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 4
   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 for Review 7
   4.3 Reviewing the Application 8
   4.4 Adding Comments 9
   4.4.1 Panel Comments 10
   4.4.2 Form Comments 11
   4.4.3 Editing Comments 12
   4.4.4 Reviewing Comments Made by Others 13
   4.4.5 Non-Medical Reviews 14
   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.

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:

- 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 from the Office of Human Research Ethics

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

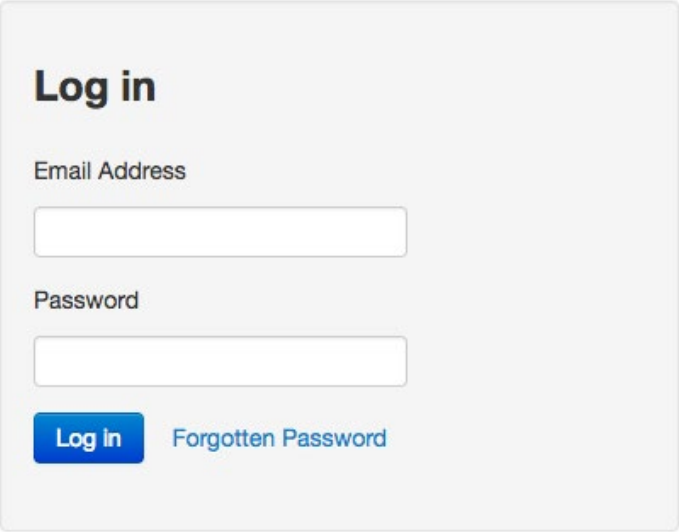
2.2 Accounts

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

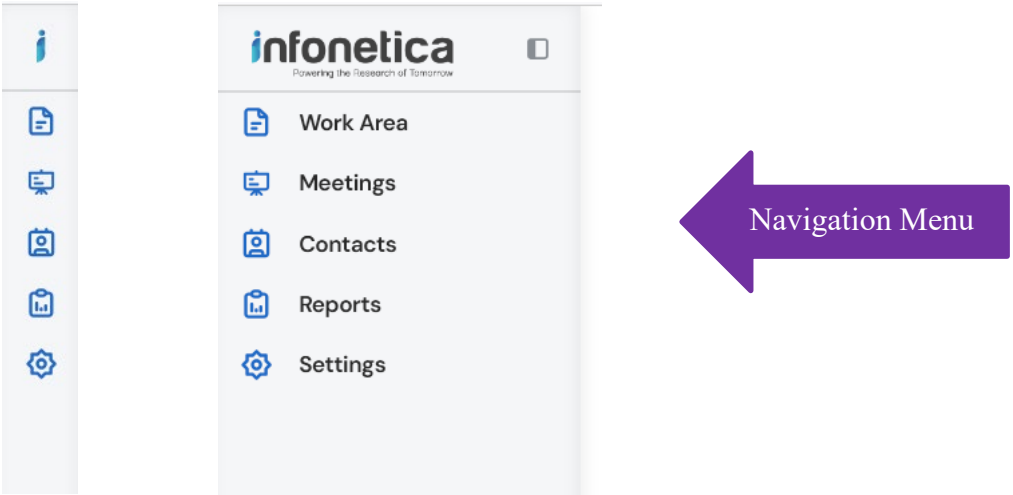
Once you have completed the registration process, enter your registered email address and password, and click Log in. This is NOT Western Single Sign-On. Your password is WREM-specific. If you have a UWO and hospital email, your WREM account will default to your hospital email.



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



3.2 The Navigation Menu

The **Navigation menu** (illustrated above) will always be visible (but minimized at the left 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.

3.3 The Help Menu

4. **Help –** The question mark icon 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.

