WesternREM (WREM)
Reviewer

REB Member Training Manual

Ethics Office: 519-661-3036
Email: wrem@uwo.ca
# Table of Contents

1. About WesternREM ................................................................. 3
   1.1. Target Audience ............................................................ 3
   1.2. Internet Settings .......................................................... 3
   1.3. Technical Support ......................................................... 3

2. Getting Started .................................................................. 3
   2.1. Access the System ......................................................... 3
   2.2. Accounts .................................................................. 3
   2.3. How to Log In ............................................................. 4

3. Navigating the WREM System .......................................... 4
   3.1. Work Area .................................................................. 5
   3.2. The Navigation Menu ................................................ 5

4. The Review Process .......................................................... 6
   4.1. Notification of Application Ready for Review .............. 6
   4.2. Accessing the Application ........................................... 6
   4.3. Reviewing the Application ......................................... 8
   4.4. Adding Comments ..................................................... 8
      4.4.1. Panel Comments .................................................. 9
      4.4.2. Form Comments ............................................... 10
      4.4.3. Editing Comments ............................................ 12
      4.4.4. Reviewing Comments Made by Others ............... 13
      4.4.5. Non-Medical Reviews ....................................... 13
      4.4.6. Delegated Reviewer Actions ......................... 14
1. About WesternREM

The Western Research Ethics Manager (WREM) was purchased from Infonetica Ltd., which specializes in research management, ethics management, ethics approval and compliance training solutions. WREM is a web-based electronic platform for conducting research ethics reviews and is built using modern infrastructure that exhibits a vast set of features, while maintaining an easy-to-use interface.

1.1. Target Audience

This guide is intended for all WREM Users who access the system as an REB Reviewer. This guide will provide useful information about how to navigate the online system.

1.2. Internet Settings

WREM supports the latest versions of the following browsers:
- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome
- Apple’s Safari

WREM uses pop-ups. You will need to configure your browser to ensure WREM pop-ups are allowed.

1.3. Technical Support

Email – wrem@uwo.ca
Phone – 519-661-3036

2. Getting Started

2.1 Access the System

To access the system go to: https://reviewwesternrem.uwo.ca

2.2 Accounts
A WREM account will be generated for all researchers, and research support staff when requested. REB Members will automatically have their account generated on the reviewer side if they hold a researcher account.

If you have forgotten your password or if you need to change your password, select ‘Forgotten Password’ at the login page and you will receive an email with instructions for changing it.

2.3 How to Log In

Once you have completed the registration process, enter your registered email address and password, and click Log in.

3. Navigating the WREM System

Upon logging into WREM, you will be directed to the Work Area. The Work Area is your home page, where you will find all current pending notifications, new projects for reviews and a list of upcoming meetings you are scheduled to attend.
3.1 Work Area

The Navigation menu (illustrated above) will always be visible at the top of the page, regardless of where you are in the system, and includes links to:

1. **Work Area** – takes you to the Work Area / home page
2. **Meetings** – allows you to view upcoming Full Board meetings you are scheduled to attend.
3. **Contacts** – takes you to the Contacts page for a list of personal contacts.
4. **Help** – The help bar links to:
   a. **Help** – Provides training materials for quick reference.
   b. **FAQ** – Links to Frequently Asked Questions
   c. **Update History** – shows the most current version of software being used by the WesternREM system.
   d. **About** – Provides information about Western University’s human Research Ethics Boards (REB)
   e. **Contact Information** – Provides quick access to contact information for the Office of Human Research Ethics.

5. **Account Settings** – clicking your name on the right-hand side of the Navigation Menu allows you to:
   a. **Change Password**
   b. **Update Personal Information**
   c. **Logout**
4. The Review Process

4.1 Notification of Application Ready for Review

1. You will receive an email from wremsend@uwo.ca indicating there is an application ready for your review in WREM.
   a. If you have a concern, e.g. a conflict of interest with a study you are assigned to, email wrem@uwo.ca to notify the REB.
      i. **Do not** reply to the wremsend email address. Emails to this address are not received at the Western Ethics Office.
2. When you log into WREM, you will notice two things:
   a. A number in your **Notification** tile indicating you have a notification awaiting action.
   b. A number in either the ‘**Full Board Review**’ or ‘**Delegated Review**’ tile, which means you have a study ready for your review.

4.2 Accessing the Application for Review

1. Clicking the ‘**Full Board Review**’ or the ‘**Delegated Review**’ tile will take you to a list of applications awaiting their review.
a. In the illustration below, you will see there is currently one application awaiting review.

2. Click the application requiring review.

3. The ‘Timeline View’ page will appear; this page is a summary of what has happened so far in the application.

1. To review the application, click ‘Review Application’ in the action toolbar (on the left-hand side of the screen).
a. If you would rather review a specific document first (as e.g., the protocol or Letter of Information), you can click on the ‘Documents’ tile (as illustrated above).

2. Begin by clicking Questions 1.1-1.XX in Section 1.

4.3 Reviewing the Application

1. When you are in the application, you can navigate it by using the ‘Previous’ and ‘Next’ tiles.
2. Clicking ‘Navigate’ or ‘Timeline’ will bring you back to the Timeline Page.

4.4 Adding Comments
To enter your review, you will need to add a comment. There are two ways to add comments into WREM for an application for your review:

1. **Panel Comments** – relate to a specific question  
2. **Form Comments** – relate to the overall application

Comments are visible to other members of the REB, but are never visible to the Researcher. Comments can be edited and deleted after you’ve made them.

### 4.4.1 Panel Comments

1. To make a comment about a specific question, click the ‘New Comment’ tile in the Action Toolbar.  
2. Select the question on which you wish to make a comment by clicking it.  
3. Enter your comment and click Save
4.4.2 Form Comments

To make a comment about the whole application, click ‘Form Comments’ on the action toolbar.
This will bring up a pop-up window. Click ‘Add Comment,’ enter your comment and click ‘Save.’
4.4.3 Editing Comments

You can edit both **Form Comments** and **Panel Comments**. To edit a comment, find the comment (by clicking on the ‘Panel Comments’ or ‘Form Comments’ tiles).

Using your mouse, highlight the comment you wish to change, and click ‘**Edit**.’

This will give you the ability to edit the comment. Once you are satisfied with changes you have made, press the ‘**Save**’ button.

If you wish to delete the comment altogether, press the ‘**Delete**’ button.

*NOTE:* Only the person who created the comment can edit or delete the comment.
4.4.4 Reviewing Comments Made by Others

To review a list of comments made by other reviewers, click ‘Panel Comments’ or ‘Form Comments’ from the Actions Toolbar.

The number on the tile indicates how many comments have been made.

4.4.5 Non-Medical Reviews

For all Non-Medical Reviews please make a Form Comment indicating whether or not you wish to see this project again. If you wish to see the project again the response will be sent to you for approval. If you do not wish to see the project again, the Ethics Officer will review the response and approve if the recommendations have been completed.
4.4.6 Delegated Reviewer Actions

For all Delegated Reviews ensure to complete one of the following actions upon completion of your review:

- **Recommend approve** – if there are absolutely NO concerns with the protocol submitted as is.
- **Recommend modifications** – if the reviewer and/or Ethics Officer has recommendations.
- **Recommend Send to FB** – if the reviewer thinks this study needs to be presented to the Full Board for review