


QuickGuide: How to Respond to Recommendations from the REB

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

To respond to REB recommendations:


1. When you receive notification (either by email or in your **Notification** tile in WREM) from the REB requesting modifications you will need to submit your response.
2. Log into WesternREM: <https://applywesternrem.uwo.ca>
3. From the **Notification** tile, click on the notification you wish to address, it will read “ACTION REQUIRED: The XXREB has requested modifications to your Initial Application”
4. When prompted click ‘**View Form**’.
5. Locate the **Modifications Letter** in the **History** tab


Form Status	Review Reference	Application Type	Date Modified
Recommendations Letter Sent	N/A	HSREB Initial Application	11/Jul/2017 03:29

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


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

***NOTE:** When responding to Recommendations be sure to check “Response to REB recommendations” in section 1.1 of the form.

1.1 

1.1 *Is this the initial submission or a response to REB recommendations? 

Initial Submission

Response to REB recommendations 

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

Checklist:

Change the answer to question 1.1 in the form to “Response to REB recommendations”	<input type="checkbox"/> Complete
Upload any new requested documents (tracked and clean) to the correct section of the application <ul style="list-style-type: none"> • CLEAN copies are uploaded into the section to which they correspond • TRACKED copies are uploaded into the Resubmission Information section 	<input type="checkbox"/> Complete
Delete any previous versions that are no longer relevant and being replaced *NOTE: This is extremely important. If previous documents are not deleted, the OHRE will not know which new documents have been uploaded and will return without review	<input type="checkbox"/> Complete
Update answers in the application form	<input type="checkbox"/> Complete
Upload REB response letter into the Resubmission Information section	<input type="checkbox"/> Complete
Sign OR Request a Signature from the PI	<input type="checkbox"/> Complete

Questions?

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