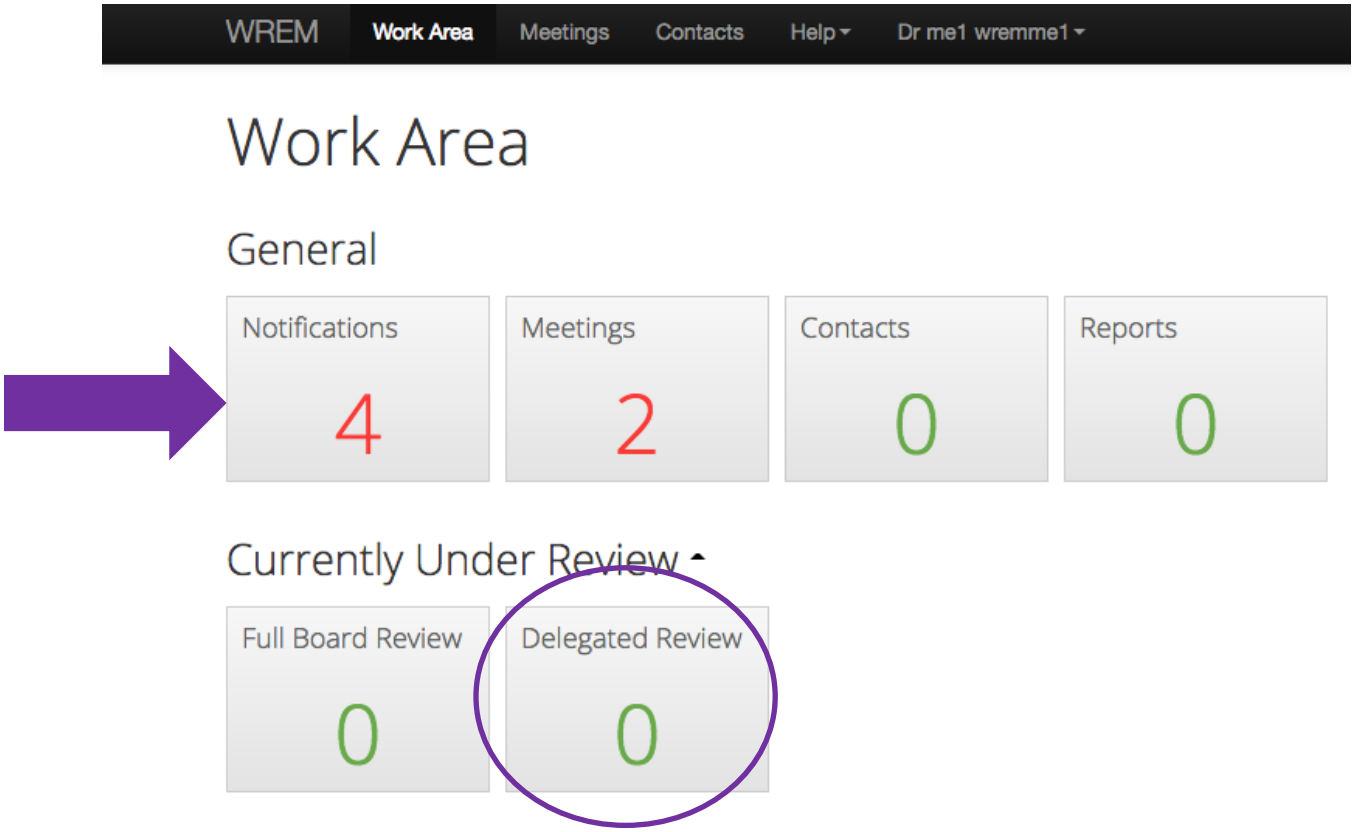
5. **Account Settings** – clicking your initials on the right-hand side of the Navigation Menu allows you to:
    a. **Change Password**
    b. **Update Personal Information**
    c. **Logout**
6. **Bell Icon** – clicking on the bell leads you to the notifications tile.

4. The Review Process

4.1 Notification of Application Ready for Review (Delegated)

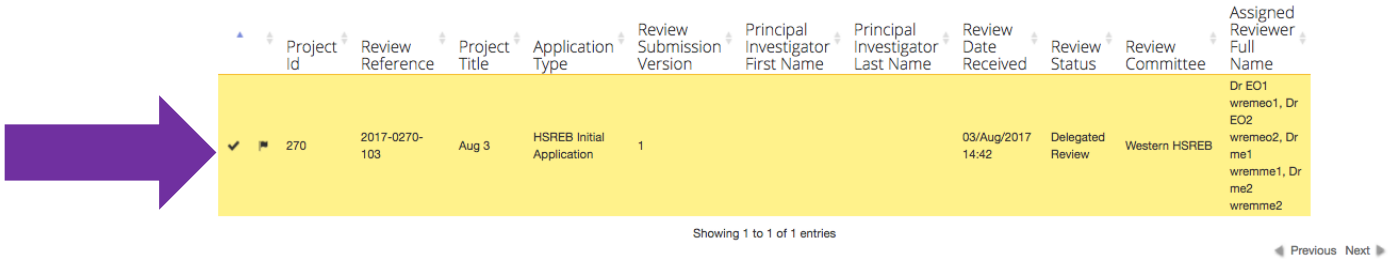
1. You will receive an email from donotreply@infonetica.net indicating there is an application ready for your review in WREM.
    a. If you have a concern, e.g. a conflict of interest with a study you are assigned to, email ethics@uwo.ca to notify the REB.
        i. ***Do not*** reply to the Infonetica (vendor) email address. Emails to this address are not received by or accessible to the Office of Human Research Ethics.
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 the '**Delegated Review**' tile, means you have a study ready and waiting for your review.



4.2 Accessing the Application for Review (Delegated)

1. Clicking the '**Delegated Review**' tile will take you to a list of applications awaiting your review.
   a. In the illustration below, you will see there is currently one application awaiting review.



