

WesternREM (WREM) Applicant

Online User Guide: Application Features

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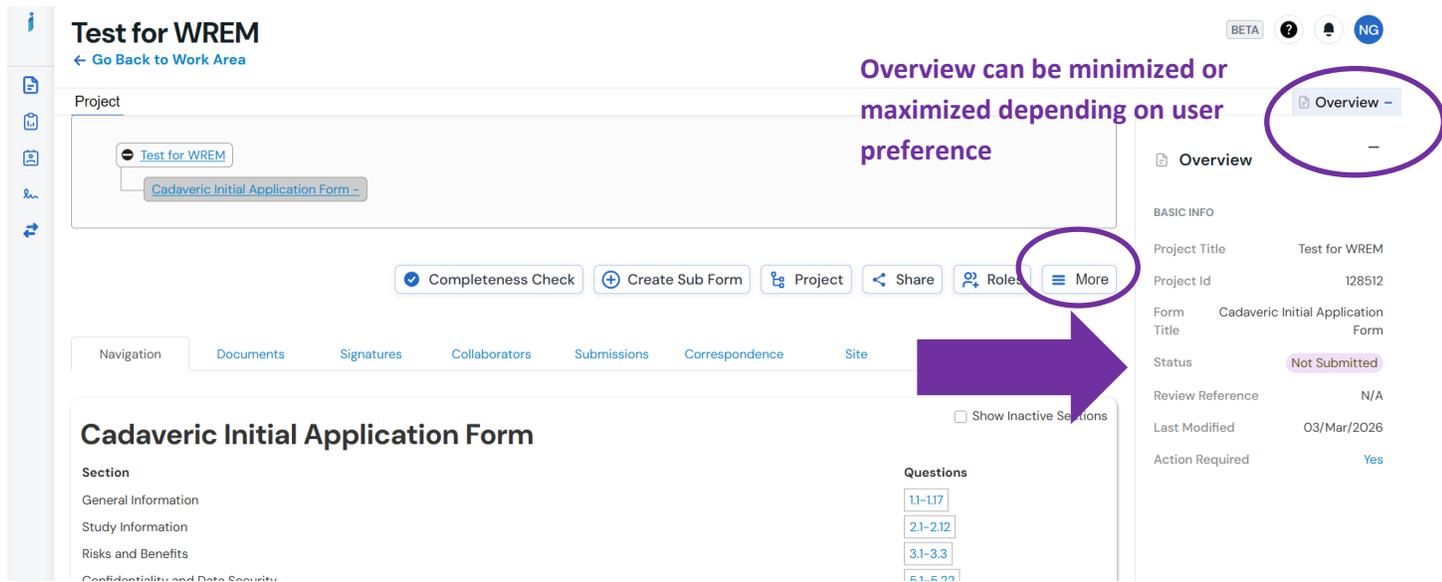
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1. Application Status

Every form within a project will have the following information associated with it:

- **Form Status** – current status of the form within the REB review process
- **Review Reference** – each form will receive a number once it has been submitted
- **Date Modified** – the last date the form was modified
- **Project ID** – This is your REB # and should be referenced in all communications



The screenshot shows the WREM interface for a project titled "Test for WREM". The "Overview" panel on the right is circled in purple, and a purple arrow points to the "More" button in the actions toolbar. A text annotation states: "Overview can be minimized or maximized depending on user preference".

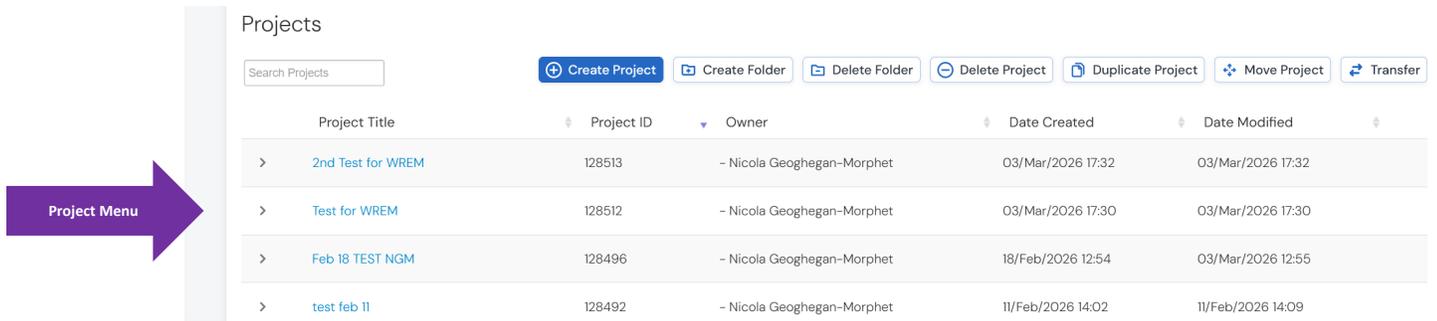
BASIC INFO	
Project Title	Test for WREM
Project Id	128512
Form Title	Cadaveric Initial Application Form
Status	Not Submitted
Review Reference	N/A
Last Modified	03/Mar/2026
Action Required	Yes

