

QuickGuide: Responding to a Request for Modifications from the REB

Following the review of an application, the REB of Record may request additional information, clarification, or changes. The REB may also request revisions before the review has been conducted, if they determine the application is incomplete (i.e., documents missing or incorrect signatures obtained). In either case, an email notification will be sent to the study team to notify them the REB has requested changes to the application and an REB letter will be issued containing a list of the required changes and clarifications. **Note: REB letters are not attached to email notifications sent out by the system; they must be downloaded from the History tab of the application form in the system (Figure 2).**

To revise and re-submit your application to the REB of Record:

1. Ensure your answer to question 1.0 is “Yes” (Figure 1) to indicate you are re-submitting the form (i.e., it is not the first time you are submitting the form).
 - a. This causes a new section of the form to appear called, “**Re-submission Information**”.
 - b. It also changes the signature requirements so a delegate can sign the form on behalf of the Lead Applicant or Principal Investigator.

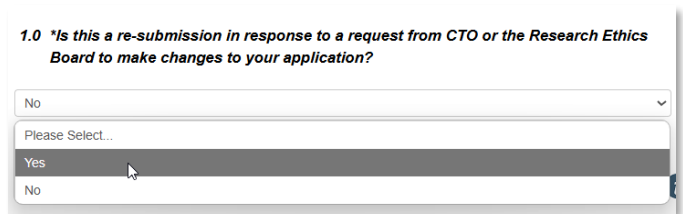
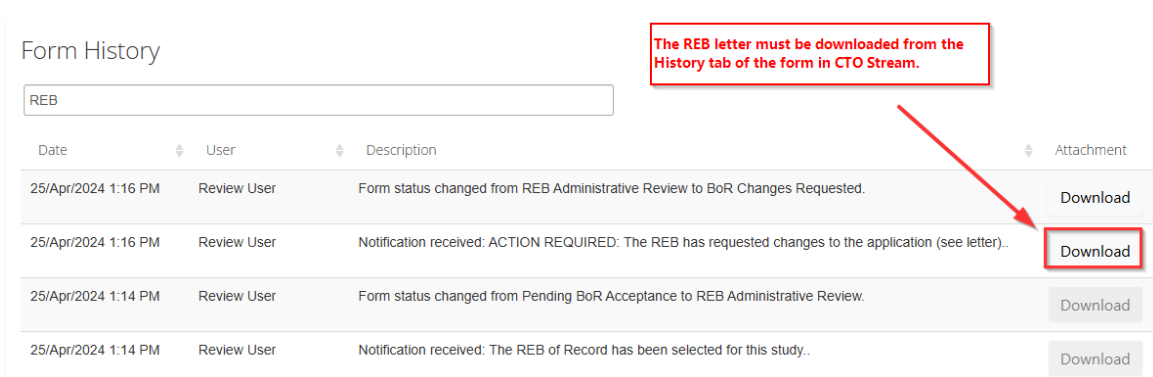


Figure 1

2. Upload any revised documents (i.e., updated ICF) into the corresponding section of the application and **delete any previous versions** of the revised document(s).
3. If the REB has requested changes or clarifications to information you provided within an application form question, revise the response within the application as applicable.
4. In the “Re-submission Information” section, upload your REB response letter. You can also upload any other document requested by the REB which you have not already uploaded elsewhere in the application.
5. Once all the changes have been made, the application is ready for signature. The application will automatically submit once the signature is applied to the form.



Date	User	Description	Attachment
25/Apr/2024 1:16 PM	Review User	Form status changed from REB Administrative Review to BoR Changes Requested.	Download
25/Apr/2024 1:16 PM	Review User	Notification received: ACTION REQUIRED: The REB has requested changes to the application (see letter)..	Download
25/Apr/2024 1:14 PM	Review User	Form status changed from Pending BoR Acceptance to REB Administrative Review.	Download
25/Apr/2024 1:14 PM	Review User	Notification received: The REB of Record has been selected for this study..	Download

Figure 2

Questions? Submit a support ticket at support.ctontario.ca