	Project Id	Review Reference	Project Title	Application Type	Review Submission Version	Principal Investigator First Name	Principal Investigator Last Name	Review Date Received	Review Status	Review Committee	Assigned Reviewer Full Name
✔ ⚑	270	2017-0270-103	Aug 3	HSREB Initial Application	1			03/Aug/2017 14:42	Delegated Review	Western HSREB	Dr EO1 wremeo1, Dr EO2 wremeo2, Dr me1 wremme1, Dr me2 wremme2

Showing 1 to 1 of 1 entries

Previous Next

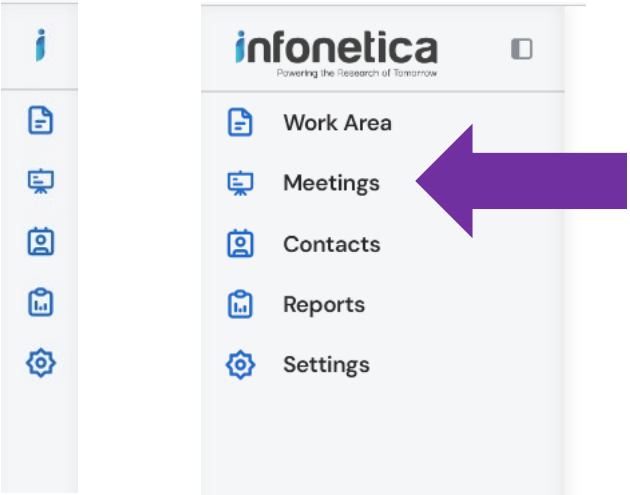
2. Click the application requiring review.
3. To review the application, click '**Review Application**' in the action toolbar (in the middle of the screen).

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).

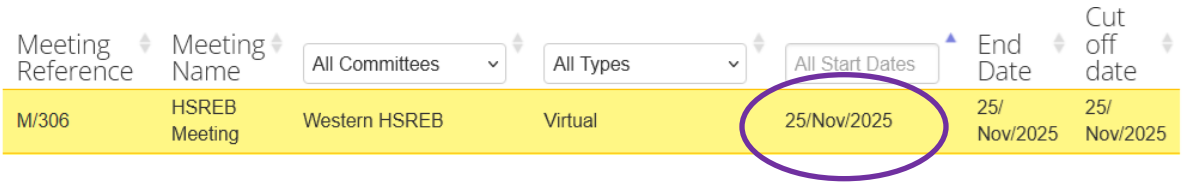
2. Begin by clicking Questions 1.1-1.XX in Section 1.

4.3 Accessing the Application for Review (Full Board)

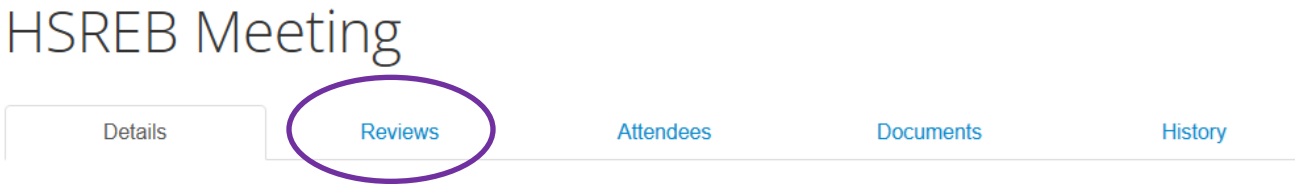
1. Click on "Meetings" in the LEFT navigation bar of WREM



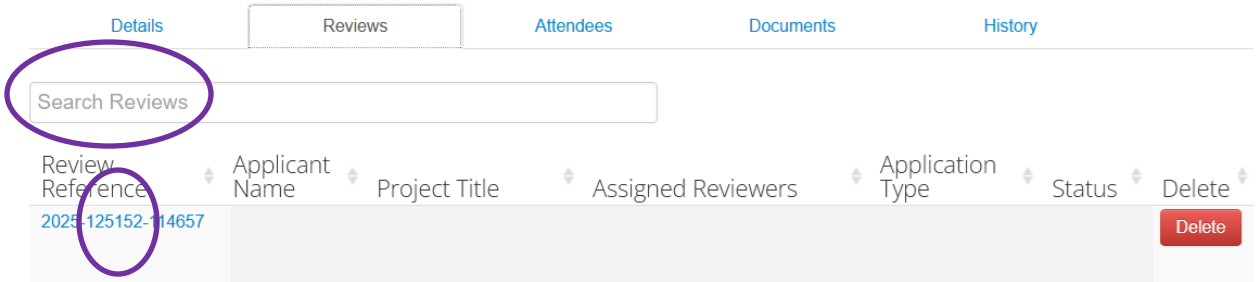
2.Click on the date of the meeting that you are attending



