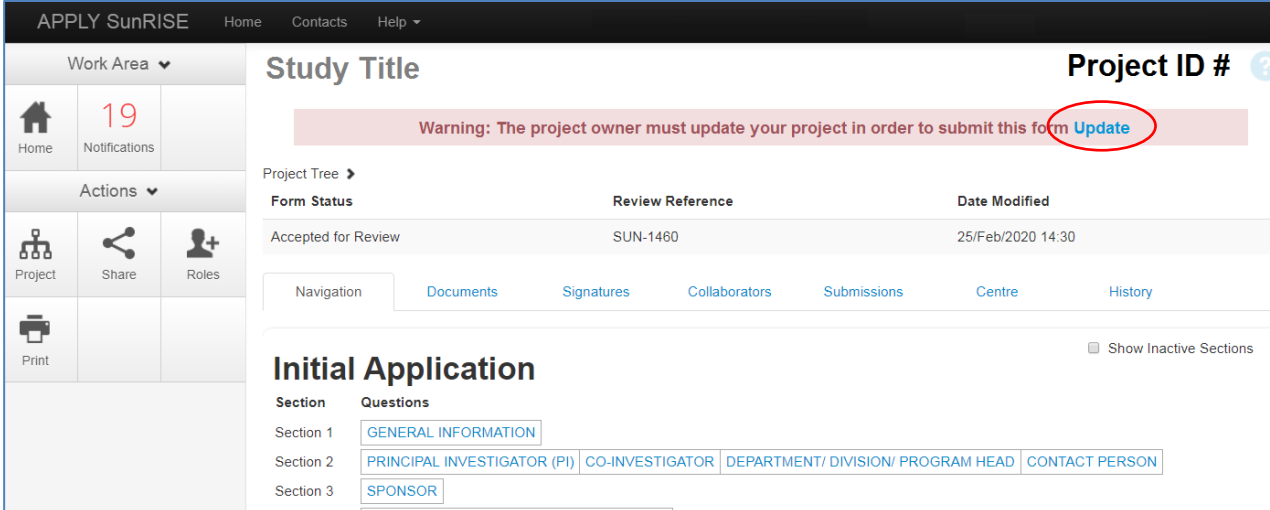


SunRISE Tipsheet — How to Accept an Update (Project Owners)

Update a Project

1. Launch **Google Chrome** and login to SunRISE: <https://apply.sunrisereb.ca>
2. Click on the project under the Projects list
3. At the top of the Initial Application, the following header appears.

Click **Update**:



APPLY SunRISE Home Contacts Help

Work Area ▾

Home 19 Notifications

Actions ▾

Project Share Roles

Print

Study Title Project ID # ?

Warning: The project owner must update your project in order to submit this form **Update**

Project Tree ▸

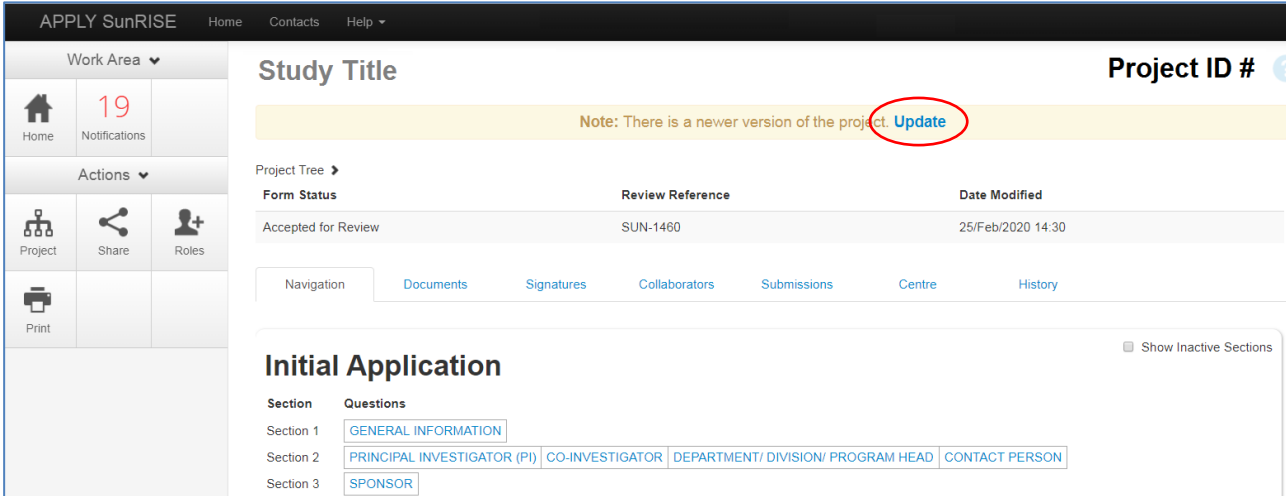
Form Status	Review Reference	Date Modified
Accepted for Review	SUN-1460	25/Feb/2020 14:30

Navigation Documents Signatures Collaborators Submissions Centre History

Initial Application Show Inactive Sections

Section	Questions
Section 1	GENERAL INFORMATION
Section 2	PRINCIPAL INVESTIGATOR (PI) CO-INVESTIGATOR DEPARTMENT/ DIVISION/ PROGRAM HEAD CONTACT PERSON
Section 3	SPONSOR

or



APPLY SunRISE Home Contacts Help

Work Area ▾

Home 19 Notifications

Actions ▾

Project Share Roles

Print

Study Title Project ID # ?

Note: There is a newer version of the project. **Update**

Project Tree ▸

Form Status	Review Reference	Date Modified
Accepted for Review	SUN-1460	25/Feb/2020 14:30

Navigation Documents Signatures Collaborators Submissions Centre History

Initial Application Show Inactive Sections

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TIP — Accepting the update will invalidate signatures/signature requests on unsubmitted forms

TIP — Following the update, double check any unsubmitted forms to confirm responses are still accurate.

TIP — If the Update header does not appear at the top, it means the project has already been updated.

TIP— Only system Project Owners have the ability to accept updates.

To determine who the Project Owner is, click the **Collaborators** tab.

The screenshot shows the APPLY SunRISE Beta Test Mode interface. The top navigation bar includes 'APPLY SunRISE', 'Home', 'Contacts', 'Help', and 'Beta Test Mode'. The main content area is titled 'Study Title' and 'Project ID #'. A table lists project entries with columns for 'Form Status', 'Review Reference', and 'Date Modified'. Below this, a navigation menu includes 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', 'Centre', and 'History'. The 'Collaborators' tab is highlighted with a red circle. Underneath, a table lists collaborators with columns for 'Name', 'Access', and 'Edit Permissions'. A red arrow points to the 'Project Owner and Form Owner' access level for 'Ms Jasmine Djordjevic'.

Form Status	Review Reference	Date Modified
Approved	SUN-1574	05/Mar/2020 13:36

Name	Access	Edit Permissions
Ms Jasmine Djordjevic	Project Owner and Form Owner	Edit Permissions

For questions, please contact sunrise@sunnybrook.ca