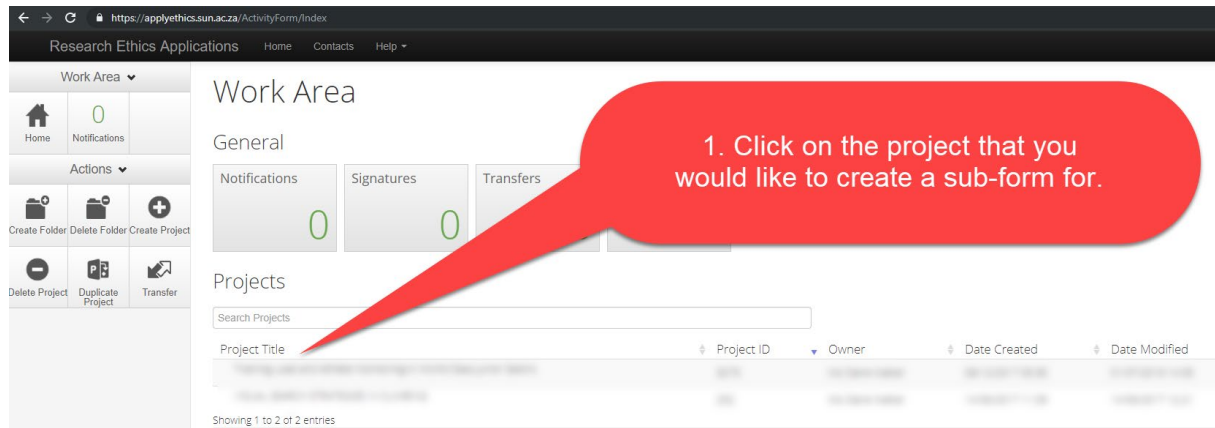


## 1. Click on the project that you would like to create a sub-form for.

**Sub-form refers to all sub-forms; Amendment, Progress/Final, Protocol Deviation, Documentation or Adverse Event Form etc**

**You will have an option to select the appropriate form once you have clicked on create sub-form.**

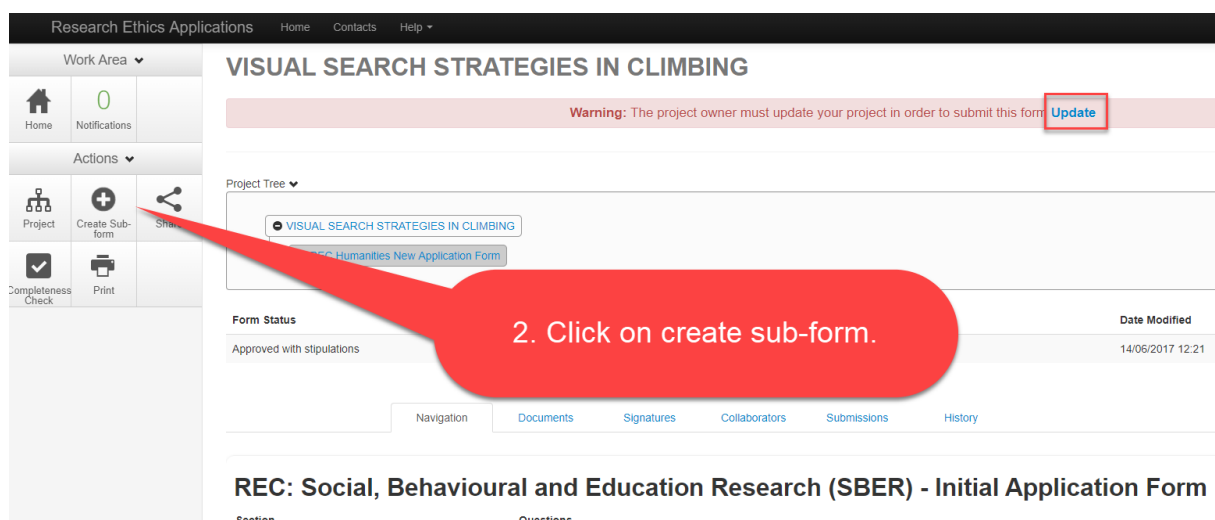


## 2. Click on create sub-form

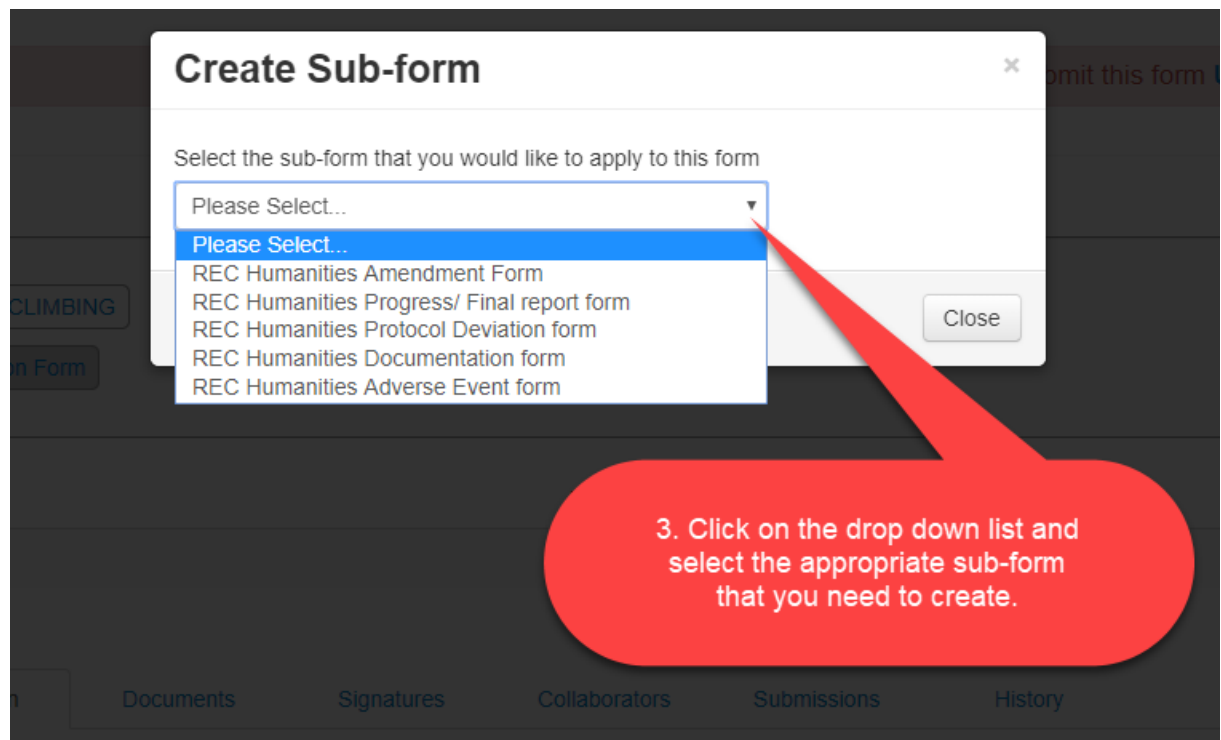
**2.1. If you see the highlighted message in red, please be informed that you will need to update your form, in order to submit it as a newer version of the application form was released.**

