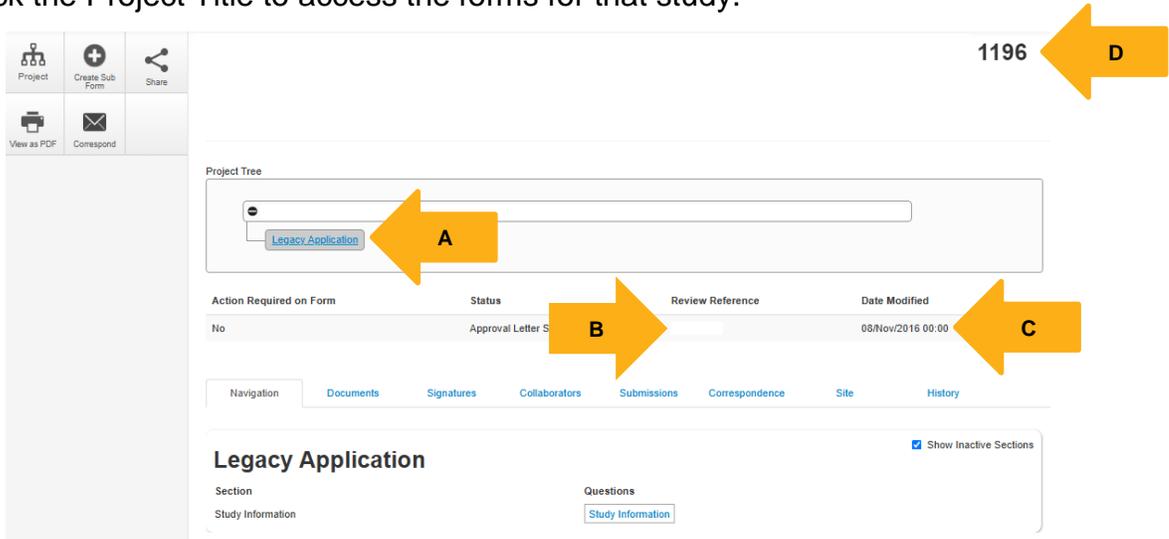
The screenshot shows the SHORES Work Area interface. At the top, there are navigation tabs: SHORES - Applicant Site, Work Area, Contacts, and Help. The user is logged in as Ms. Roxanne Noronha. The main area is titled 'Work Area' and contains several summary cards: Notifications (40), Signatures (0), Transfers (0), and Shared (1). Below these are Project Folders: All Projects (9) and Retrospective (1). A large orange arrow labeled 'Project Menu' points to the 'Projects' section. The 'Projects' section has a search bar and a table with the following data:

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Study Title	236	Ms. Roxanne Noronha	02/jan/2025 13:28	10/jan/2025 14:57	

***NOTE:** Only studies with a status of 'Active', 'Expired' or 'None' at the time of migration (March 2025) have been migrated to SHORES. Closed and Terminated studies will not appear in SHORES.

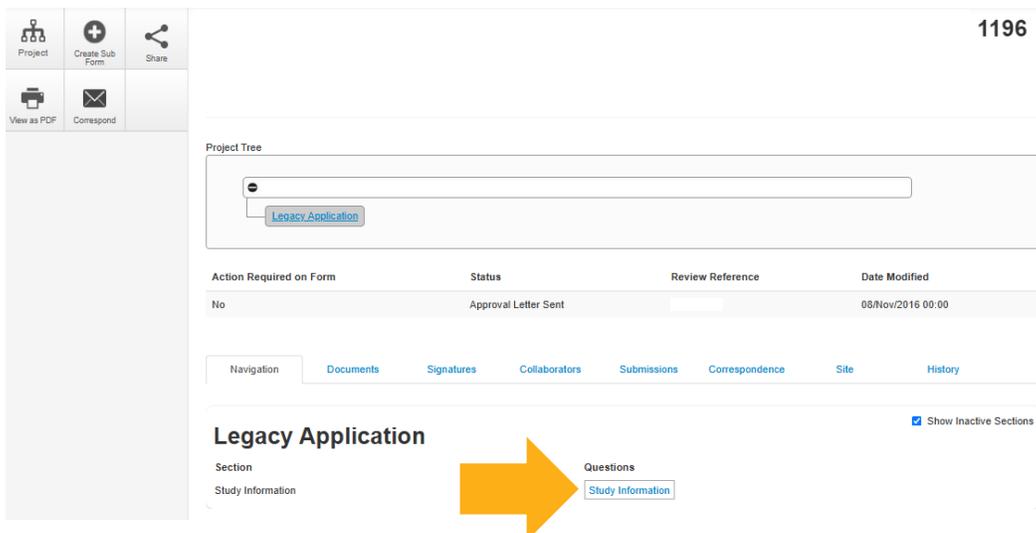
***NOTE:** Studies have only been migrated into the SHORES account of the Principal Investigator.

