



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	•
~	P	Please see attached letter		Ø	Test RN 7	11:28 AM	×

4. When prompted click 'View Form'.

Message			\times	
Project Short Title Date	Test RN 7 13/Jan/2025 11:28 AM			
Please see atta	ched letter			
		View Form	Close	

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

Action Required or	n Form	Status		F	Review Reference	Date Modifi	Date Modified	
Yes		Modifications Required Letter Sent		2	2024-0234-317	13/Dec/2024	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 red	ceived: Please see a	ttached letter.			Download	

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



- SHORES Sinai Health Online Research Ethics System
- 7. 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

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

Response Checklist:

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

Questions?

T: 416-586-4875 E: <u>REB.Office@sinaihealth.ca</u>

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