QuickGuide: Creating a Sub-Form

This QuickGuide outlines steps for creating a Sub-Form within WesternREM.

To create a Sub-Form:

1. **A Sub-Form** refers to the following:
   - Amendment Form
   - Continuing Ethics Review Form
   - End of Study Form
   - Reportable Event Form
   - Local (Internal) Serious Adverse Event (SAE)
   - Non-local (external) Serious Adverse Event (SAE)
   - Protocol Violation / Deviation
   - Privacy Breach
   - Audit / Inspection Report
   - Study Participant Complaint
   - FYI
   - Data Safety Monitoring Committee (DSMC) Report

2. Log into WesternREM - [https://applywesternrem.uwo.ca](https://applywesternrem.uwo.ca)

3. Click on the project in the list of Projects at the bottom of the screen that you wish to create the sub-form for.

4. Make sure that the application you wish to update is highlighted in grey in the Project tree.
5. Click on ‘Create Sub-form’ from the Actions Toolbar.

6. Select the Sub-Form that you wish to create from the drop down menu and click ‘Create’.

7. Complete the application and upload your tracked and clean documents (if applicable).

   *NOTE: In some questions the ‘Upload Document’ button will not appear until you prompt it by answering the question. Please be sure to work through the form in sequential order to ensure that no questions or uploads are missed.

8. Sign and Submit

Once you have completed all of the required questions for your application you can then check to ensure that your project is complete by clicking the Submit tile or the Completeness Check tile in the Actions Toolbar.

If the application is complete you can then do one of the following:

   a. If you are the PI you can sign the application by clicking the blue Sign button on the last page of the application. You will be prompted to enter your Username and Password and click Sign.
   b. If you are not the PI you can request the signature of the PI by clicking the Request Signature button on the last page of the application. You will be prompted to enter the PI’s Email Address and click Sign.

   *NOTE: Once all of the signatures have been signed then the sub-form will be automatically submitted.

   *NOTE: We will no longer accept attestation forms, the PI must sign off on all submissions.

Questions?
T: 519-661-3036
E: wrem@uwo.ca