

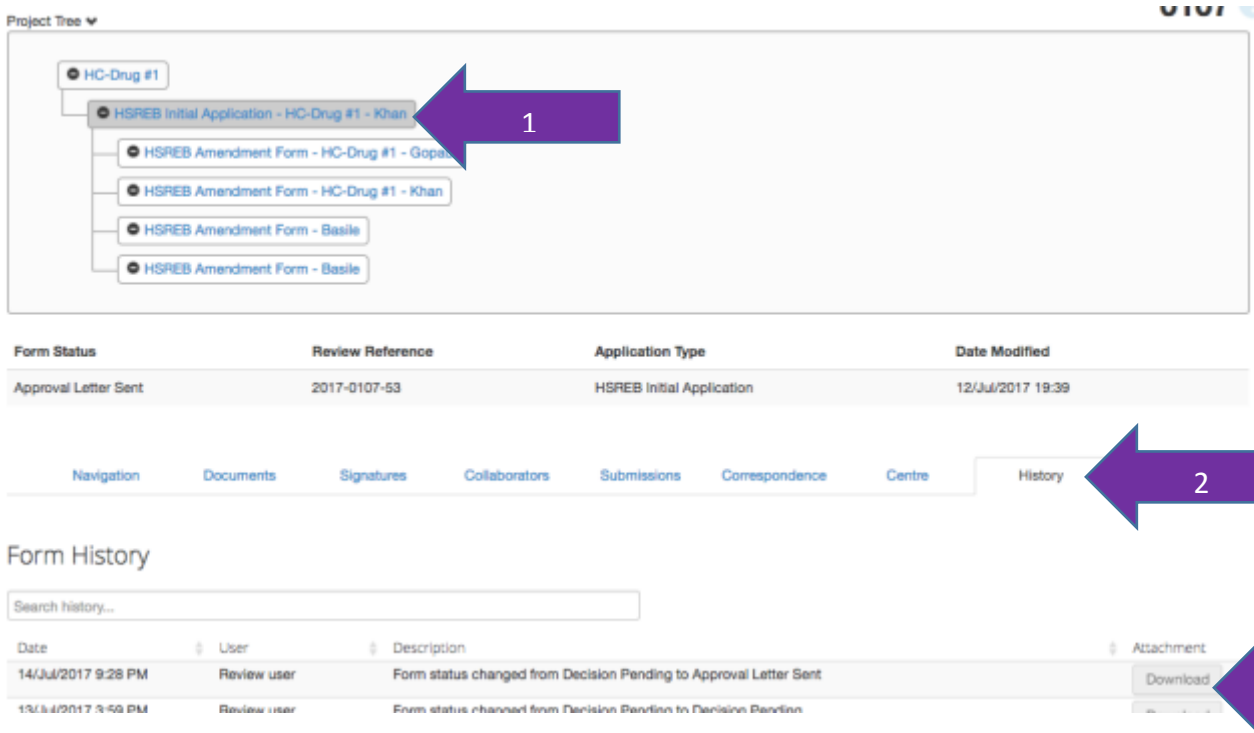
QuickGuide: How to Find an Approval Letter

This QuickGuide outlines steps for finding an approval letter within WesternREM.

To find an approval letter:

1. Log into WesternREM <https://applywesternrem.uwo.ca>
2. Click on the study from your **Work Area**, under **'Project Title'**
3. Ensure the application form for which you wish to find your approval letter is highlighted, as illustrated below (1)
4. Click on the **'History'** tab (2)
5. Find the approval notification in the form history and click **'Download'** (3)

***NOTE:** You can also search for **"Approved"** in the search bar to narrow your results.



Project Tree

- HC-Drug #1
 - HSREB Initial Application - HC-Drug #1 - Khan** (1)
 - HSREB Amendment Form - HC-Drug #1 - Gopal
 - HSREB Amendment Form - HC-Drug #1 - Khan
 - HSREB Amendment Form - Basile
 - HSREB Amendment Form - Basile

Form Status	Review Reference	Application Type	Date Modified
Approval Letter Sent	2017-0107-53	HSREB Initial Application	12/Jul/2017 19:39

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History (2)

Form History

Search history...

Date	User	Description	Attachment
14/Jul/2017 9:28 PM	Review user	Form status changed from Decision Pending to Approval Letter Sent	Download (3)
13/3/2017 3:58 PM	Review user	Form status changed from Decision Pending to Decision Pending	

Questions?

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