



WesternREM (WREM) Reviewer

REB Member Training Manual

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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>

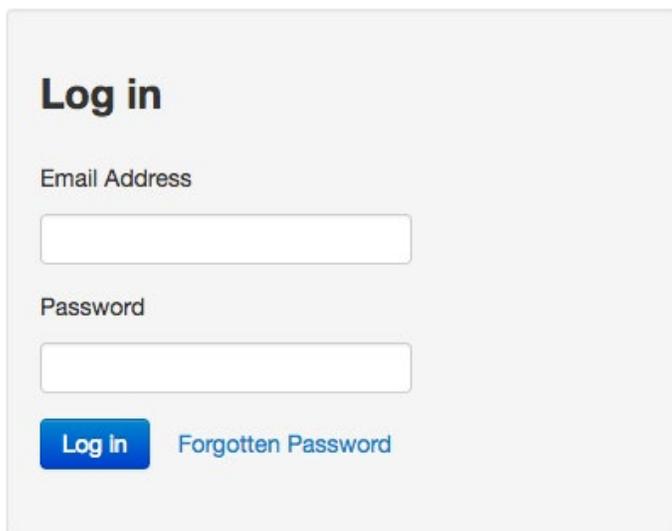
2.2 Accounts

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.



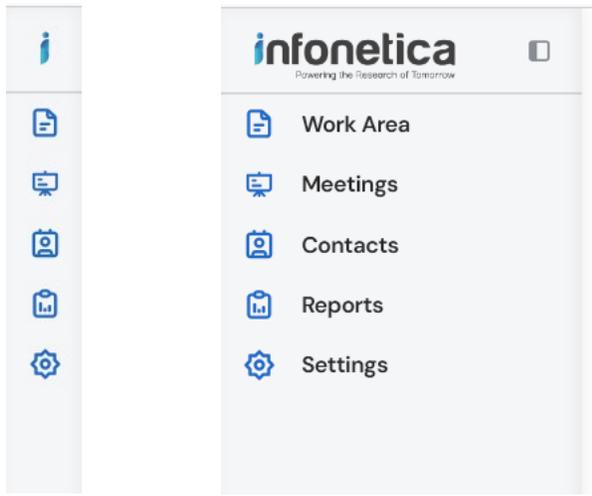
The screenshot shows a login form with the following elements:

- Log in** (Section Header)
- Email Address (Label)
-
- Password (Label)
-
- [Log In](#) (Button)
- [Forgotten Password](#) (Text Link)

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



Navigation Menu

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.

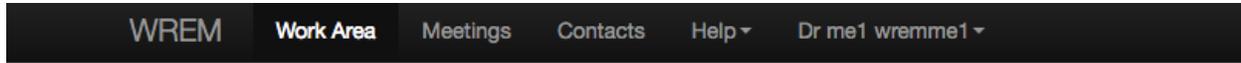
5. **Account Settings** – clicking your initials on the right-hand side of the Navigation Menu allows you to:
 - a. **Change Password**
 - b. **Update Personal Information**
 - c. **Logout**
6. **Bell Icon** – clicking on the bell leads you to the notifications tile.

4. The Review Process

4.1 Notification of Application Ready for Review (Delegated)

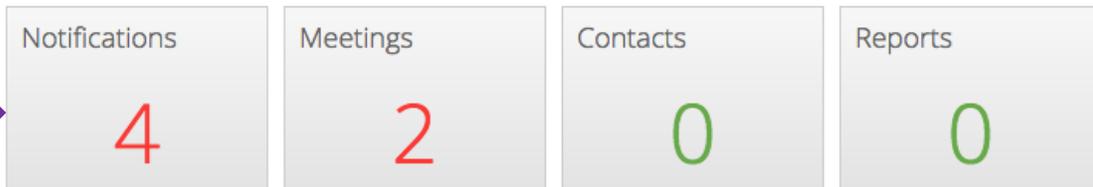
1. You will receive an email from donotreply@infonetica.net indicating there is an application ready for your review in WREM.
 - a. If you have a concern, e.g. a conflict of interest with a study you are assigned to, email ethics@uwo.ca to notify the REB.
 - i. **Do not** reply to the Infonetica (vendor) 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.

