

QuickGuide: Correspondence (For Research Teams)

The correspondence feature facilitates communication between the research team and the REB of Record. This is helpful when applicants are submitting to an REB from a different institution. **Please note: the Correspondence feature does not support communication between members of the research team.**

To send a correspondence message to the REB of Record:

1. [Login](#) to your Stream account.
2. Select the Project containing the form you wish to send a correspondence message about from the list of Projects list in your Work Area.
3. In the Project Tree, select the application you want to send a correspondence message on.
4. If your message is not about a specific application, and:
 - a) you are part of the lead study team; you can send the correspondence message on the Clinical Trial Initial Application or Observational Study Initial Application.
 - b) you are a member of the study team at a participating site; you can send the message on the Participating Site Initial Application for your site.
5. With the application form selected in the project tree, press the 'Correspond' button that is visible on the left-hand side of the page, or by press 'New Correspondence' from under the form Correspondence tab. (see Figure 1).

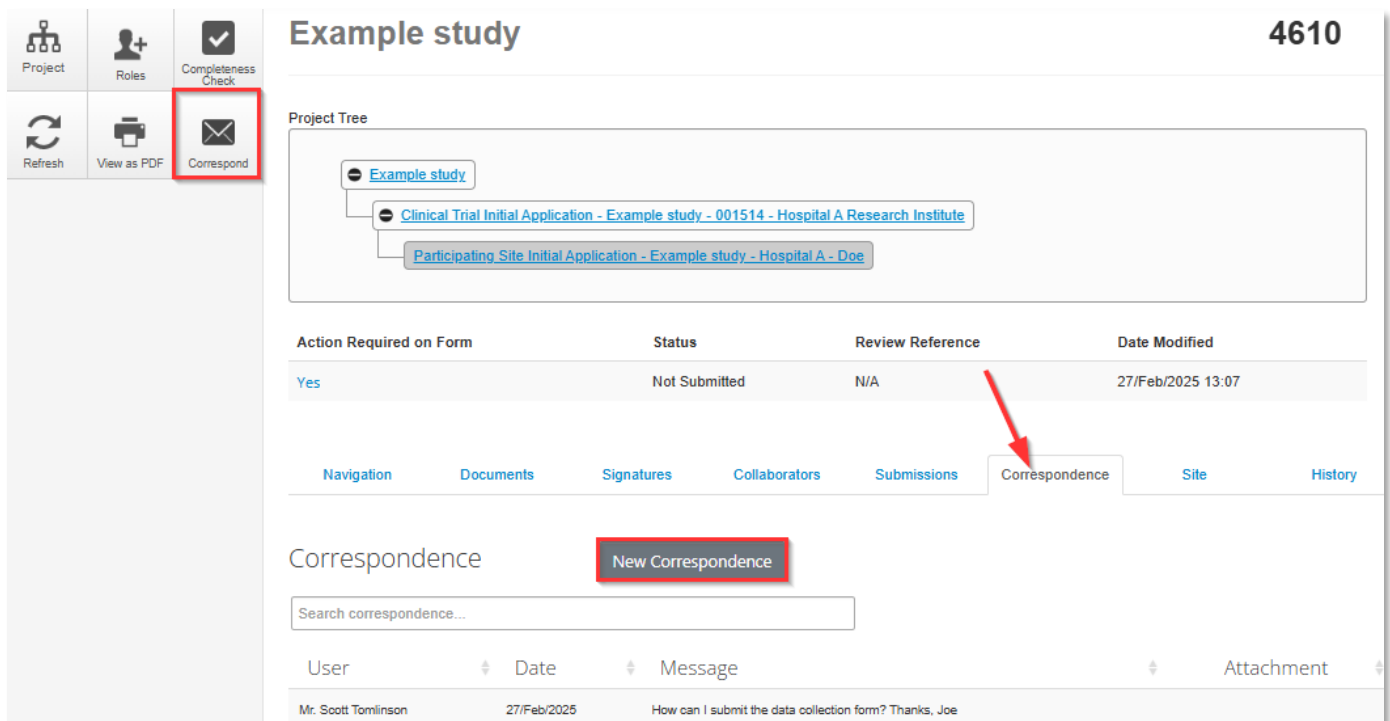
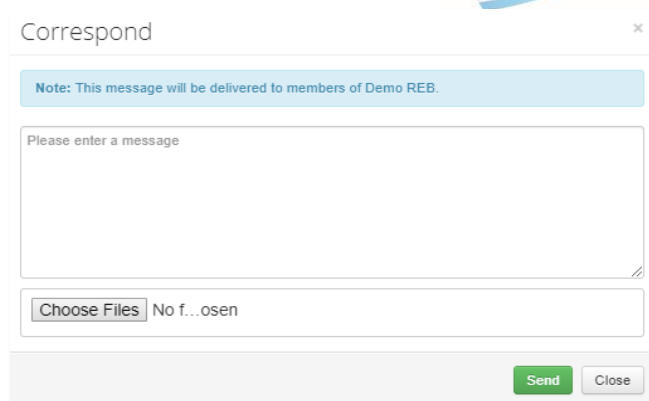


