



# WesternREM (WREM) Reviewer

## REB Member Training Manual

**Helpdesk:** 519-661-3036

**Email:** [wrem@uwo.ca](mailto:wrem@uwo.ca)

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## 1. About WesternREM

The new system was purchased from [Infonetica Ltd.](#), which specializes in research management, ethics management, ethics approval and compliance training solutions. The system we are calling Western Research Ethics Manager (WesternREM) is a web-based electronic platform for conducting research ethics reviews and is built using modern infrastructure that exhibits a vast set of features, while maintaining an easy-to-use interface.

The Health Sciences REB has used this system since 2015 for multi-centre clinical trial studies submitted through [Clinical Trials Ontario](#) (CTO), for which Western's HSREB acts as the REB of record. CTOs system CTO Stream, has been developed in partnership with Infonetica. This continued relationship ensures WesternREM and CTO Stream will be continuously monitored and maintained to meet the needs of researchers and REBs.

### 1.1. Target Audience

This guide is intended for all WesternREM Users who access the system as an REB Reviewer. The guide will provide useful information about how to navigate the online application system.

### 1.2. Internet Settings

WesternREM supports the latest versions of the following browsers:

- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome
- Apple's Safari

WesternREM uses pop-ups. You will need to configure your browser to ensure WesternREM pop-ups are allowed.

### 1.3. Technical Support

Email – [wrem@uwo.ca](mailto: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>

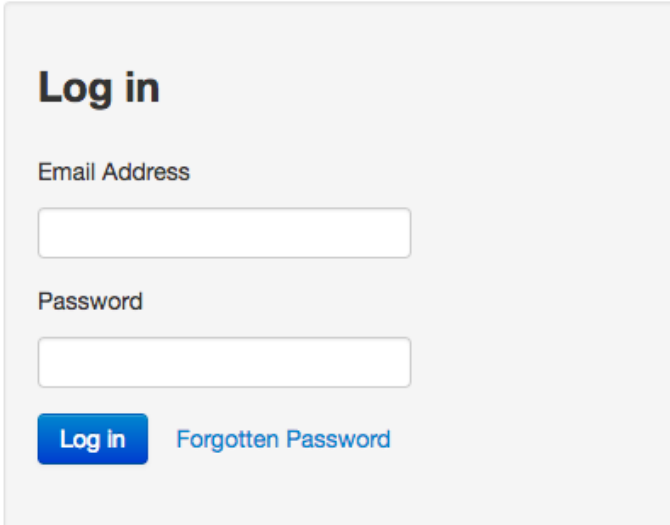
### 2.2 Accounts

A WesternREM account will automatically be generated for all researchers, research support staff and REB Members with a pre-existing ROMEIO 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.



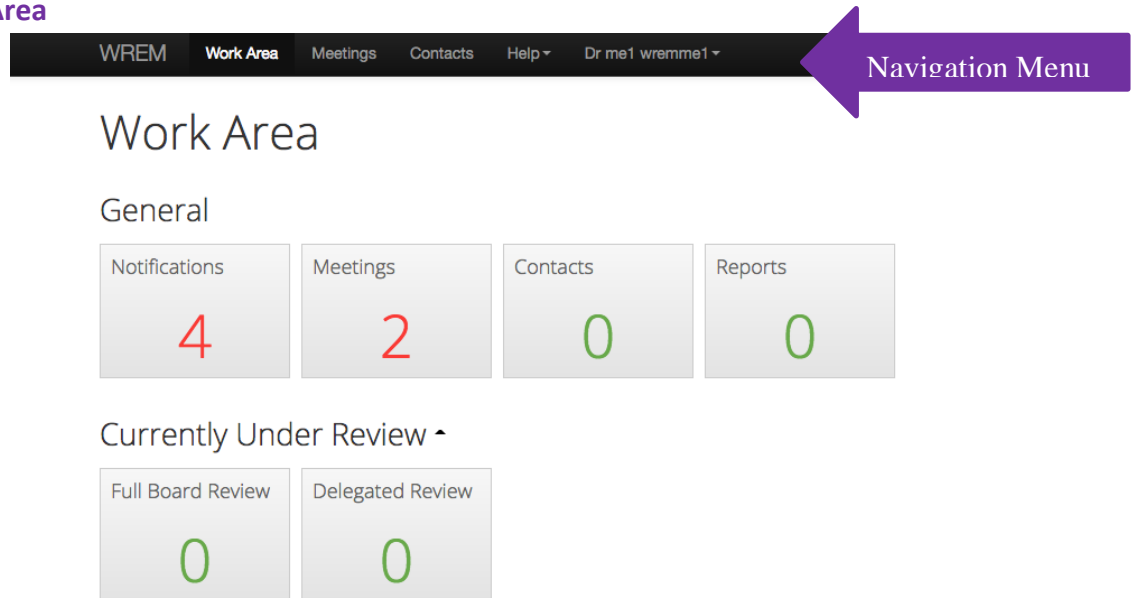
The screenshot shows a login form with the following elements:

- Log in** (Section Header)
- Email Address** (Label) above a text input field.
- Password** (Label) above a text input field.
- Log In** (Blue button)
- Forgotten Password** (Text link)

### 3. Navigating the WesternREM System

Upon logging into WesternREM, 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



Work Area

General

Notifications 4	Meetings 2	Contacts 0	Reports 0
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Currently Under Review ▾

Full Board Review 0	Delegated Review 0
------------------------	-----------------------

#### 3.2 The Navigation Menu

The **Navigation menu** (illustrated above) will always be visible at the top 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 meetings you are scheduled to attend.
3. **Contacts** – takes you to the Contacts page for a list of personal contacts.
4. **Help** – The help bar 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)

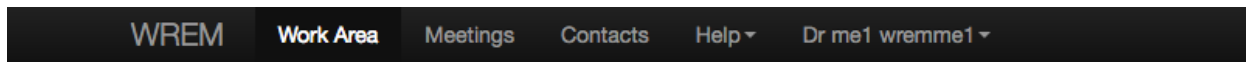
e. **Contact Information** – Provides quick access to contact information for the Office of Human Research Ethics.

5. **Account Settings** – clicking your name on the right-hand side of the Navigation Menu allows you to:
- Change Password**
  - Update Personal Information**
  - Logout**

#### 4. The Review Process

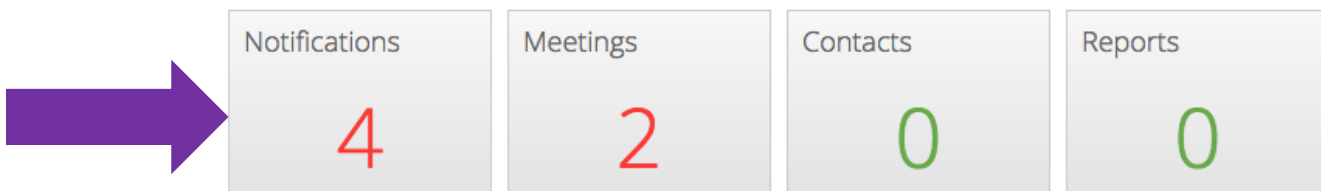
##### 4.1 Notification of Application Ready for Review

- You will receive an email from [wremsend@uwo.ca](mailto:wremsend@uwo.ca) indicating there is an application ready for your review in WesternREM.
- When you log into WesternREM, you will notice two things:
  - A number in your **Notification** tile indicating you have a notification awaiting action.
  - A number in either the **'Full Board Review'** or **'Delegated Review'** tile, which means you have a study ready for your review.

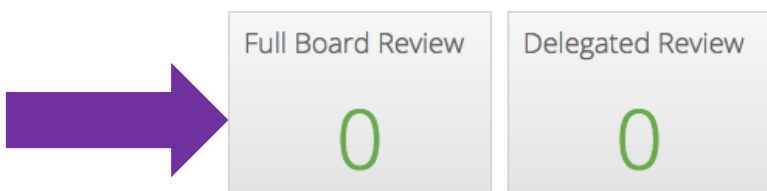


## Work Area

### General

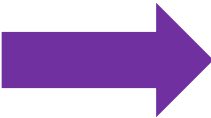


### Currently Under Review ^



## 4.2 Accessing the Application for Review

1. Clicking the **'Full Board Review'** or the **'Delegated Review'** tile will take you to a list of applications awaiting their 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 wnameo1, Dr EO2 wnameo2, Dr me1 wname1, Dr me2 wname2

Showing 1 to 1 of 1 entries

◀ Previous Next ▶

2. Click the application requiring review.
3. The **'Timeline View'** page will appear; this page is a summary of what has happened so far in the application.