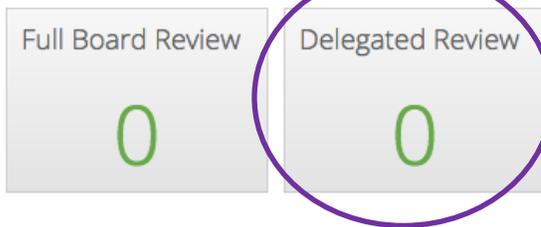


Work Area

General



Currently Under 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 ▶

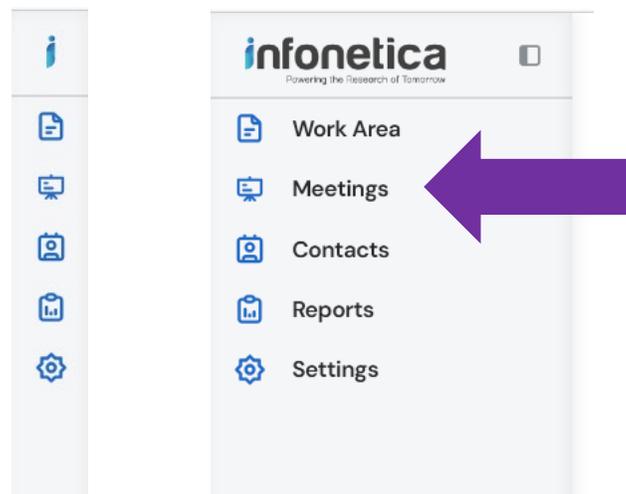
2. Click the application requiring review.
3. To review the application, click **'Review Application'** in the action toolbar (in the middle of the screen).

[Review Application](#)

- 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

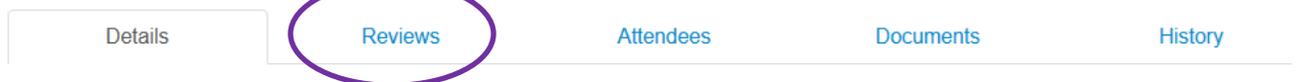


2. Click on the date of the meeting that you are attending

Meeting Reference	Meeting Name	All Committees	All Types	All Start Dates	End Date	Cut off date
M/306	HSREB Meeting	Western HSREB	Virtual	25/Nov/2025	25/Nov/2025	25/Nov/2025

3. Click on “Reviews”

HSREB Meeting



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)

Details Reviews Attendees Documents History

Search Reviews

Review Reference	Applicant Name	Project Title	Assigned Reviewers	Application Type	Status	Delete
2025-125152-114657						Delete

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.

< Previous Next >

➔ Timeline View as PDF Documents

4.5 Adding Comments

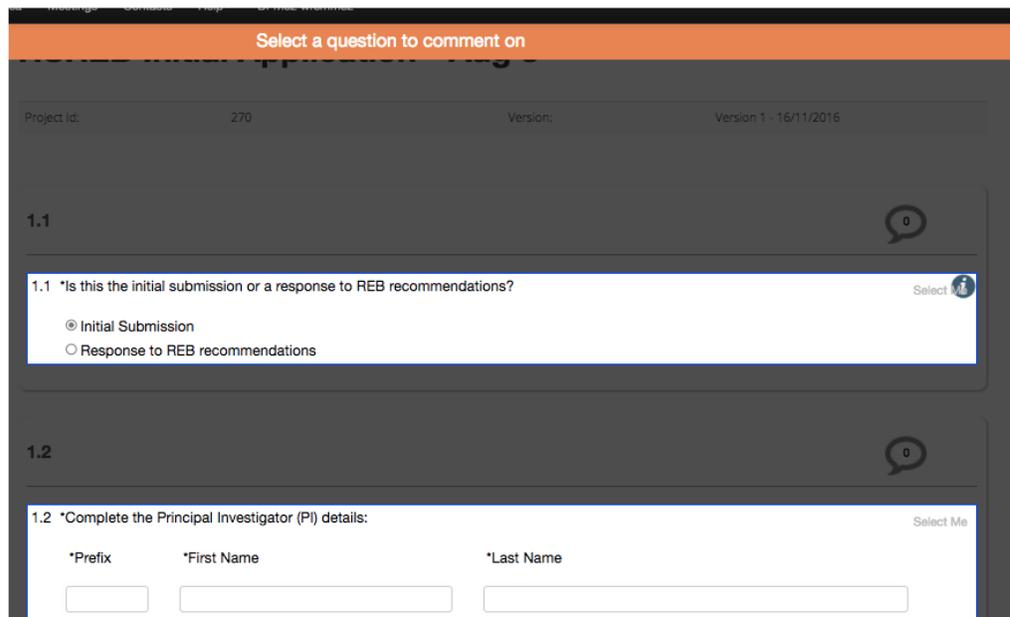
To enter your review, you will need to add a comment. There are two ways to add comments into WREM for an application for your review:

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



The screenshot shows a web interface for selecting a question to comment on. At the top, there is an orange header with the text "Select a question to comment on". Below this, the interface displays project information: "Project Id: 270" and "Version: Version 1 - 16/11/2016". The main content area is divided into two sections, 1.1 and 1.2. Section 1.1 contains a question: "1.1 *Is this the initial submission or a response to REB recommendations?" with two radio button options: "Initial Submission" (selected) and "Response to REB recommendations". Section 1.2 contains a question: "1.2 *Complete the Principal Investigator (PI) details:" with three input fields labeled "*Prefix", "*First Name", and "*Last Name". Each question has a "Select Me" button with a speech bubble icon.

Add Comment

Question Title 1.1 *Is this the initial submission or a response to REB recommendations?

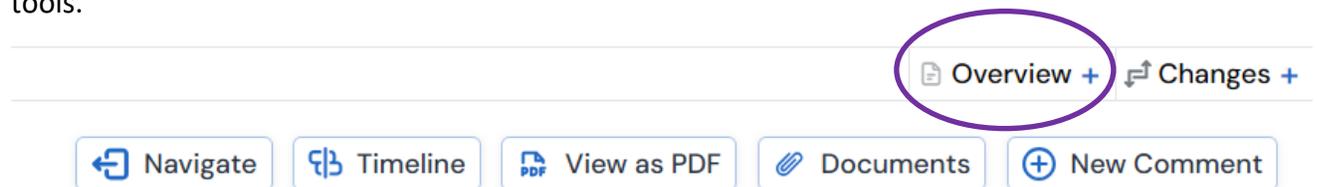
Comment

Cancel

Save

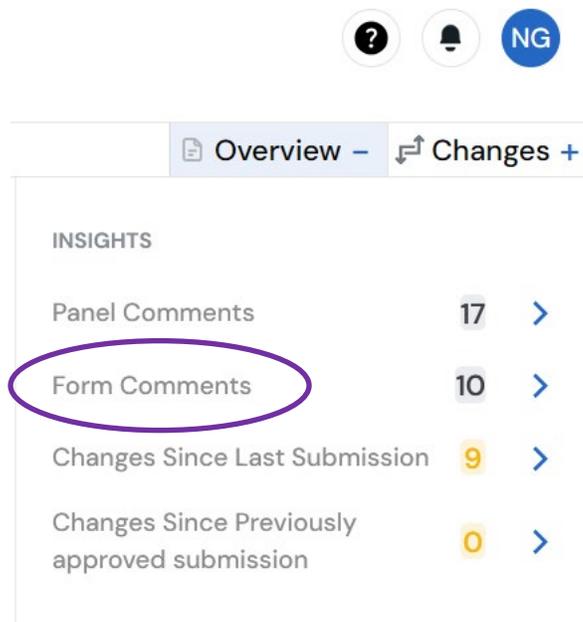
4.5.2 Form Comments

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



The screenshot shows a horizontal toolbar with several buttons. The 'Overview +' button is circled in purple. To its right is the 'Changes +' button. Below these are five larger buttons: 'Navigate', 'Timeline', 'View as PDF', 'Documents', and 'New Comment'.

