

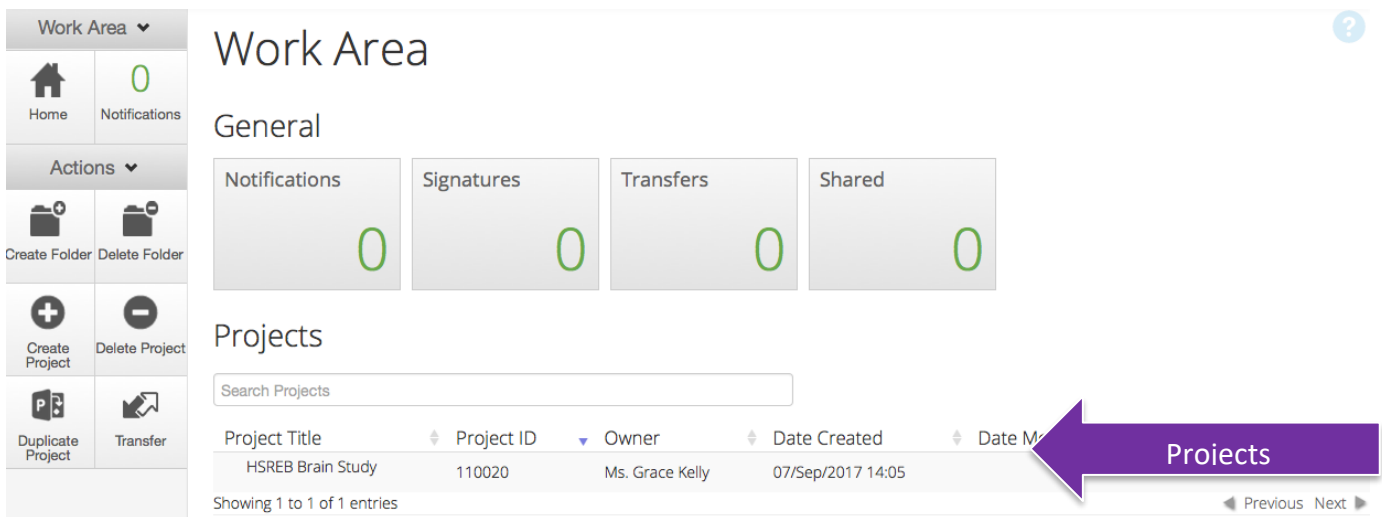
## QuickGuide: Adding/Removing Study Team Members

When a user creates a new project in WesternREM they become the '**Project Owner**' and have *exclusive* access to the project and all of the forms within.

In order for other members of the study team (including the Principal Investigator), to access the application forms in the project, they must be given a role by the Project Owner. Once a user is given a role they will be granted access to previously created forms and all forms created in the future for the project.

### To add a study team member to an initial application:

1. Log in to WesternREM <https://applywesternrem.uwo.ca>
2. Click on the project in the list of **Projects** at the bottom of the screen that you wish to update.



Work Area

Home Notifications

Actions

Create Folder Delete Folder

Create Project Delete Project

Duplicate Project Transfer

General

Notifications Signatures Transfers Shared

Projects

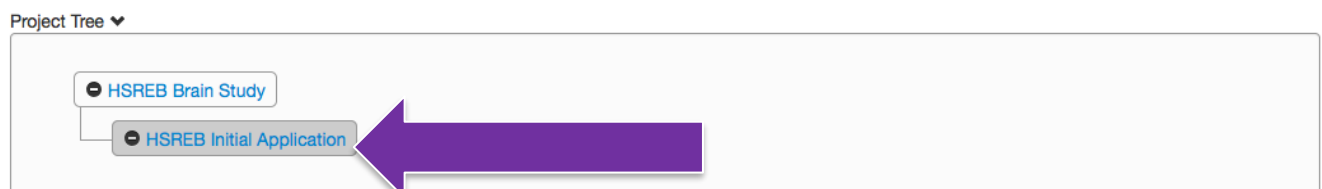
Search Projects

| Project Title     | Project ID | Owner           | Date Created      | Date Modified |
|-------------------|------------|-----------------|-------------------|---------------|
| HSREB Brain Study | 110020     | Ms. Grace Kelly | 07/Sep/2017 14:05 |               |

Showing 1 to 1 of 1 entries

Projects

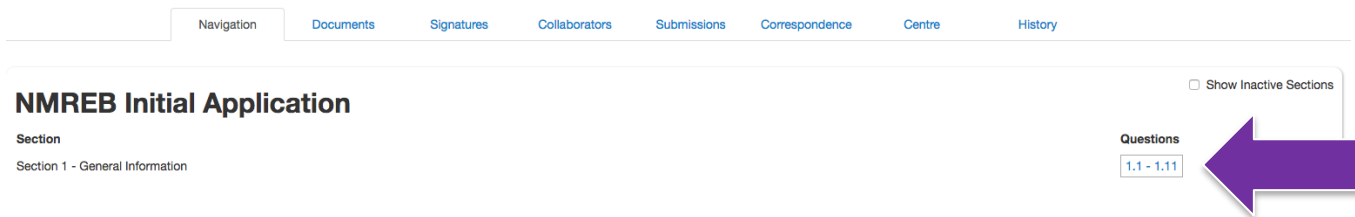
3. Make sure that the application you wish to update is highlighted in grey in the **Project tree**.