Figure 1

6. Enter your message into the pop-up window (Figure 2) and upload any documents, if applicable. Press the green 'Send' button at the bottom of the window to when you are ready to send the correspondence message.



Correspond

Note: This message will be delivered to members of Demo REB.

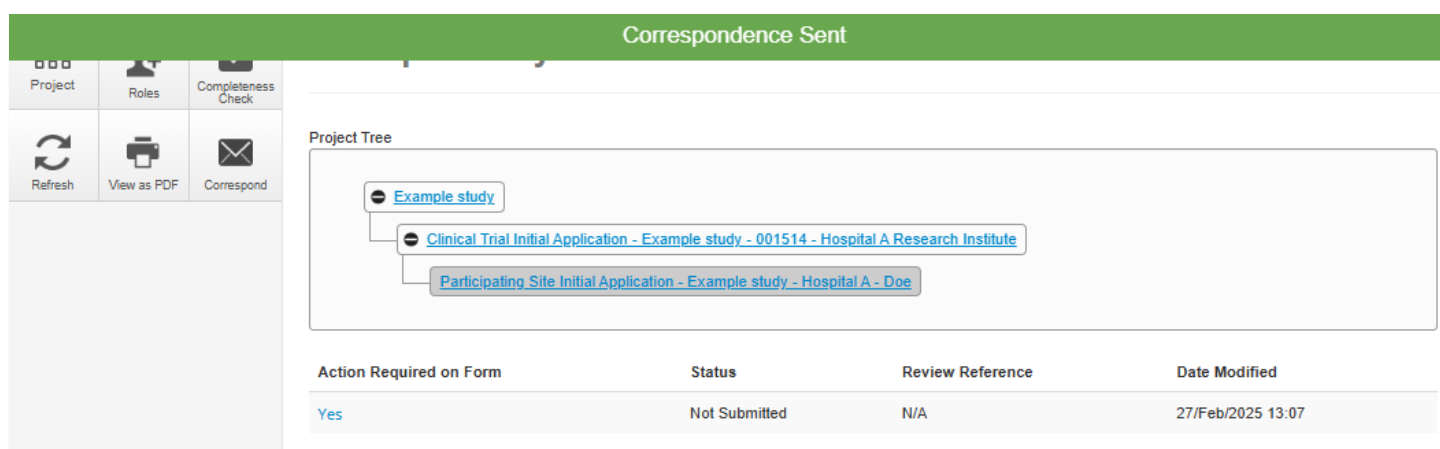
Please enter a message

Choose Files No files open

Send Close

Figure 2

7. A green banner will appear at the top of the page which says, "Correspondence Sent" to verify your Correspondence message was successfully sent (Figure 3).



Correspondence Sent

Project Roles Completeness Check

Refresh View as PDF Correspond

Project Tree

- Example study
 - Clinical Trial Initial Application - Example study - 001514 - Hospital A Research Institute
 - Participating Site Initial Application - Example study - Hospital A - Doe

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	27/Feb/2025 13:07

Figure 3

Questions? [Click here](#) to submit a support ticket