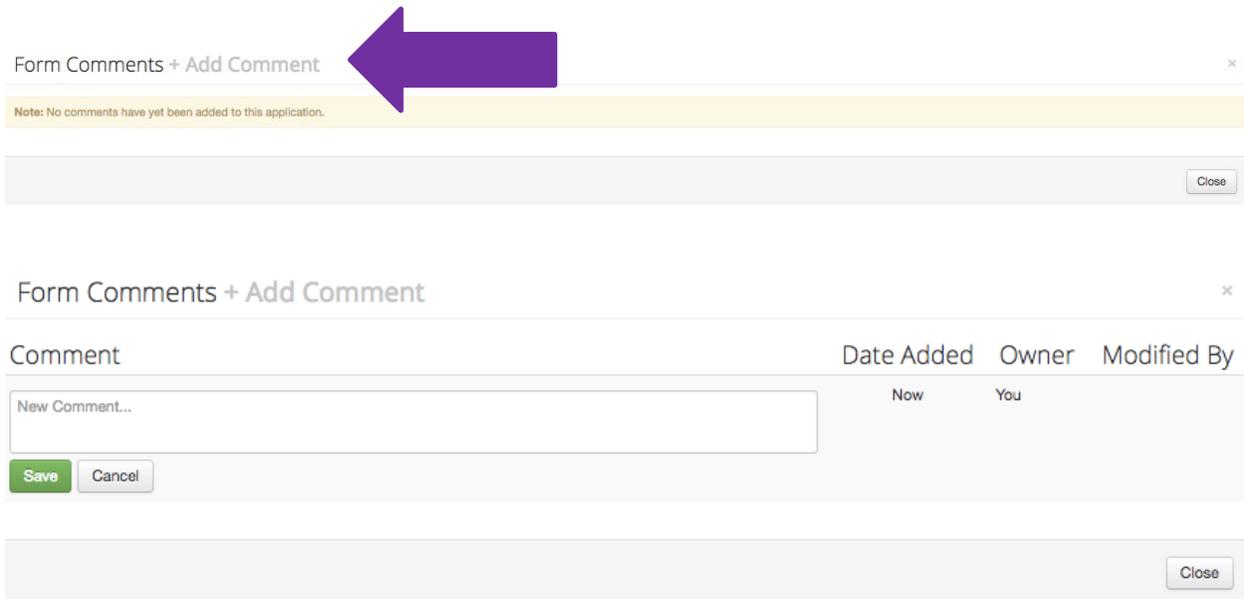
2. Click on '**Form Comments**'



The screenshot shows the application tools expanded. The 'Overview -' button is now active and highlighted. Below it is a list of insights. The 'Form Comments' item is circled in purple. The list includes:

INSIGHTS		
Panel Comments	17	>
Form Comments	10	>
Changes Since Last Submission	9	>
Changes Since Previously approved submission	0	>

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



Form Comments + Add Comment

Note: No comments have yet been added to this application.

Form Comments + Add Comment

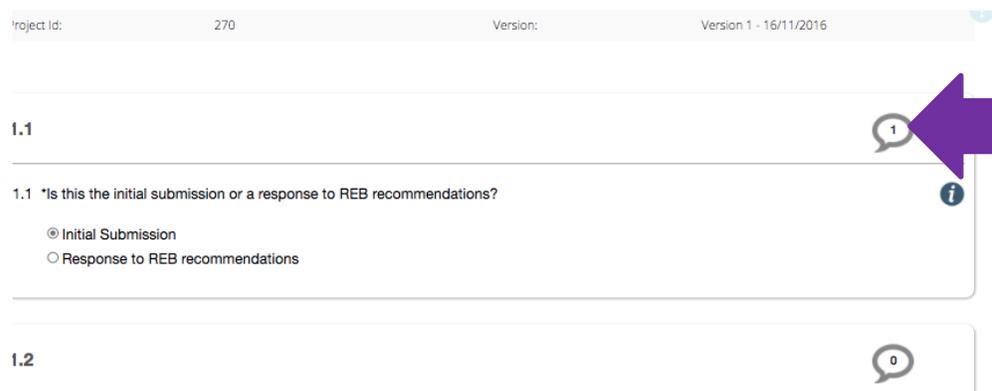
Comment	Date Added	Owner	Modified By
<input type="text" value="New Comment..."/>	Now	You	

Save Cancel

Close

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).