2. Actions Toolbar – Within a Project

The **Actions Toolbar** will display all relevant actions available in WREM. The Actions Toolbar is dynamic and will only display the actions currently available to the user depending on what stage you're at in the system. If there are more actions than available screen space, you can find additional Actions in the **'More'** button.

2.1 Project Menu

The **Project Menu** contains a list of all of the Projects to which you currently have access. You can easily search this project menu by using the '**Search Projects**' search bar.



Project Title	Project ID	Owner	Date Created	Date Modified
> 2nd Test for WREM	128513	- Nicola Geoghegan-Morphet	03/Mar/2026 17:32	03/Mar/2026 17:32
> Test for WREM	128512	- Nicola Geoghegan-Morphet	03/Mar/2026 17:30	03/Mar/2026 17:30
> Feb 18 TEST NGM	128496	- Nicola Geoghegan-Morphet	18/Feb/2026 12:54	03/Mar/2026 12:55
> test feb 11	128492	- Nicola Geoghegan-Morphet	11/Feb/2026 14:02	11/Feb/2026 14:09

2.2.1 Roles

In order for a team member to view a project or any forms within a project, the **Project Owner** (the user who created the project) must assign a **Role** in the project to that team member.

For more information about how to Assign a Role in a Project review the:
WREM Applicant – QuickGuide: Adding Study Team Members

2.2 Collaborating on a Project

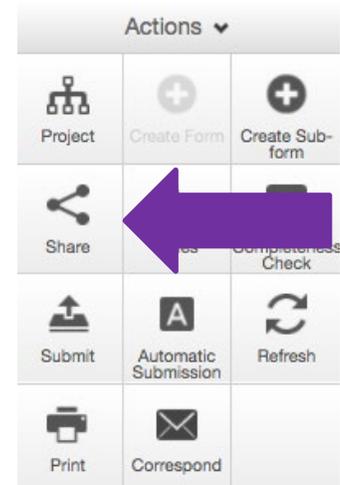
By clicking on the **Collaborators** tile, you can change the permissions that a person has for a single specific application form within a project. Using Collaborators does not give access to the whole projects. We recommend NOT using this feature in favour of exclusively using 'Roles'.

2.2.2 Individual Form Sharing

The Project Owner and/or Form Owner, and anyone who has been given a role in the project, will have access to the application and forms within that application. The **Share** tile allows you to share the currently selected form with an individual **external** to the study team (n.b. user still requires a WREM account). This action will only share the form you have selected. It will not share any other forms associated with the project and should generally be avoided.

To complete the action, click the **Share** tile within the **Actions Toolbar**.

You will be presented with a dialog box where you can enter the collaborator's email address:



Share x

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

Collaborator email

Read +

Write

Submit

Share

Create all sub forms

Receive notifications

Share
Close

When adding a collaborator, you can select one of the six sharing options available:

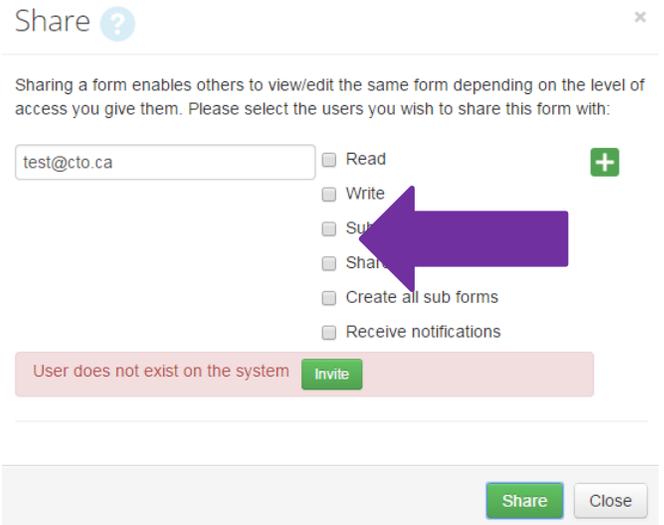
- **Read** – The collaborator will be allowed to read the application
- **Write** – The collaborator will be able to make changes to the application
- **Submit** – The collaborator will be able to submit the application to the REB
- **Share** – The collaborator will be able to share the application with other study staff
- **Create all sub forms** – The collaborator will be able to create all sub forms for that application and have full permissions to edit and submit those applications
- **Receive notifications** – The collaborator will receive system notifications related to the shared application form