Project Title: [Aug 3](#)  
Form Reference: HSREB Initial Application - Aug 3 -  
Review Reference: 2017-0270-103

[Delete submission](#)

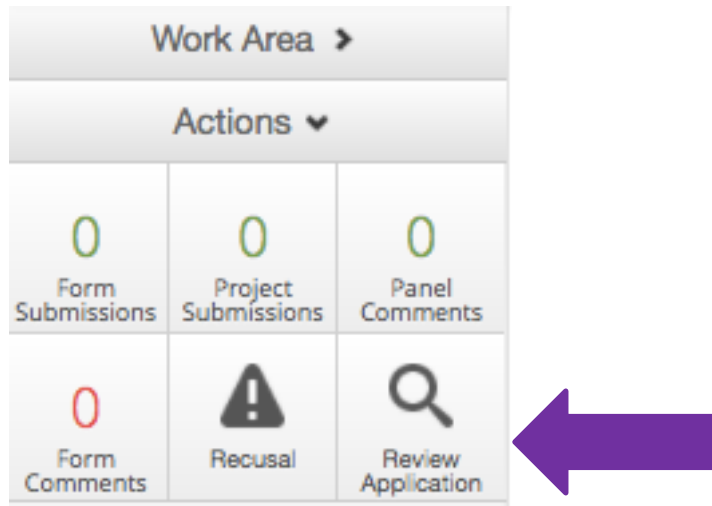
Project ID:	0270	Applicant Name:	Ms. Nicole Holme
Current Committee:	Western HSREB	Current Status:	Delegated Review
Application Type:	HSREB Initial Application	Meeting:	Unassigned
Clock Status:	Start (18/180) days elapsed.	Assigned Reviewers:	Dr EO1 wnameo1 (Assigned Ethics Officer), Dr EO2 wnameo2 (Assigned Ethics Officer), Dr me1 wname1 (Primary Reviewer), Dr me2 wname2 (Secondary Reviewer)
Conflicted Users:	None		

[Timeline](#) | [Project](#) | [Documents](#) | [Contacts](#) | [Correspondence](#)

Zoom In Zoom Out [View by Status](#)

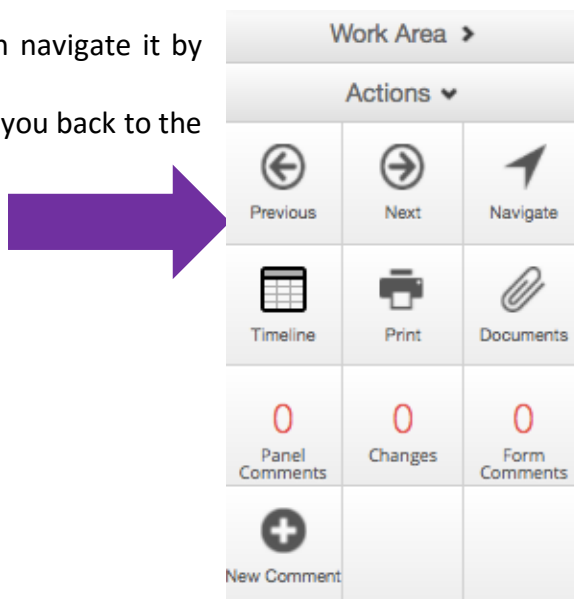


1. To review the application, click '**Review Application**' in the action toolbar (on the left-hand side of the screen).
  - a. If you would rather review a specific document first (as e.g., the protocol or Letter of Information), you can click on the '**Documents**' tile (as illustrated above).
2. Begin by clicking Questions 1.1-1.XX in Section 1.



#### 4.3 Reviewing the Application

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





## 4.4 Adding Comments

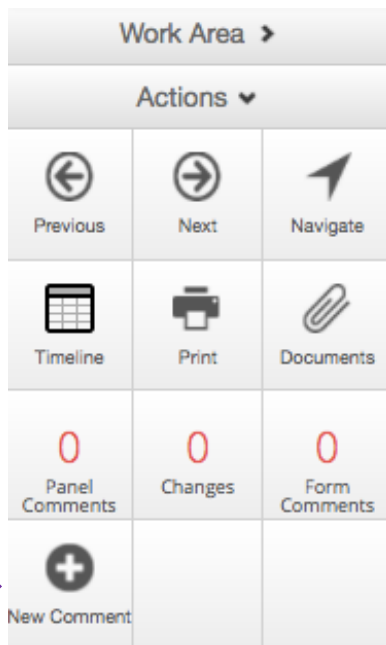
To enter your review, you will need to add a comment. There are two ways to add comments into WesternREM for an application for your review:

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.