Project Id: 270 Version: Version 1 - 16/11/2016

1.1

1.1 *Is this the initial submission or a response to REB recommendations?

Initial Submission

Response to REB recommendations

1.2

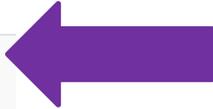
Using your mouse, highlight the comment you wish to change, and click **'Edit.'**

Comments x

Current Previous History

Title	Comment	Added	Creator	Modified	
1.1 *Is this the initial submission or a response to REB recommendations?	Please add more information here.	22/Aug/2017 21:33	You		Edit

[Close](#)



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.

Update Comment

x

Question Title 1.1 *Is this the initial submission or a response to REB recommendations?

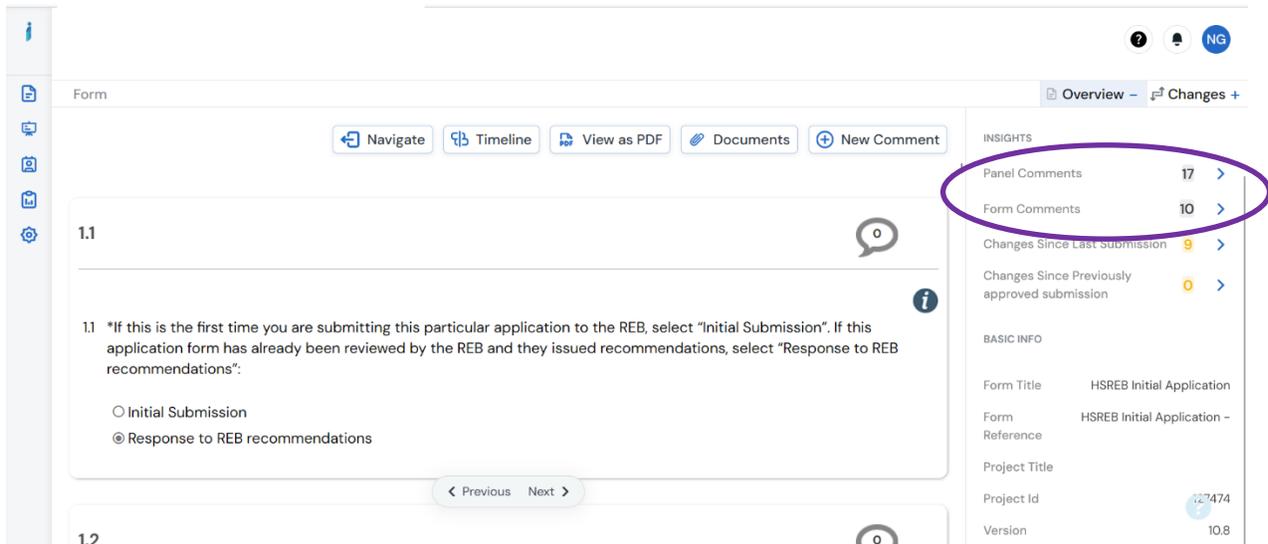
Comment

[Delete](#) [Cancel](#) [Save](#)

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.



The screenshot shows a web application interface for a form. The main content area displays a form section labeled '1.1' with a question: "1.1 *If this is the first time you are submitting this particular application to the REB, select 'Initial Submission'. If this application form has already been reviewed by the REB and they issued recommendations, select 'Response to REB recommendations':". Below the question are two radio button options: "Initial Submission" and "Response to REB recommendations". The "Response to REB recommendations" option is selected. To the right of the form, there is a sidebar with a section titled "INSIGHTS". This section contains several items with comment counts: "Panel Comments" (17), "Form Comments" (10), "Changes Since Last submission" (9), and "Changes Since Previously approved submission" (0). The "Panel Comments" and "Form Comments" items are circled in purple. Below the "INSIGHTS" section is a "BASIC INFO" section with fields for "Form Title" (HSREB Initial Application), "Form Reference" (HSREB Initial Application -), "Project Title", "Project Id" (123474), and "Version" (10.8). At the top of the form, there are navigation buttons: "Navigate", "Timeline", "View as PDF", "Documents", and "New Comment".