3. Click on "Reviews"

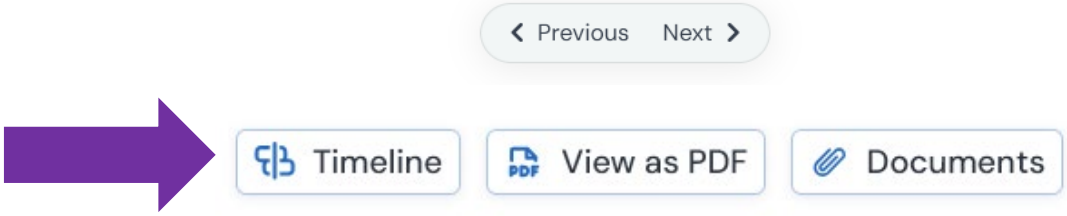


4. Search or click based on Project ID s in the agenda (you can also search/sort things like "amendment" or "initial". Searching by PI name is unlikely to be effective)



4.4 Reviewing the Application

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



4.5 Adding Comments

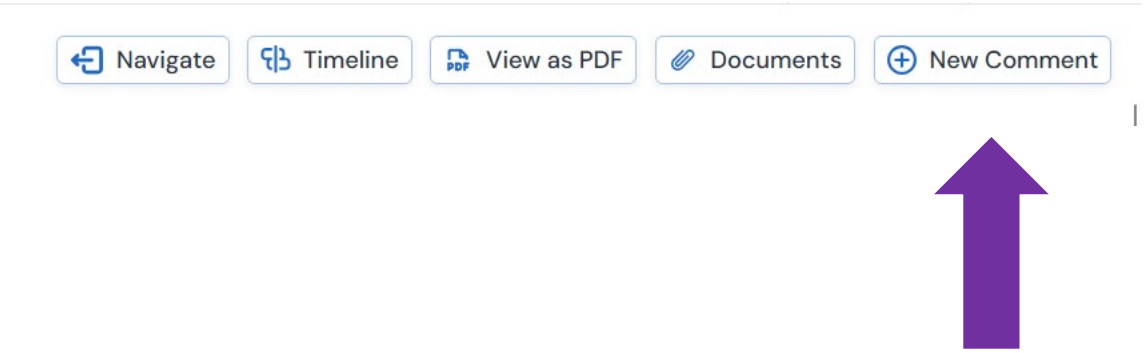
To enter your review, you will need to add a comment. There are two ways to add comments into WREM for an application for your review:

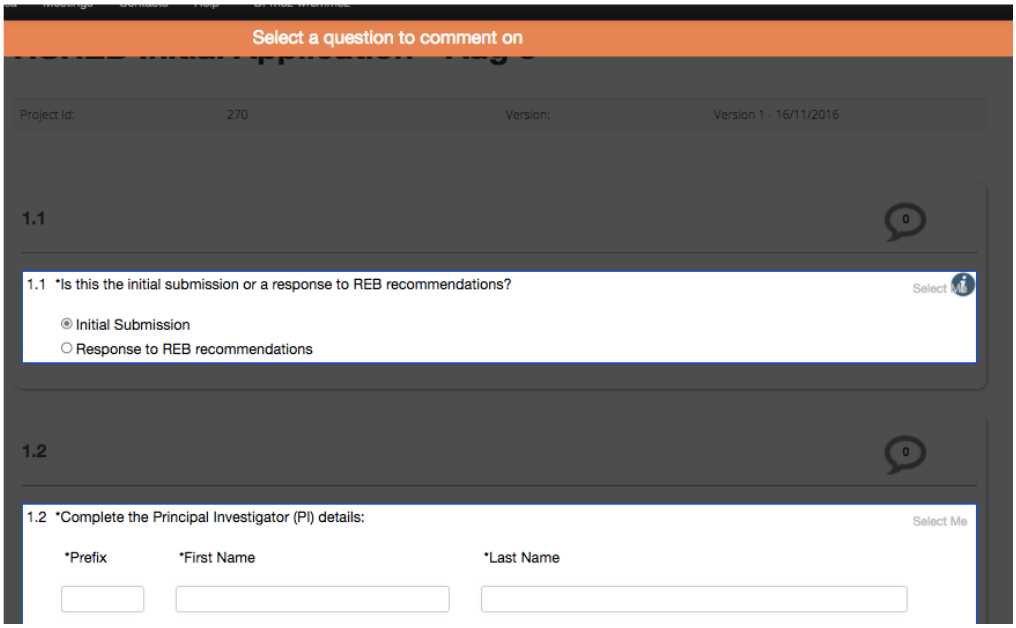
1. **Panel Comments** – relate to a specific question
2. **Form Comments** – relate to the overall application

