

March 29, 2018

**Re: Second Migration of Materials from ROMEO to WREM**

Dear Colleagues,

As has been previously communicated, the Office of Human Research Ethics successfully launched the first of two migration phases for its new online protocol submission platform, WREM, on September 7, 2017. In order to continue to successfully transition the REB files from ROMEO to WREM we have decided to split the second migration into two phases, resulting in a total of three migrations. The second migration will occur between 4pm April 6 to 12pm April 9, 2018 and will involve migrating the remaining initial submissions that were still under review as of Aug 31, 2017. The third migration, which will occur at a later date, will then include all post-approval submission information (i.e., amendments, continuing ethics reviews, reportable events).

Please note WREM **will not** be accessible during the second migration.

**The Second Migration will include:**

- **Will** include all studies approved in ROMEO after August 31, 2017
- **Will not** include post-approval submissions (e.g., amendments, continuing ethics reviews, reportable events, etc.)
- **Will not** include study documents (including the ROMEO Application Form), which will **NOT** be migrated into WREM

Those designated as research support staff will be provided access to the file in WREM; those designated as co-Investigators, students or other **will NOT** be provided access to the file in WREM and will, therefore, need to be added to the file in WREM.

**The Third Migration will include:**

- All post-approval submission information

The date for this migration is as yet TBD, but is estimated to be June/July 2018.

The second migration will transition the entire research community to WREM, and result in all post-approval submissions being done through WREM. ROMEO will remain accessible to researchers for the remainder of 2018, but only to retrieve study documents. Please ensure that if your study will remain active after 2018 that you retrieve your documents from ROMEO and store them securely as per institutional policy.

Information about these deadlines will also be communicated on our website.

On behalf of the Office of Human Research Ethics and the Research Ethics Boards, thank you for your continued support and understanding during this transition to the new electronic system.

Sincerely,

*Erika Basile*

Erika Basile, Director, Office of Human Research Ethics