**2.2. (Please also take note that there might be a few additional questions that you will need to complete once you have updated your form)**

**2.3. If your application has been approved with stipulations, you will first need to respond to the stipulations and submit your initial application form, before you can submit your sub-form.**

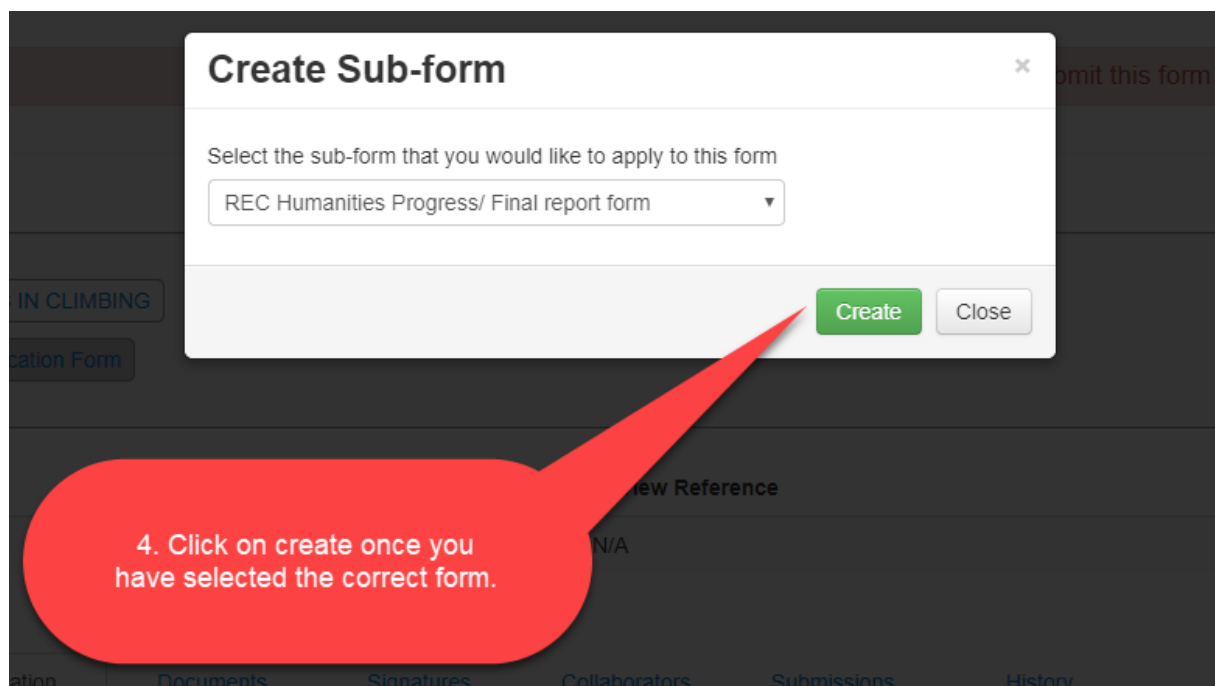


3. Click on the drop down list and select the appropriate form  
(Please note that the REC Humanities Committee had a name change, therefore, if your form has been updated, the forms will display as REC SBER (name of the sub-form))



The screenshot shows a 'Create Sub-form' dialog box. Inside, there is a text prompt 'Select the sub-form that you would like to apply to this form' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Please Select...', 'REC Humanities Amendment Form', 'REC Humanities Progress/ Final report form', 'REC Humanities Protocol Deviation form', 'REC Humanities Documentation form', and 'REC Humanities Adverse Event form'. A red arrow points from a red callout bubble to the dropdown menu. The callout bubble contains the text: '3. Click on the drop down list and select the appropriate sub-form that you need to create.' The dialog box also has a 'Close' button.

4. Click on create once you have selected the correct form



The screenshot shows the same 'Create Sub-form' dialog box, but now the dropdown menu is closed and 'REC Humanities Progress/ Final report form' is selected. A red arrow points from a red callout bubble to the 'Create' button. The callout bubble contains the text: '4. Click on create once you have selected the correct form.' The dialog box also has a 'Close' button.

**Complete the sub-form you have created and submit the form.**

**All forms expect the Documentation Form requires a supervisors and applicants signature in order to be submitted.**