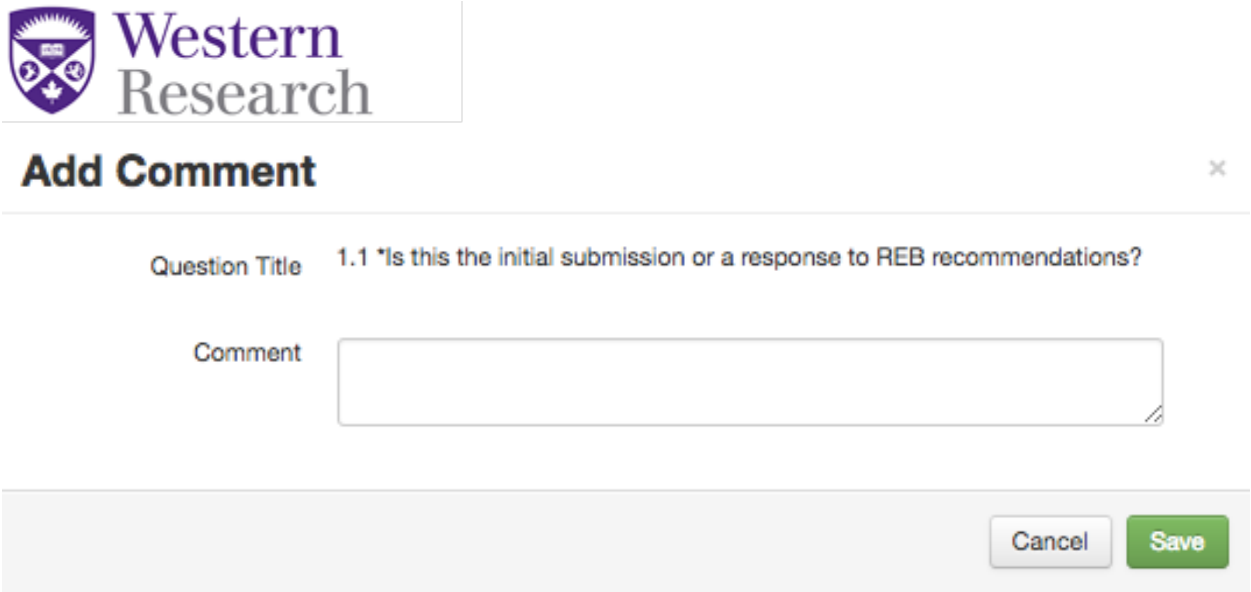
Comments are visible to other members of the REB, but are never visible to the Researcher. Comments can be edited and deleted after you've made them.

4.5.1 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

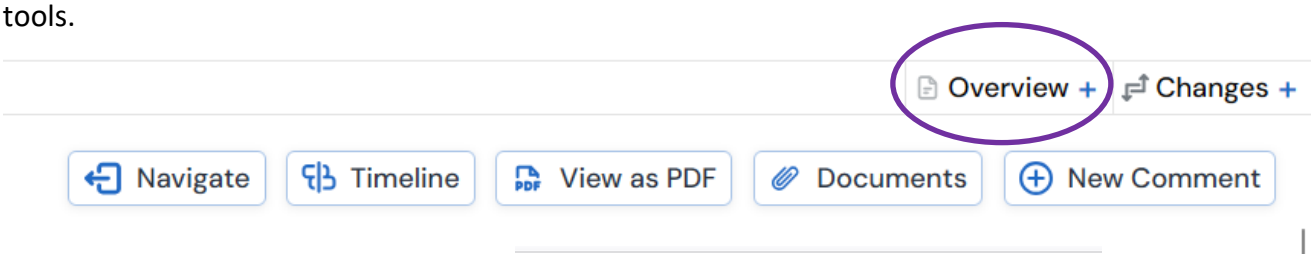




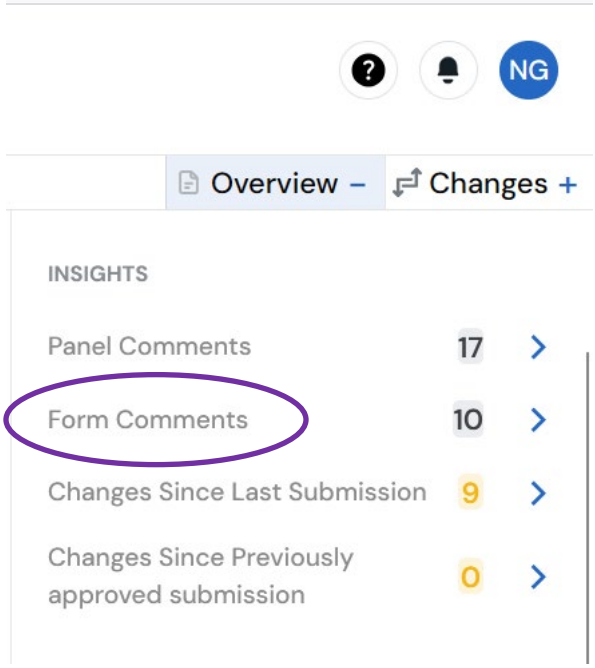


4.5.2 Form Comments

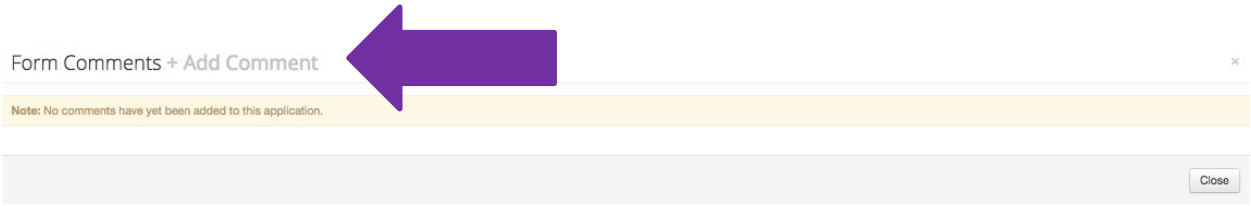
1. To make a comment about the whole application, click '**Overview**' to expand the application tools.

