


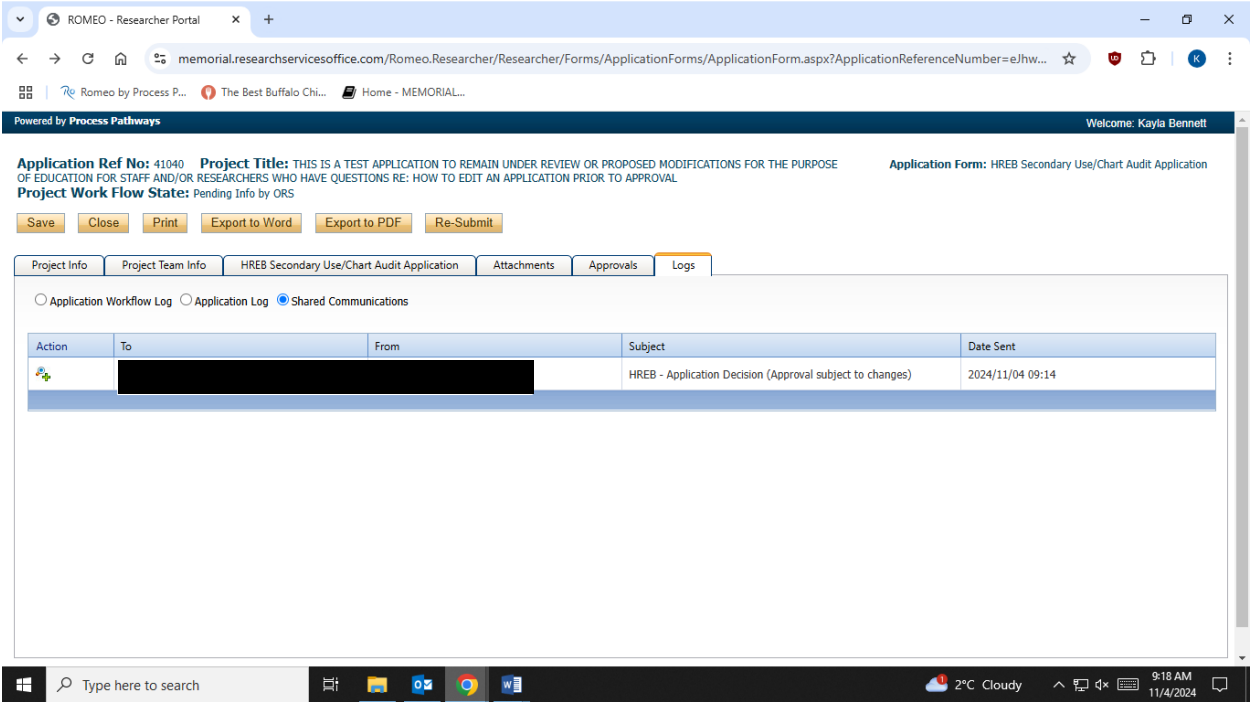
How to access “Correspondence” in the Researcher Portal:

Log into your Researcher Portal account.

For applications you have SUBMITTED but have NOT received approval for (applications that are considered INCOMPLETE, PROPOSED MODIFICATIONS, OR APPROVED SUBJECT TO CHANGES):


1. Under Role: Principal Investigator (noting, before an application received full approval only the PI will be able to make revisions – team members will not be able edit to applications post approval):

- You will see “Applications Requiring Your Attention” in red hyperlink
- Once selected, you would select the yellow “Latest Workflow” button to the left of the application requiring your attention.
- Once in this window, you will see a “Shared Communications” radio button (example below). Ensure you select this button. Once selected, you will see a list of email communications sent to you from the HREB – you can view each item by selecting the  alongside the communication. If you think you are missing correspondence from this list, please reach out to the HREB (info@Hrea.ca) to ensure the communication you are looking for is “visible” to researcher.



For applications that have been APPROVED:

2. Under Role: Principal Investigator OR Under Role: Project Team Member

- You will see “Applications Post Review”
- Once selected, you would select the yellow “Latest Workflow” button to the left of the application requiring your attention.
- Once in this window, you will see a “Shared Communications” radio button (example below). Ensure you select this button. Once selected, you will see a list of email communications sent to you from the HREB – you can view each item by selecting the  alongside the communication. If you think you are missing correspondence from this list, please reach out to the HREB (info@Hrea.ca) to ensure the communication you are looking for is “visible” to researcher.