### 4.4.1 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



WREM Work Area Meetings Contacts Help - Dr ma2 wremma2 -

Select a question to comment on

Actions

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

1.1

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

Initial Submission  
 Response to REB recommendations

1.2

1.2 \*Complete the Principal Investigator (PI) details: Select Me

\*Prefix \*First Name \*Last Name

## Add Comment ×

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

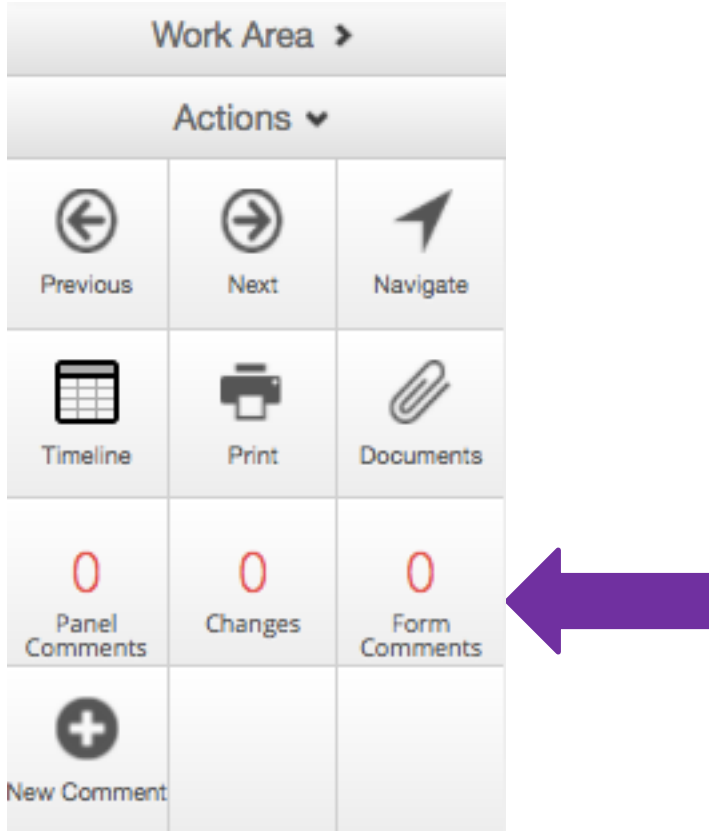
Comment

Cancel

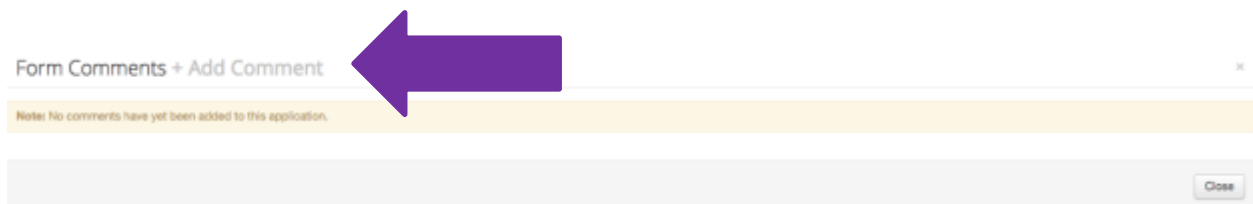
Save

#### 4.4.2 Form Comments

To make a comment about the whole application, click **'Form Comments'** on the action toolbar.



