

How to Respond to a Request for Modifications from the REB of Record

Following their review of an application, an REB may request additional information, clarification, or changes. You can find the REB request for modification letter in the ‘history’ tab for the application.

This request is addressed within CTO Stream via the following steps:

1. Change the answer to question 1.0 (“*Is this a resubmission in response to a request from the Research Ethics Board to make changes to your application?”) from “No” to “Yes”.
 - a. If there is a Co-Applicant/Co-Investigator listed in section 1, you will also need to change question 11 from “No” to “Yes” (if there is no Co-A/I, question 11 won’t appear in the application form)
 - b. This will open up a new section, called “Re-submission Information”, in your application form
 - c. This will also change the signature requirements, so that only the Provincial Applicant/Principal Investigator (or delegate, for post approval re-submissions) is required to sign.
2. Upload any new documents (like an updated consent form) into the application in the corresponding section. Delete all previous versions that are no longer relevant.
3. If the REB has requested changes or clarifications to information you provided in response to an application question, please revise the response within the application as applicable.
4. In the “Re-submission Information” section, please upload your REB response letter
5. Once all the changes have been made, the application is ready for signature. The application will automatically submit once signed.

Checklist:

Change the answer to question 1.0 and corresponding question on signature page to “Yes” [ALL APPLICATIONS]	<input type="checkbox"/> Complete
Upload any new documents to the correct section of the application	<input type="checkbox"/> Complete
Delete any previous versions that are no longer relevant	<input type="checkbox"/> Complete
Update the answers in the application form	<input type="checkbox"/> Complete
Upload REB response letter	<input type="checkbox"/> Complete
Signature	<input type="checkbox"/> Complete

Questions?

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