3. Click the Project Title to access the forms for that study.

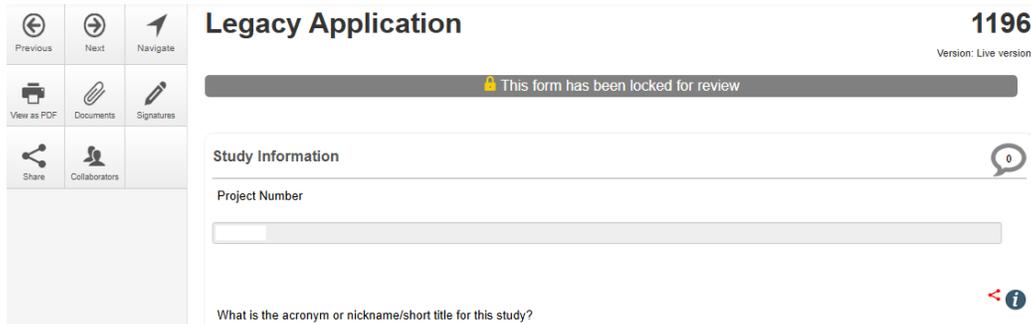


- Only one form, 'Legacy Application', will appear for studies migrated into SHORES (A).
 - *NOTE: A history of previous submissions for the study (i.e., study renewals, amendments, personnel amendments, protocol deviations, SAE reports) has not been migrated and will not appear in the project tree.
- The 'Review Reference' is the MSH REB Number for the study (B).
- The 'Date Modified' is the date the initial study application was received by the REB (C).
- The Project ID number is the new REB reference number for the project (D).

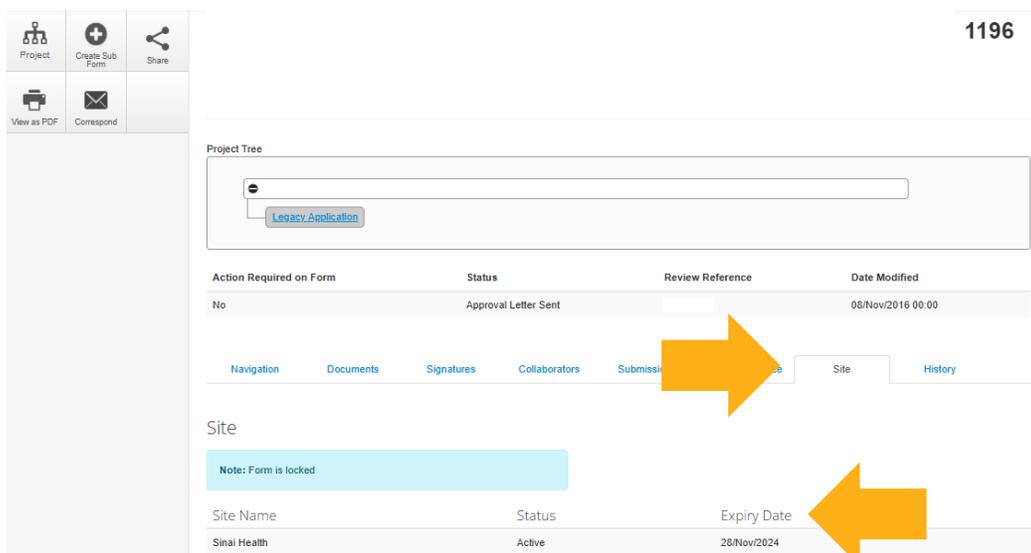
4. From the Navigation Tab, click 'Study Information' in the **Legacy Application Form** to view the migrated study information.



- Only minimal information has been migrated to SHORES in the ‘Study Information’ section of the ‘Legacy Application’. This information cannot be edited.



- From the main project page, click the ‘Site’ tab to view the status of the study and the expiry date (if available). Migrated studies which were approved in the previous Sinai Health REB database will indicate either an ‘Active’ status if the study is in good standing or ‘Expired’ status if study has expired in approval, and an expiry date listed. Migrated studies which were still under review with the Sinai REB at the time



Action Required on Form	Status	Review Reference	Date Modified
No	Approval Letter Sent		08/Nov/2016 00:00

Site Name	Status	Expiry Date
Sinai Health	Active	28/Nov/2024

of migration will have a ‘none’ status, with no expiry date listed.

Principal Investigator To-Do List for Migrated Studies:

- Check that all active studies have been migrated to SHORES
 - If any studies are missing, please contact the REB Office
- Provide the study team (e.g., study personnel, collaborators, etc.) access to the project
 - This must be completed separately for each migrated study
 - To learn how to provide access, review the: **SHORES Applicant – QuickGuide: Adding and Removing Study Team Members**

Post Approval Submissions for Migrated Studies:

- Going forward, all new post approval submissions (i.e., study renewals, amendments, personnel amendments, protocol deviations, SAE reports) for migrated studies must be submitted through SHORES
 - To learn how to use sub-forms to generate post approval applications, review the: **SHORES Applicant – QuickGuide: Creating a Sub-Form**

Questions?

T: 416-586-4875

E: REB.Office@sinaihealth.ca