If the email address entered is not registered to a user within WREM, the system will display the following message:

You will have an option to send an invite to the individual, which will initiate a notification email to them, along with the instructions about how to register with WREM.

Once the individual completes and submits a Registration Form in WREM, the new user will receive a confirmation in WREM and by email indicating the Registration Form has been received.

The Office of Human Research Ethics will vet the information on the form and the new user will receive a user account within 24 hours and be able to access WREM at that time. The user must be affiliated with Western, London Hospitals, or associated institutions Western's REBs serve.



Share ?

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

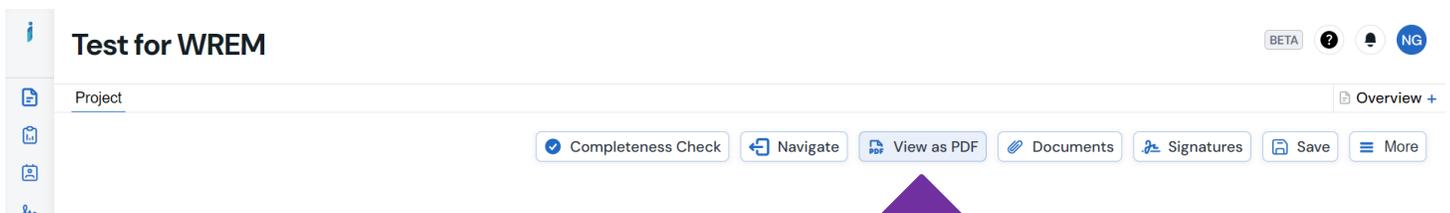
test@cto.ca Read Write Submit Share Create all sub forms Receive notifications

User does not exist on the system

2.3 Print

By clicking the View as PDF, a PDF version of the currently selected form can be printed. This PDF file can also be saved directly to your computer.

***NOTE:** You cannot print a blank copy of the form; only the sections you have completed will print. This is the best way to share an application with an external user.



Test for WREM BETA ? 🔔 NG

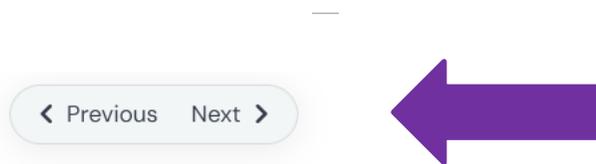
Project Overview +

3. Actions Toolbar – Within an Application

3.1 Previous/Next

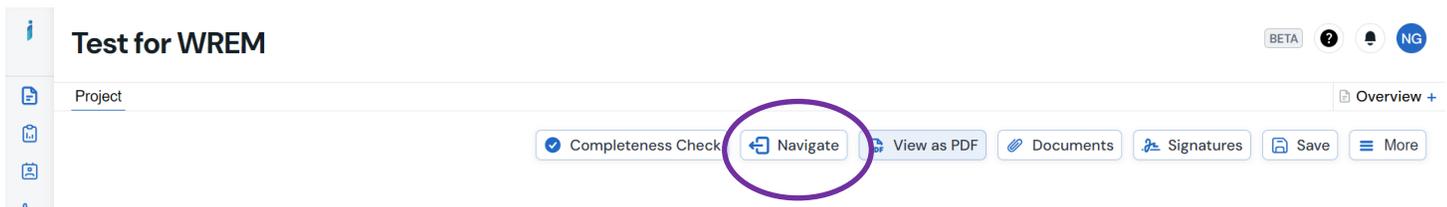
The two buttons highlighted in the image below, **Previous** and **Next**, are displayed once you have begun entering information into an application form. They will always be at the bottom of the screen. By clicking on the Previous/Next tiles, you will be directed to the Previous/Next section within the application form and all of your progress within the form to that point will be saved.