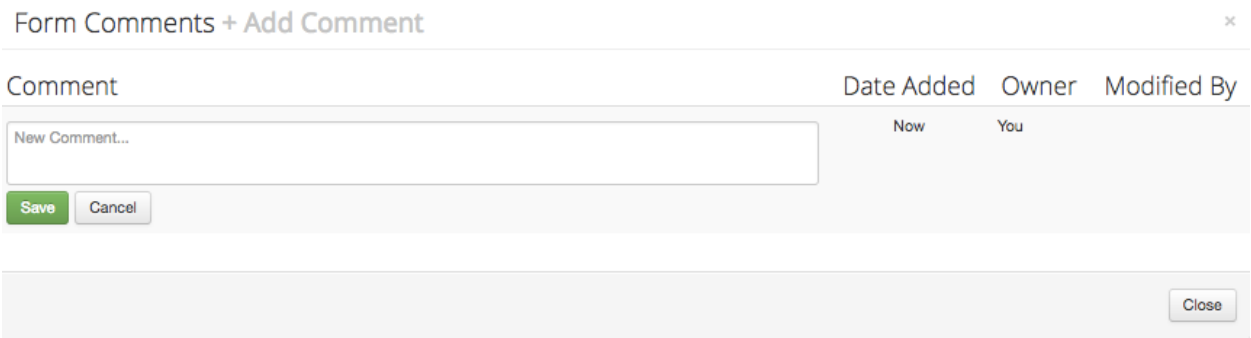


2.Click on '**Form Comments**'



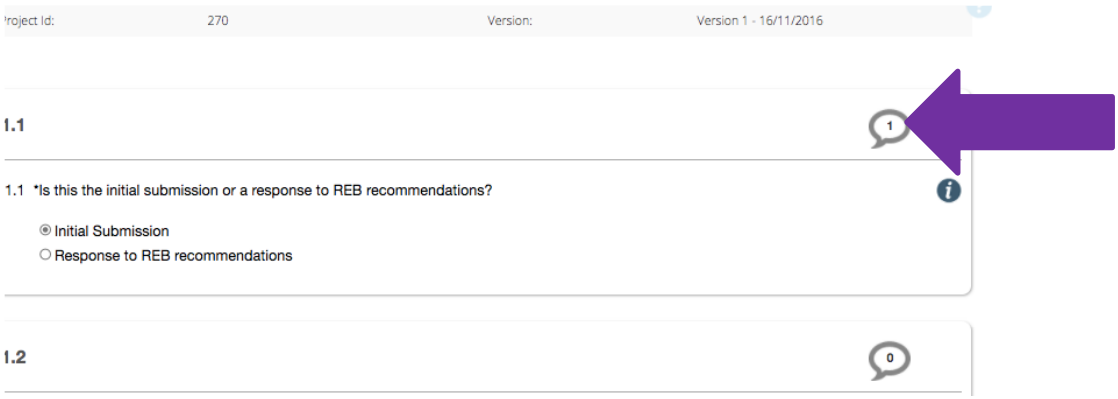
This will bring up a pop-up window. Click '**Add Comment,'** enter your comment and click '**Save**.'



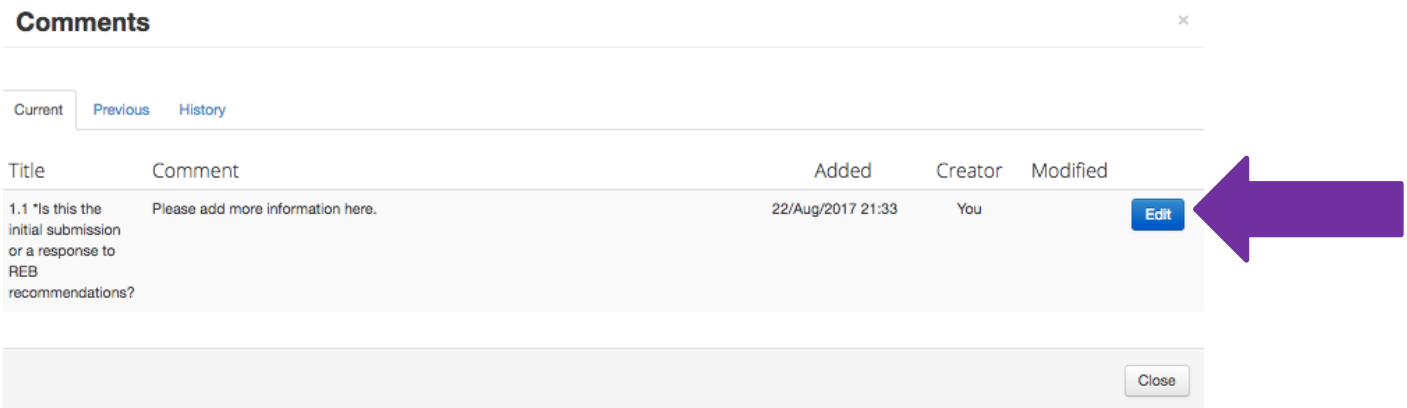


4.5.3 Editing Comments

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).



