QuickGuide: Creating a Sub-Form

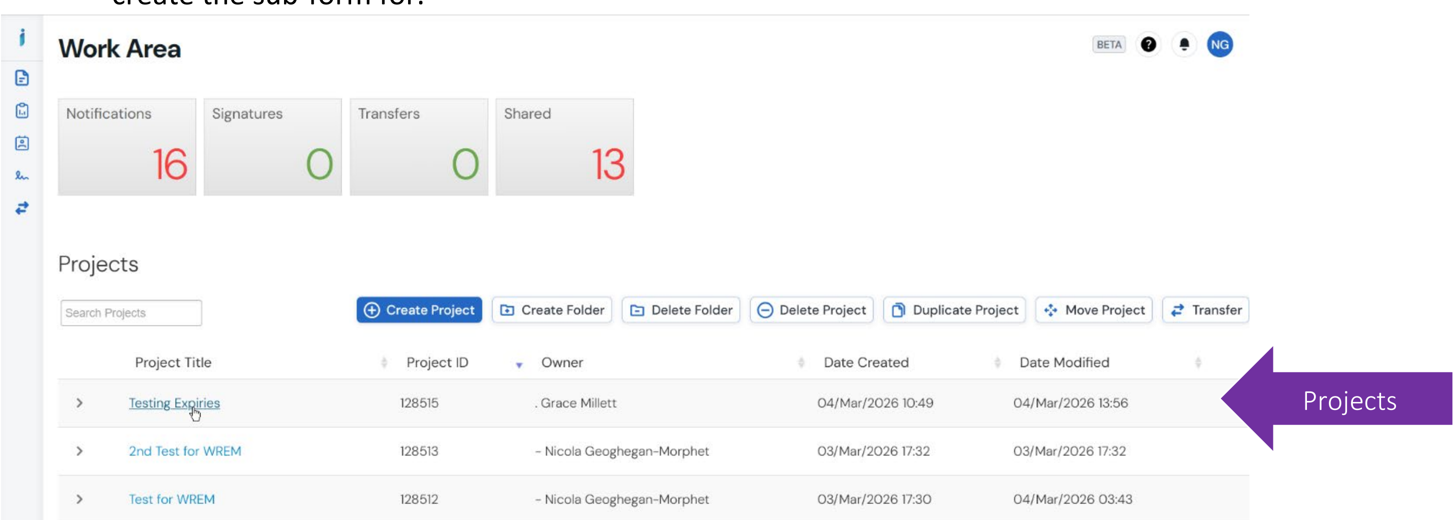
This QuickGuide outlines steps for creating a Sub-Form within WREM.

To create a Sub-Form:

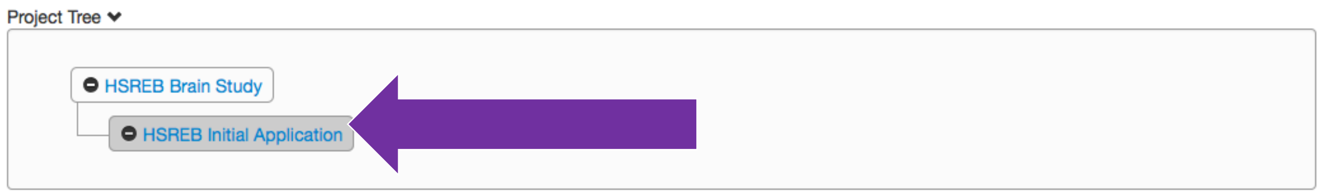
1. A **Sub-Form** refers to the following:
   Amendments
   Continuing Ethics Reviews
   End of Study/Closure
   Reportable Events
   - Local (Internal) Serious Adverse Event (SAE)
   - Non-local (external) Serious Adverse Event (SAE)
   - Protocol Violation / Deviation
   - Privacy Breach
   - Audit / Inspection Report
   - Study Participant Complaint
   - FYI (e.g. DSMB report)
   - Data Safety Monitoring Committee (DSMC) Report

2. Log into WREM - https://applywesternrem.uwo.ca

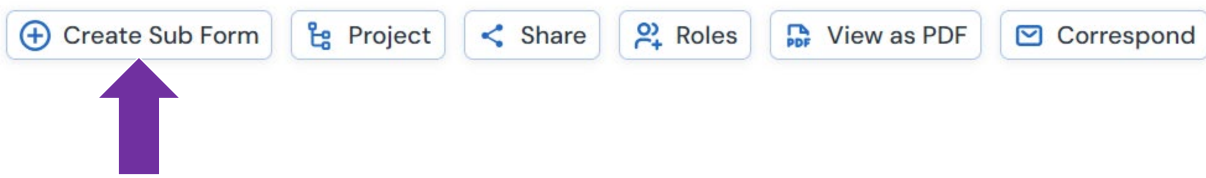
3. Click on the project in the list of Projects at the bottom of the screen that you wish to create the sub-form for.



4. Make sure that the ***initial*** application you wish to update is highlighted in grey in the Project tree.



5. Click on '**Create Sub-form**' from the **Actions Toolbar**.



6. Select the **Sub-Form** that you wish to create from the drop down menu and click '**Create**'.

7. Complete the application and upload your tracked and clean documents (if applicable).

   ***NOTE:** In some questions the '**Upload Document**' button will not appear until you prompt it by answering the question. Please be sure to work through the form in sequential order to ensure that no questions or uploads are missed.

   When asked to indicate what you are revising in an ***Amendment,*** please consider this carefully as questions will appear or disappear based on this answer.

8. Sign and Submit

Once you have completed all of the required questions for your application you can then check to ensure that your project is complete by clicking the **Submit** tile or the **Completeness Check** tile in the **Actions Toolbar.**

If the application is complete you can then do one of the following:

a. If you are the PI you can sign the application by clicking the blue **Sign** button on the last page of the application. You will be prompted to enter your **Username** and **Password** and click **Sign**.
b. If you are not the PI you can request the signature of the PI by clicking the **Request Signature** button on the last page of the application. You will be prompted to enter the PI's **Email Address** and click **Sign**.

***NOTE**: Once all of the signatures have been signed then the sub-form will be automatically submitted.

***NOTE**: The PI must sign off on all INITIAL submissions of any form type. Responses to recommendations can be signed by a team member if the researcher maintains a record of this task delegation.

Questions?

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