***NOTE: Clicking the Backspace or Delete button on your keyboard when you are not in a selected field will result in moving to the previous page and your work will NOT be saved.**



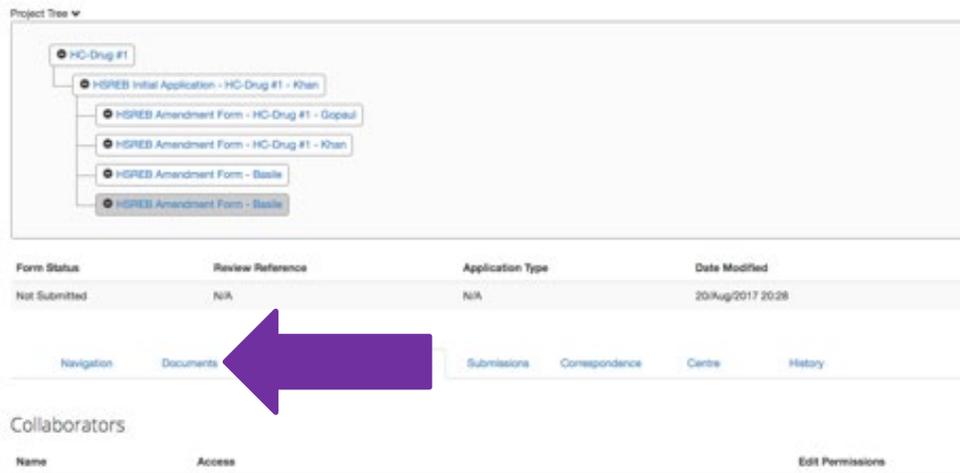
3.2 Navigate

By clicking the **Navigate** tile, you will be directed back to the main page of the currently selected form. When you click on the Navigate tile, all of your progress within the form to that point will be saved.



3.3 Documents

You can view all Documents uploaded in the currently selected application form by clicking the **Documents tab** from the application form home page or by clicking the **Documents tile** within a section of the application form:



The screenshot shows a 'Project Tree' with the following items:

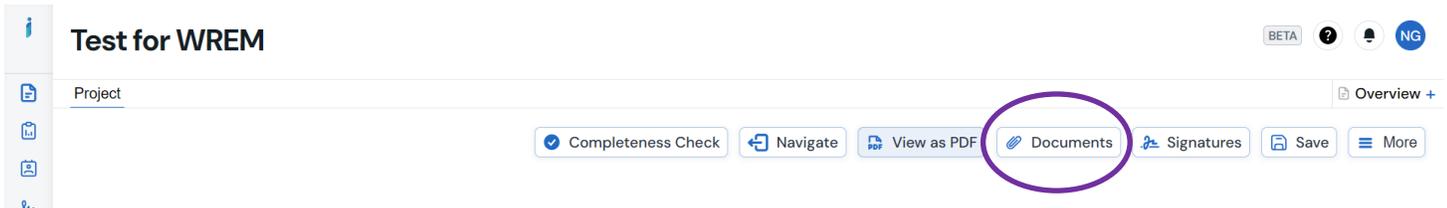
- HC-Drug #1
 - HSREB Initial Application - HC-Drug #1 - Khan
 - HSREB Amendment Form - HC-Drug #1 - Gopaul
 - HSREB Amendment Form - HC-Drug #1 - Khan
 - HSREB Amendment Form - Basile
 - HSREB Amendment Form - Basile

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

Navigation: Documents (highlighted with a purple arrow) Submissions Correspondence Centre History