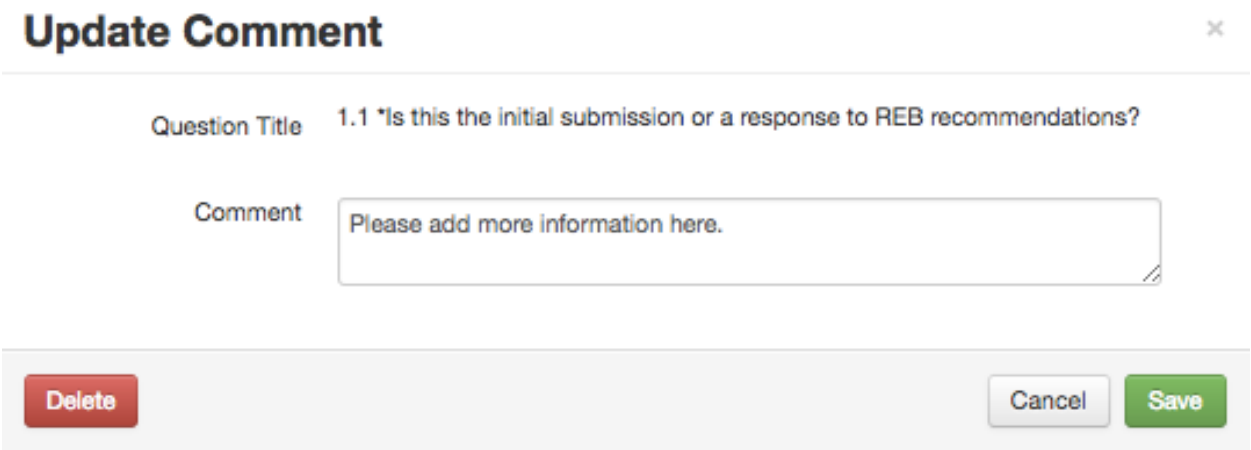
Using your mouse, highlight the comment you wish to change, and click '**Edit**.'



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.

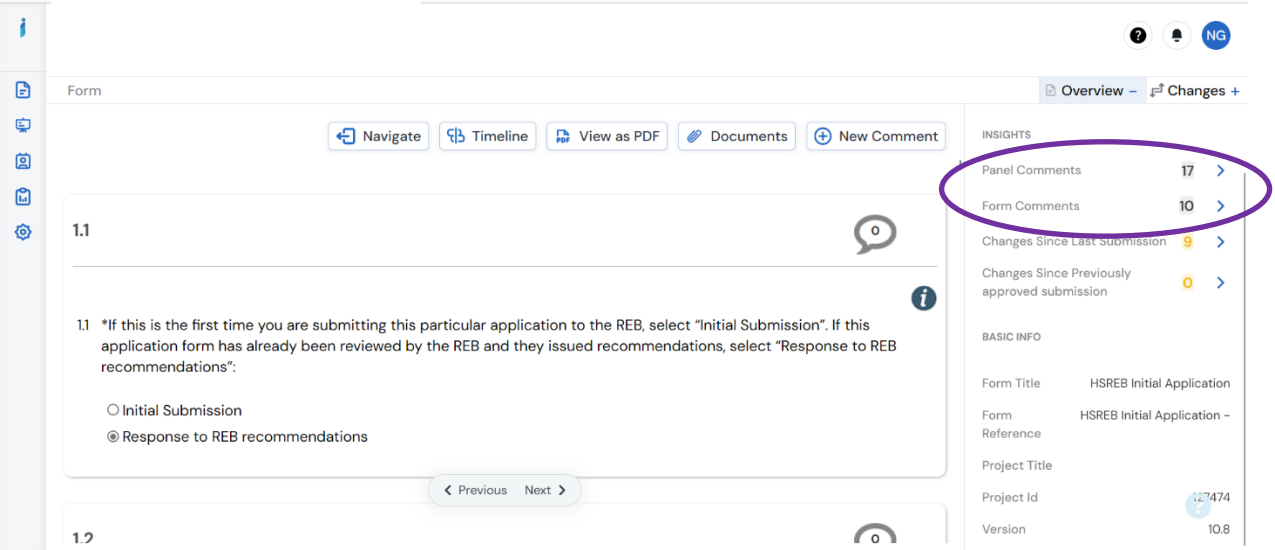
***NOTE:** Only the person who created the comment can edit or delete the comment.



