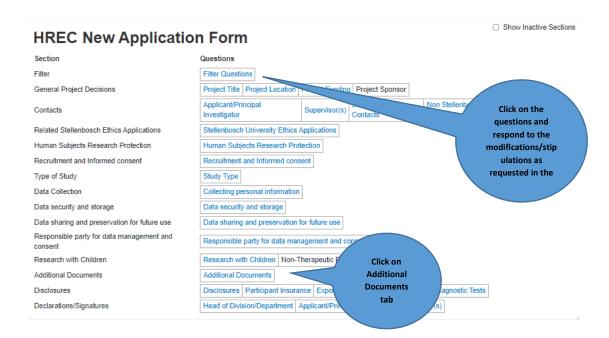
## How to submit Response to Modifications/Deferral/Stipulations (New Application)

## Do NOT submit your response to modifications/stipulations by completing a HREC Documentation Form

Login and click on your project list.

- Locate your specific project and click on the project title
- Upload the letter of response and amended documents to your existing HREC New Application Form
- If any changes have been requested to the e-application form, please make these
  changes in the relevant sections in the e-form and indicate in the Response to
  Modifications/Stipulations cover letter where the changes have been made.
- Under the HREC New Application Form, click on the Additional Documents tab, scroll to the last upload button "Other Documents" to upload your revised documents.



## **Documents to upload:**

- Cover letter indicating the changes
- Protocol and ICF should be in tracked changes (if applicable)
- Additional documents as requested in your HREC letter
- Label your response to modifications clearly as Response to Modifications or Response to
  Stipulations or <u>Guideline to submit Response to Modifications</u>, Response to Stipulations
  and Response to Deferral e.g., Response to Mods\_Protocol

PS: Remember to sign as the applicant and request your supervisor's signature (applicable to students only).