Collaborators

Name	Access	Edit Permissions
------	--------	------------------



Test for WREM BETA ? 🔔 NG

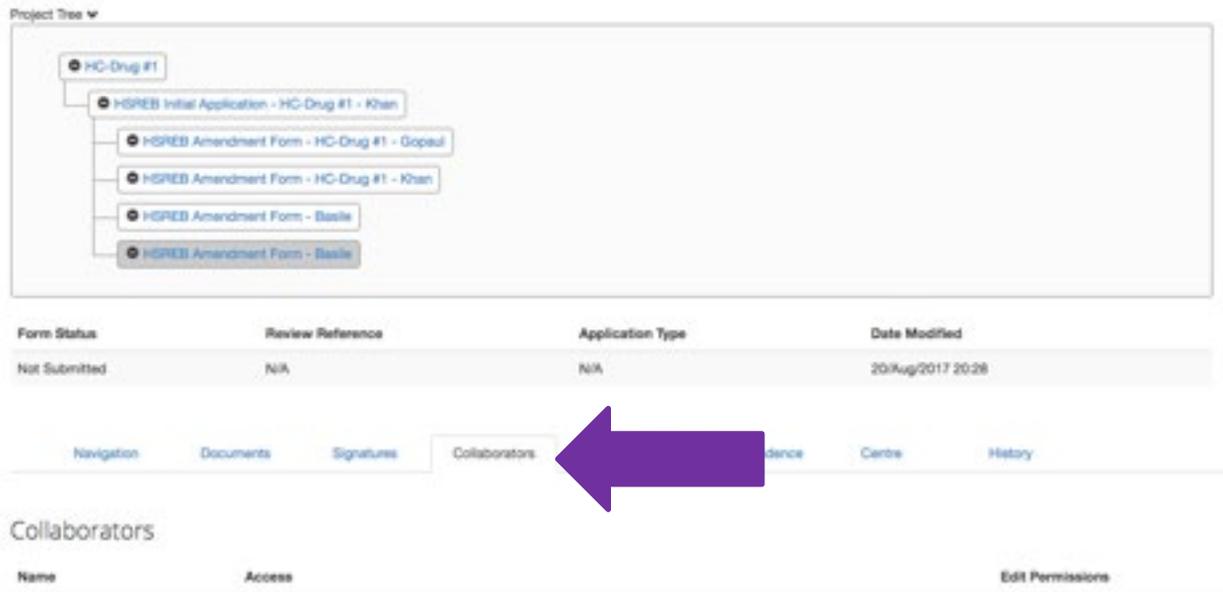
Project Overview +

Completeness Check Navigate View as PDF **Documents** Signatures Save More

Clicking either of these links will present you with a list of all documents attached to the currently selected form, along with related information.

3.4 Collaborators

You can view a list of all collaborators in the currently selected application form by clicking the **Collaborators tab** from the application form home page or by clicking the **Collaborators tile** within a section of the application form:



The screenshot shows a 'Project Tree' on the left with a tree structure of application forms. Below it is a table with the following data:

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

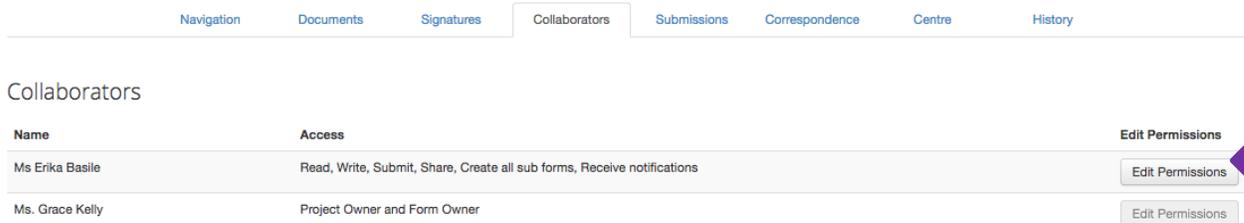
Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, **Collaborators** (highlighted with a purple arrow), Correspondence, Centre, and History.

Below the navigation bar is a section titled 'Collaborators' with a table:

Name	Access	Edit Permissions
Ms Erika Basile	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions
Ms. Grace Kelly	Project Owner and Form Owner	Edit Permissions

You are also able to Edit Permissions from this list (without having to go into the form).

Click **Edit Permissions** and you will be presented with a dialog box, enabling you to edit that collaborator's access level.



The screenshot shows the 'Collaborators' section with a navigation bar at the top containing: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, and History.

Below the navigation bar is a table with the following data:

Name	Access	Edit Permissions
Ms Erika Basile	Read, Write, Submit, Share, Create all sub forms, Receive notifications	Edit Permissions
Ms. Grace Kelly	Project Owner and Form Owner	Edit Permissions

A purple arrow points to the 'Edit Permissions' button for Ms. Grace Kelly.

- Read (Applicant Role)
- Write (Applicant Role)
- Submit (Applicant Role)
- Share (Applicant Role)
- Create all sub forms (Applicant Role)
- Receive notifications (Applicant Role)

[Save](#)[Close](#)

3.5 Signatures

***NOTE:** Only the Principal Investigator has the authority to sign off on the initial application of ANY form type (initial application, amendment, continuing review etc.). Therefore, when requesting a signature, only the PIs signature should be requested. Only responses to REB recommendations can be signed by someone other than the PI and a local record needs to be kept by the study team documenting this delegated responsibility.