4.5.4 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.



4.5.5 Non-Medical Reviews

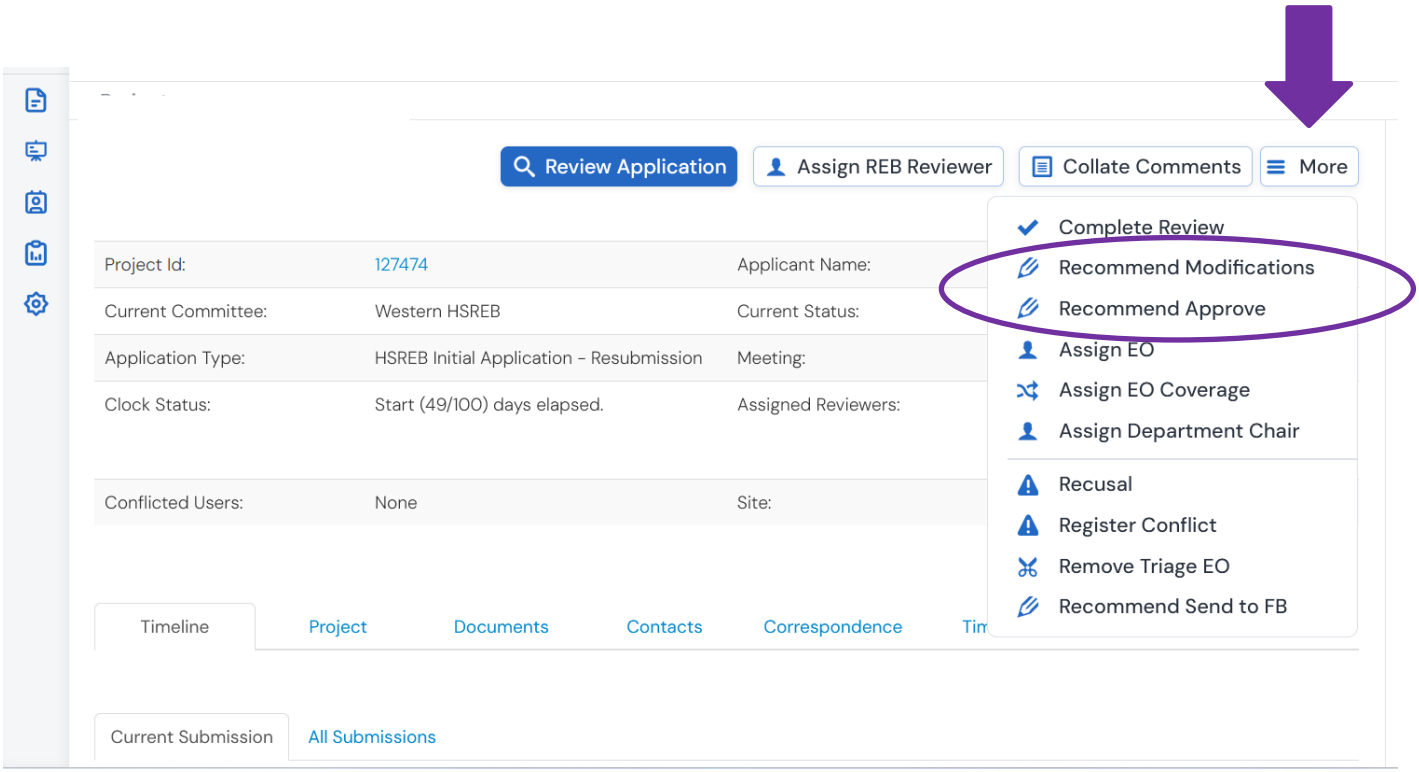
For all Non-Medical Reviews please make a Form Comment indicating whether or not you wish to see this project again. If you wish to see the project again the response will be sent to you for approval. If you do not wish to see the project again, the Ethics Officer will review the response and approve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

4.5.6 Delegated Reviewer Actions

For all **Delegated Reviews**, please 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 submitted.
- **Recommend modifications** – if the reviewer and/or Office of Human Research Ethics staff has recommendations.
- **Recommend Send to Full Board** – if the reviewer thinks this study needs to be presented to the Full Board for review

These actions are under the 'MORE' button..


Review Application
Assign REB Reviewer
Collate Comments
More
Complete Review
Recommend Modifications
Recommend Approve
Assign EO
Assign EO Coverage
Assign Department Chair
Recusal
Register Conflict
Remove Triage EO
Recommend Send to FB
Project Id:
127474
Applicant Name:
Current Committee:
Western HSREB
Current Status:
Application Type:
HSREB Initial Application - Resubmission
Meeting:
Clock Status:
Start (49/100) days elapsed.
Assigned Reviewers:
Conflicted Users:
None
Site:
Timeline
Project
Documents
Contacts
Correspondence
Current Submission
All Submissions