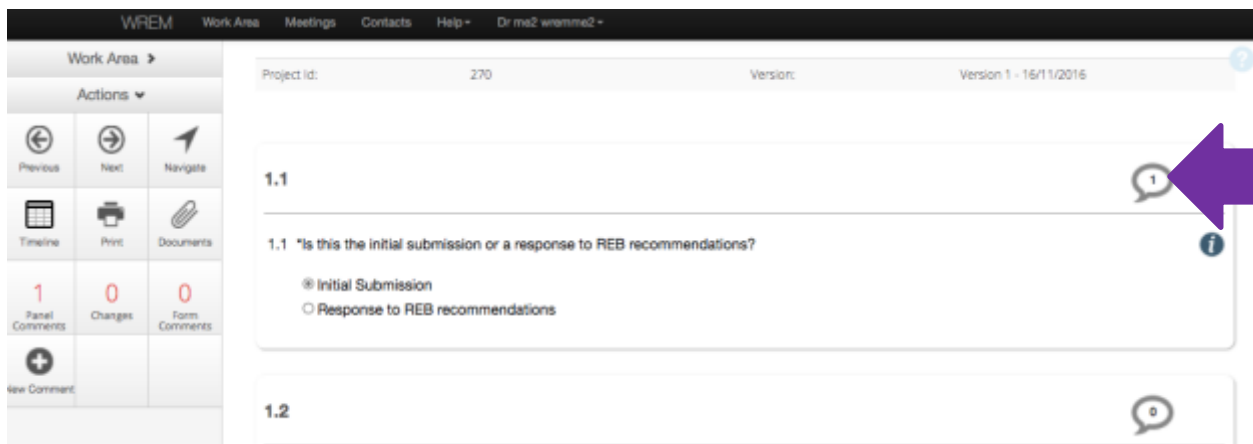
This will bring up a pop-up window. Click **'Add Comment,'** enter your comment and click **'Save.'**



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

### 4.4.3 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).



WREM Work Area Meetings Contacts Help - Dr ma2 wremma2 -

Work Area ▶

Actions ▼


Previous Next Navigate

Timeline Print Documents

1 Panel Comments 0 Changes 0 Form Comments


+ New Comment

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		<input type="button" value="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.

### Update Comment ×

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

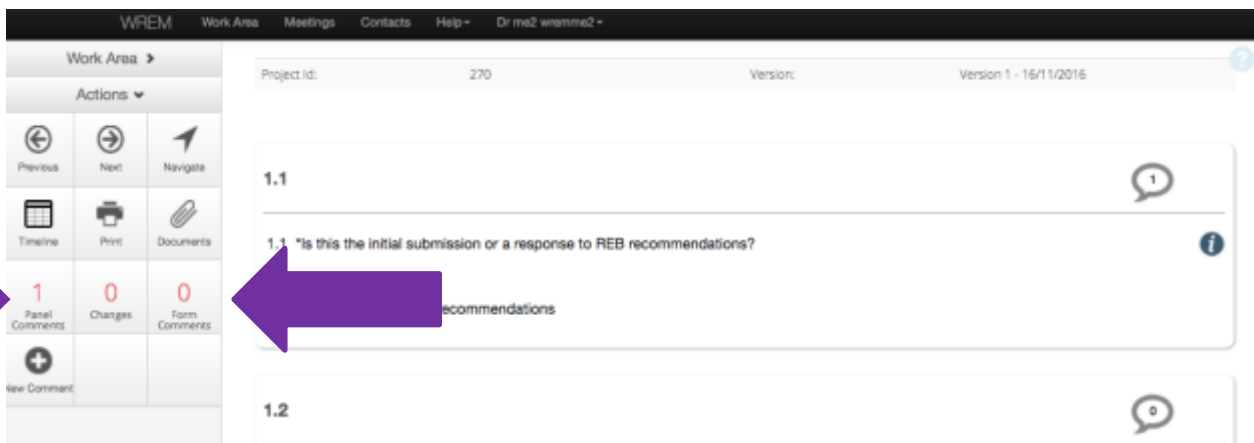
Comment

Delete
Cancel
Save

#### 4.4.4 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 the WesternREM (Reviewer) interface. On the left is the 'Work Area' sidebar with an 'Actions' dropdown menu. The 'Actions' menu includes: Previous, Next, Navigate, Timeline, Print, Documents, Panel Comments (with a red '1' indicating one comment), Changes (with a red '0'), Form Comments (with a red '0'), and New Comment. On the right is the main content area showing a list of comments for 'Project id: 270'. The first comment is titled '1.1 \*Is this the initial submission or a response to REB recommendations?' and has a speech bubble icon with the number '1' next to it. A second comment titled '1.2' is partially visible below it.

#### **4.4.5 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.