Once an application form is completed, it requires signatures before it can be submitted. You can view all active and pending Signatures in the currently selected application form by clicking the **Signatures tab** from the application form home page or by clicking the **Signatures tile** within a section of the application form:

Project Tree

- HC-Drug #1
 - HSREB Initial Application - HC-Drug #1 - Khan
 - HSREB Amendment Form - HC-Drug #1 - Gopalul
 - HSREB Amendment Form - HC-Drug #1 - Khan
 - HSREB Amendment Form - Basile
 - HSREB Amendment Form - Basile

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

Navigation Documents **Signatures** Permissions Correspondence Centre History

Collaborators

Name	Access	Edit Permissions
------	--------	------------------

Signatures are sorted by the following columns:

1. **Type** – displays the role of the signatory
2. **Signatory Email** – displays the email of the person who signed the form
3. **Signed Date** – displays the date the person signed the form
4. **Validity** – all signatures will be labelled as valid and will lock the form to prevent further changes. Once a form is unlocked to make modifications, any previous signatures will be invalidated and will be labelled as invalid

3.5.1 Requesting a Signature

If you are a study staff member who has completed the application form but does not have signing authority, you can request the signature of the appropriate individual by clicking the **'Request Signature'** button.

Please Sign



This will bring up a pop-up window where signature recipient's email address can be entered, along with an optional message. Click the **'Request'** button to complete the signature request.

Request a signature ×

Enter the email address of the person you want to sign this form

The person from whom you are requesting the signature will receive a notification email, and a WREM notification on the project.

For more information about how to Sign an Application, review the:
WREM Applicant – QuickGuide: Signing an Application

3.6 How to Submit an Application

When you are ready to submit your application, you can click 'Sign' or 'Request Signature' as shown above. The system will then check the form for completeness before it can be signed and submitted.

***NOTE:** You can also check for completeness at any time by clicking '**Completeness Check**'.

Test for WREM

Project

Completeness Check

19.1

19.1 *Principal Investigator (PI) Signature:



All unanswered mandatory questions will be highlighted by the system. Clicking an unanswered question link will direct you to that question within the application form.

Completeness Check

Incomplete: Please complete the following questions

- 1.8 *Are the investigators utilizing their hospital credentials or will the study utilize any patient data/biological specimens, staff resources or facilities within any of these sites? (Please indicate all applicable sites):
- 1.10 *Upload the protocol/research plan for this study. NOTE: ALL HSREB submissions require a protocol/research plan:
- 1.12 *Who is the Study Sponsor?
- 1.13 *Is this primarily a student project?
- 1.23 *Indicate how the results will be communicated to participants and other stakeholders (e.g., advocacy groups, scientific community).
- *To Other Stakeholders:

[Sign Anyway](#) [Close](#)

If the form passes the completeness test, the form can be signed. **By default, once the application form has been signed the application form will automatically be submitted to the REB.**

Sign Form

Please enter your login details in order to sign this form:

Note: This form will be automatically submitted when complete.

[Sign](#) [Close](#)

Once the form has been successfully submitted, you will be presented with a confirmation screen. Press the Home button to return to the Work Area, or press the Back to Project button



to return to the project.
Submission Message

Your form will be submitted to the REB shortly. You can check the status of this form at any time by logging in to WREM.

You will be notified if further action is required (e.g., if the REB requests changes or clarifications).

If you have any questions or need technical assistance, please contact wrem@uwo.ca.

[Home](#)

[Back to Project](#)

Once submitted your project status will read 'Submission in progress'.

Overview

BASIC INFO

Project Title	Test for WREM
Project Id	128516
Form Title	HSREB Initial Application
Status	Submission in progress
Review Reference	N/A
Last Modified	04/Mar/2026
Action Required	No



Please allow the system ~10 minutes to submit the application. Once the form has been successfully submitted, the status will update to 'New Submission'.

Status

New Submission

Within the application you may see an option appear for 'Auto Submit' – please **DO NOT** click this button. If you do inadvertently click this button, please do not select 'Save', just close out of the pop-up. Clicking 'Save' would override the automatic submission feature and force you to submit manually. If you do accidentally click 'Save', then once the form has been signed you will need to **ALSO** manually click the 'Submit' button that will pop-up in the actions bar. Clicking 'Submit' will manually submit the application.



3.7 Submissions

The **Submissions** tab can be found on the main page of the currently selected application form.

