

QuickGuide: How to Respond to Recommendations from the REB

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

To respond to REB recommendations:

1. When you receive a 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 WREM: <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. DO NOT delete previous response documents.	<input type="checkbox"/> Complete
Update answers in the application form by editing the applicable fields	<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?

T: 519-661-3036

E: wrem@uwo.ca