4.5.5 Non-Medical Reviews

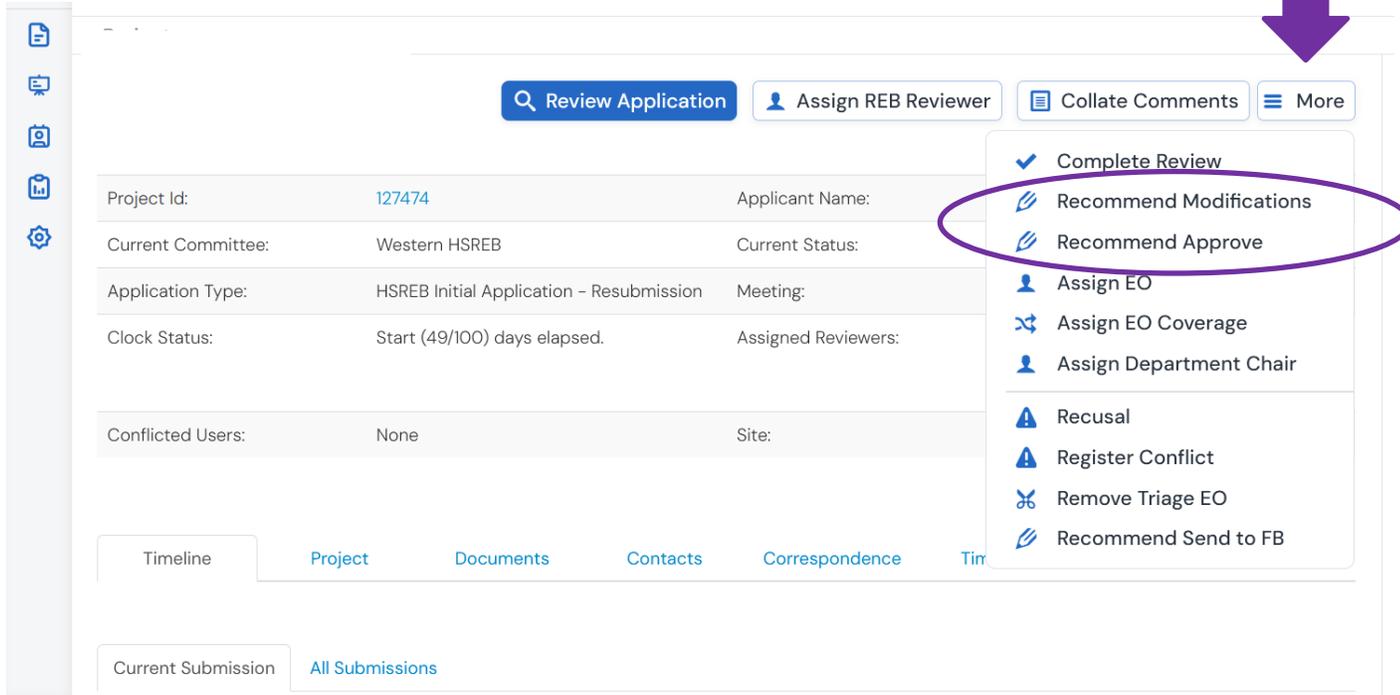
For all Non-Medical Reviews please make a Form Comment indicating whether or not you wish to see this project again. If you wish to see the project again the response will be sent to you for approval. If you do not wish to see the project again, the Ethics Officer will review the response and approve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

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 | Tim

Current Submission | All Submissions

- Complete Review
- Recommend Modifications
- Recommend Approve
- Assign EO
- Assign EO Coverage
- Assign Department Chair
- Recusal
- Register Conflict
- Remove Triage EO
- Recommend Send to FB