Project Tree

- HC-Drug #1
 - HSREB Initial Application - HC-Drug #1 - Khan
 - HSREB Amendment Form - HC-Drug #1 - Gopaul
 - HSREB Amendment Form - HC-Drug #1 - Khan
 - HSREB Amendment Form - Basile
 - HSREB Amendment Form - Basile

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

Navigation Documents Signatures Collaborators **Submissions** Alerts History

Collaborators

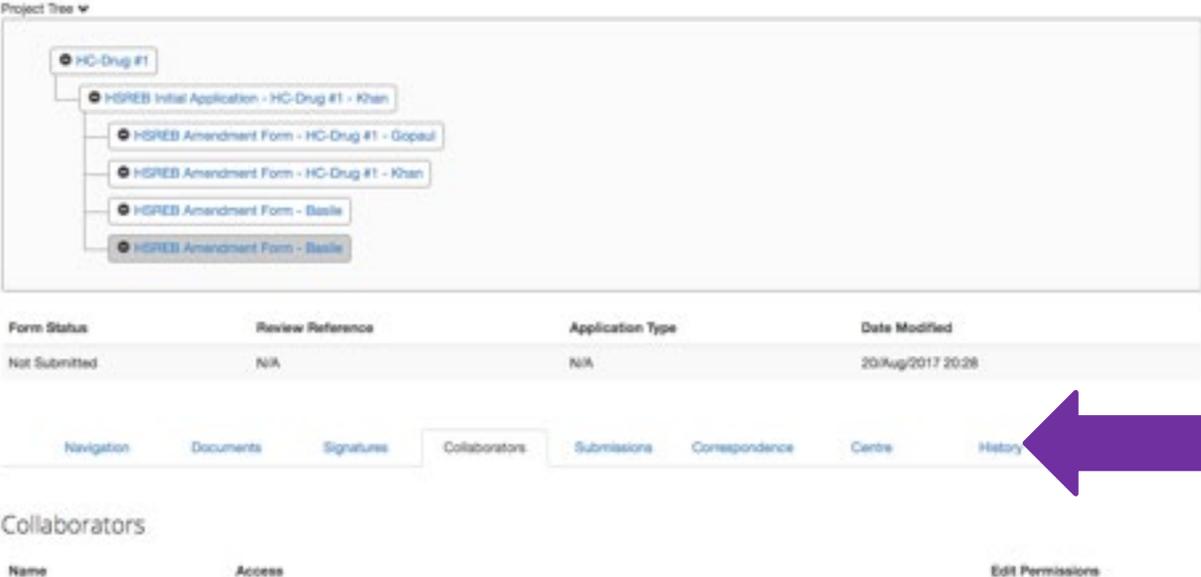
Name	Access	Edit Permissions
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Clicking the **Submission** tab will bring up a list of all previous submissions of the currently selected application form. Every time an application is submitted to the REB, a PDF snapshot is taken and a record of the submission is stored under the Submissions tab. When an application form is resubmitted to the REB due to required recommendations, previous submissions are archived. All Submissions can be downloaded in a PDF format.

For more information about how to Respond to Recommendations, review the:
WREM Applicant – QuickGuide: How to Respond to Recommendations

3.8 History

The **History** tab can be found on the main page of the currently selected application form.



The screenshot displays the application form interface. At the top, there is a 'Project Tree' section with a tree view containing the following items:

- HC-Drug #1
 - HSREB Initial Application - HC-Drug #1 - Khan
 - HSREB Amendment Form - HC-Drug #1 - Gopaul
 - HSREB Amendment Form - HC-Drug #1 - Khan
 - HSREB Amendment Form - Basile
 - HSREB Amendment Form - Basile

Below the Project Tree is a table with the following columns: Form Status, Review Reference, Application Type, and Date Modified.

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	20/Aug/2017 20:28

Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators, Submissions, Correspondence, Centre, and History. A purple arrow points to the History tab.

Below the navigation bar is a section titled 'Collaborators' with a table with the following columns: Name, Access, and Edit Permissions.

Clicking the **History** tab will open a complete listing of events that have occurred for the selected application form. This includes signatures, submissions, recommendations letters, and status changes throughout the REB review process. Certain historical actions will also have an accompanying attachment that can be downloaded in PDF format.

