

## QuickGuide: Responding to Recommendations

This QuickGuide outlines steps for responding to REB recommendations in SHORES.

To respond to REB recommendations:

1. When you receive notification (either by email or in your **Notification** tile in SHORES) from the REB requesting modifications you will need to submit your response.
2. Log in to SHORES - <https://apply.sinaihealthreb.ca>
3. From the **Notification** tile, click on the notification you wish to address, it will read "Please see attached letter".

Message	Attachment	Project Short Title	Date
✓ Please see attached letter		Test RN 7	11:28 AM

4. When prompted click '**View Form**'.

**Message** ✕

Project Short Title: Test RN 7  
Date: 13/Jan/2025 11:28 AM

Please see attached letter

View Form
Close

5. Locate the Modifications Letter in the **History** tab.

Action Required on Form	Status	Review Reference	Date Modified
Yes	Modifications Required Letter Sent	2024-0234-317	13/Dec/2024 16:11

Navigation Documents Signatures Collaborators Submissions Correspondence Centre **History**

### Form History

Search history...

Date	User	Description	Attachment
11:28 AM	Review User	Notification received: Please see attached letter.	<span style="border: 1px solid #007bff; padding: 2px 5px;">Download</span>

6. Click '**Download**' to access the Modifications Letter.

- Review requested changes and then, from the **Navigation** tab, make changes to the application as requested in the Modifications Letter.

**\*NOTE:** When responding to Recommendations be sure to check “Resubmission” in section 1 of the form.

1B. Initial Submission or Resubmission?

Initial Submission

Resubmission



For more information about how to view tracked changes in an application form, review the:  
**SHORES Applicant – QuickGuide: Viewing Tracked Changes**

- Use the checklist below to ensure your response is complete before resubmitting.

**Response Checklist:**

Change the answer to application type in the form to “Resubmission”	<input type="checkbox"/> Complete
Upload any new requested documents (tracked and clean) to the correct section of the application	<input type="checkbox"/> Complete
Delete any previous versions that are no longer relevant and being replaced <b>*NOTE:</b> This is extremely important. If previous documents are not deleted, the REB will not know which new documents have been uploaded	<input type="checkbox"/> Complete
Update answers in the application form	<input type="checkbox"/> Complete
Upload point-by-point REB response letter in the Supporting Documents section	<input type="checkbox"/> Complete
Sign the application	<input type="checkbox"/> Complete

**Questions?**

T: 416-586-4875

E: REB.Office@sinaihealth.ca