Project Tree

- HSREB Brain Study
  - HSREB Initial Application

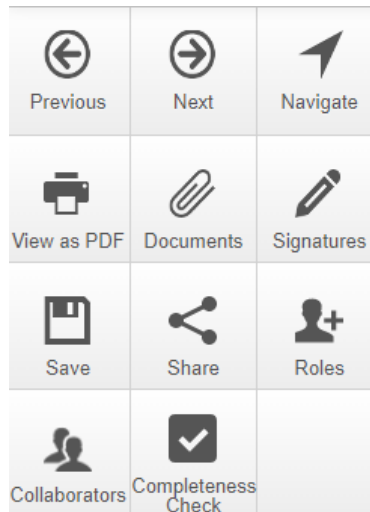
- Click on **Section 1** of the Initial Application at the bottom of the page.



- In **Question 1.3 (NM Initial Application)** or **1.4 (Health Science Initial Application)** click “Yes there are additional study team members”
- In the box at the top of **Question 1.3 or 1.4** that says **Search User**, begin typing the name of the person that you wish to add. Once you find them, click on their name and they will be added into the form. This only tells the REB who is involved in the study. It does not give any access to the project in WREM. Please see next steps.

**\*NOTE:** Only individuals with an Active WREM account will be able to be added.

- Next, click on the **Roles** tile in the **Actions Toolbar** on the left hand side of the screen.



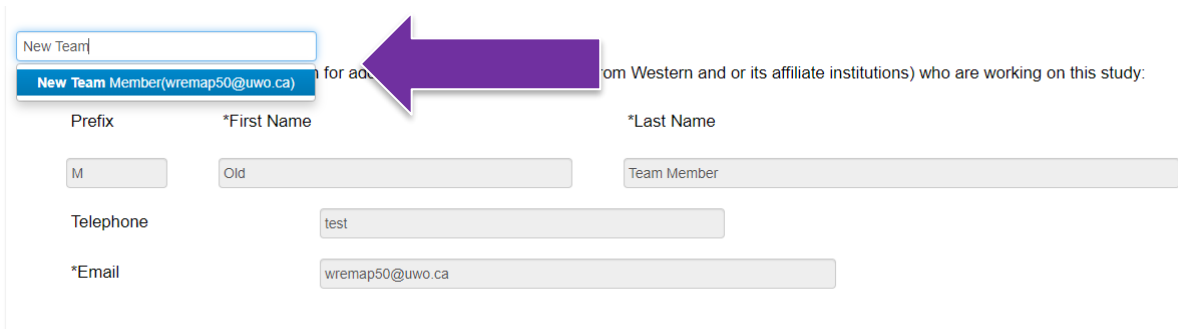
- Enter the email address of the person you wish to add. Choose a role for that person by clicking the dropdown menu beside their email address. Click **‘Share Role’**.

**\*NOTE:** The email address will need to match the email address used for their WREM account.

**\*\* To change your approved Study Team members, you will need to submit an Amendment Form in WREM.  
Please see the **WREM Applicant – QuickGuide: How to Submit a Sub-Form****

### To Remove a study team member:

1. If your project is **not approved**, open your Initial Application for editing. If your project **is approved**, create an Amendment using the Create Sub Form action tile on the left of the screen.
2. In **Section 1** of the form, locate the team member that is to be removed from the project.
3. To remove a team member from your team member list you will need to **replace** their name with a team member who is still actively involved in this project using the **Search User** field above their name. We recommend taking the last person listed in your team member list and using their name to replace the individual who has left the study team. **OR**, if you are adding a new team member, they can be used to replace a team member who is leaving the study team.



New Team Member(wremap50@uwo.ca) for add... from Western and or its affiliate institutions) who are working on this study:

| Prefix    | *First Name     | *Last Name  |
|-----------|-----------------|-------------|
| M         | Old             | Team Member |
| Telephone | test            |             |
| *Email    | wremap50@uwo.ca |             |

4. Once you have removed the team member from the study team member list in the application, the Project Owner will also need to remove them from the **Roles** tile in the **Actions Toolbar** on the left hand side of the screen in order to remove access to the project.

**\*NOTE:** if the team member who is leaving is the Project Owner, you must transfer form ownership prior to their departure using the “Transfer” action tile on your main landing page in WREM.

### Questions?

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