For more information about how to Find an Approval Letter, review the:
WREM Applicant – QuickGuide: How to Find an Approval Letter

4. Completing an Application Form

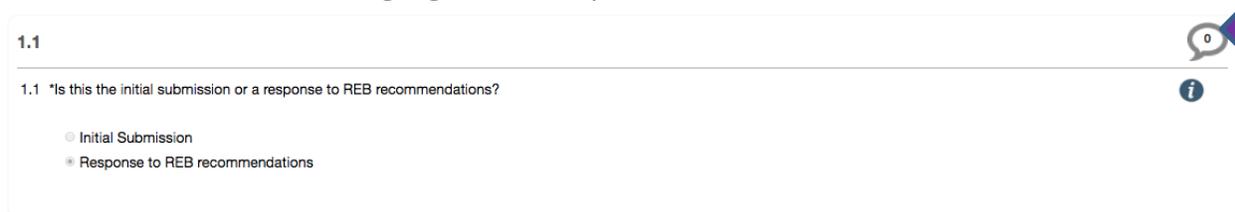
4.1 Smart questions

The application forms used in WREM are composed of smart questions. Depending on the answers you provide, certain questions may become available or remain hidden as they are not required. As you progress through the forms, you may notice the questions are not numbered sequentially. This is a result of smart question functionality.

***NOTE:** It is therefore advised to complete the form in order of how the questions apply. Skipping ahead may result in entering a response that is not needed, or in not entering enough information.

4.2 Comments

Any user who has access to the application forms can add **comments** to other users. To add a comment, click on the icon highlighted in the picture below:



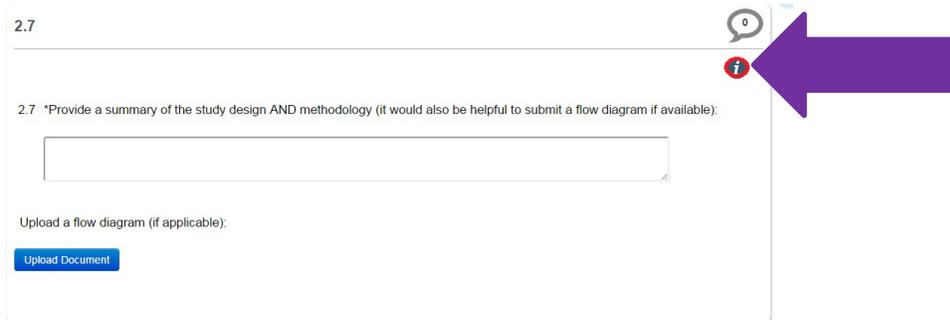
You will be presented with all the comments related to that question. There is also a field where you can enter additional comments. By clicking the '+ Add Comment' button, the comment will be saved to the system.



***NOTE:** Only the person who adds the comments can edit and delete the comment and the comments are not submitted with the application (**the REB will not see these comments with your submission**).

4.3 Help Text

Some questions within WREM have associated **help** texts. To view the help text click on the icon highlighted below:



2.7

2.7 *Provide a summary of the study design AND methodology (it would also be helpful to submit a flow diagram if available):

Upload a flow diagram (if applicable):

[Upload Document](#)

A purple arrow points to a help icon (a speech bubble with a question mark) located in the top right corner of the question form.

The help text will appear in a pop-up window. To close the help text, click anywhere outside the pop-up window.

4.4 Mandatory questions

All questions labeled with an asterisk are mandatory questions and require an answer in order to sign and submit the application.

4.5 Documents upload

You can upload documents by clicking the blue **'Upload Document'** button associated within certain questions.

***NOTE:** More opportunities to upload documents will appear as you complete the form.

*Please Upload Protocol:

[Upload Document](#)

You can browse your computer for a file to upload. All major file types are supported, including Word documents, Excel documents, text files and PDFs.

Documents - Protocol

Please attach your Protocol here:

Document Name	Document Date	Version	
<input type="button" value="Browse"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

All documents should be uploaded with a proper name (the file name) that will help the REB in identifying it. Furthermore, the document name (file name) you provide will be reflected in the REB approval letter. Do not name files simply “protocol” or “consent”. Use a descriptor specific to your study and consistent. For example [short study title][date][document type]. All Product Monographs and Investigator Brochures should include the name of the drug in the document file name.

***NOTE:** Do not add any underscores or special characters into the document file name and do not put “clean” or “final” in the file name. Identifying “tracked” documents is helpful.

Once you have selected the file and inputted the Document Version Date and Version Number, to complete the upload process, click the **‘Upload’** button.

4.6 Save

You can save your progress at any time by clicking the **Save** tile in the **Actions Toolbar**. Your progress will also automatically save as you navigate from one page to the next.